



MORGAN COUNTY PLANNING,
ZONING & BUILDING DEPT.
231 Ensign, P.O. Box 596
Fort Morgan, Colorado 80701
PHONE (970)542-3526
FAX (970)542-3509
EMAIL permits_licensing@co.morgan.co.us

PERMIT # _____ - _____

Date Received _____ / _____ / _____	Received By _____
Initial Review Fee: \$ _____	Ck/CC #: _____ Paid _____ / _____ / _____
Application Fee: \$ _____	Ck/CC #: _____ Paid _____ / _____ / _____
☐ Administrative Review	☐ Full Review
PC Date: _____ / _____ / _____	BOCC Date: _____ / _____ / _____
100 Year Floodplain? <u>Y/N</u>	Taxes Current? <u>Y/N</u>

MINOR SUBDIVISION APPLICATION

Landowners MUST Sign Application and Right to Farm Policy

APPLICANT(S)

Name _____
Address _____

Phone _____
Email _____

LANDOWNER(S)

Name _____
Address _____

Phone _____
Email _____

SURVEYOR

Name _____ Email _____
Address _____ Phone _____

PROPERTY LEGAL DESCRIPTION AND TECHNICAL INFORMATION

Address of Property to be divided (or general location if not yet addressed): **Attach extra pages if needed*

Parcel #: _____ - _____ - _____ - _____ Zone District: _____

S: _____ T: _____ R: _____ $\frac{1}{2}$ $\frac{1}{4}$ $\frac{1}{4}$

Total acreage in parcel: _____ Number of lots to be created: _____

Is property located within one thousand three hundred twenty (1320) feet of a confined animal feeding operation, packing plant, slaughterhouse or rendering plant? ☐ YES ☐ NO

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

Minimum Lot Size Requirements:

- Minimum lot size for parcels containing both a water well and septic system is 2.5 (two and one half) acres
- Minimum lot size for parcels without a water well and served by a public or private water system and septic system is 1 (one) acre

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED

MINOR SUBDIVISION APPLICATION REQUIRED ATTACHMENT LIST

Additional information may be required by staff

Application Fee:

☐ **Non-Refundable Application Fee**

**Additional fees and charges may be required pursuant to Section 1-155 of the Morgan County Subdivision Regulations. Applicant will be responsible for any legal fees after the first 3 hours.*

Project Narrative:

☐ **Narrative to include:**

- ☐ Project Description
- ☐ Purpose of request, including how the project meets the criteria in Sec. 8-220 of the Morgan County Subdivision Regulations
- ☐ Additional information to show project's intent
- ☐ How project will relate to or impact existing adjacent uses
- ☐ All off-site impacts and proposed mitigation measures
- ☐ Development or implementation schedule of project
- ☐ General topography of land and potential hazards
- ☐ If property is in the floodplain, give Zone, panel number, and panel date
<https://msc.fema.gov/portal/home>
- ☐ List the fire district the proposed project is within

Plans/Maps:

☐ **Plat (Survey)** Map per requirements set forth in Morgan County Subdivision Regulations in Sec. 6-170 **(SUBMIT ELECTRONICALLY)**

- ☐ **Improvement Location Certificate, if applicable** including setbacks of existing structures, wells and septic system
- ☐ Include any easements required for the project – widths and other pertinent information (May be required to supply copies of easement agreements)
- ☐ **Drainage Plan**, if applicable
- ☐ **Revegetation Plan**, if applicable

Ownership:

☐ **Current Title Commitment** (within 6 months)

Utilities / Access:

☐ **Water** (Must prove quality, quantity & reliability)

- ☐ Quality Water Bill / Engineering Report
- ☐ Well Permit —*If you are seeking a well as an additional source of water, DWR must be contacted. DWR may require an augmentation plan. Applications may be delayed due to DWR review times.*
 - ☐ Shared well agreement detailing the specifics for the responsibilities of the owners of the lots related to the shared well and any easements to access the well if shared well is proposed. Must submit proof that the well may be used for the number of lots proposed.
 - ☐ Other proof of water

☐ **Septic**

- ☐ Septic Permit
- ☐ Will-Serve Letter
- ☐ Other proof of public system

Utilities / Access:

- ☐ **Electric**
 - ☐ Electric Bill
 - ☐ Will-Serve Letter
- ☐ **Driveway Permit** (CDOT or Morgan County Road & Bridge)
- ☐ **Covenants** if shared access is proposed to include:
 - ☐ Name of current property owner
 - ☐ Legal description of the property, including the name of the subdivision and the lots, if less than the entire subdivision, subject to covenants
 - ☐ Specific details regarding responsibilities for maintenance of the shared access including standards for the access (surface conditions, materials, etc.)
 - ☐ Specific details regarding share of costs (proportional share, collection methods)
 - ☐ Enforcement provisions
 - ☐ Prohibition on closure of access by any lot owner

Technical:

- ☐ **Ditch Company Notification** — if a ditch is on or adjacent to the parcel
- ☐ **Soil Map from Morgan Conservation District** showing suitability for sanitary facilities and building site development for site specific soil
- ☐ **Vested Rights Form**
- ☐ **Impact Statement** from the Morgan County Extension Office
- ☐ **Proof of Current Paid Taxes**
- ☐ **Notification to all mineral rights owners and/or lessees** (see attached)
 - ☐ **Mineral Certification Form**
- ☐ **Statement of Authority**, if applicable
- ☐ **Declaration of Restrictive Covenants**, if applicable
- ☐ **Homeowners Association Agreement and bylaws**, if applicable
- ☐ **Public Improvement Agreement**, if applicable
- ☐ **Right to Farm Policy** signed by all Landowners (Attached)
- ☐ **Posted Public Notice Verification**
 - ☐ **Notarized affidavit with photographs from a distance & close up**
(Must be submitted prior to Planning Commission hearing and prior to Board of County Commissioners hearing)
- ☐ **# Of Digital Applications:** _____ ☐ **# of Paper Applications:** _____
- ☐ **Recording Fees:** *All recording fees will be collected at the **conclusion** of all hearings. Made payable to Morgan County Clerk & Recorder*

Additional Information Required by Staff:

*Title to any or all of the Minor Subdivision cannot be transferred until all required documents have been recorded in the Morgan County Clerk and Records Office.

LANDOWNER AND APPLICANT STATEMENTS

I hereby certify that to the best of my knowledge, the information contained within this application package is true and correct.

Applications will **not** be accepted for properties which are not current in their property taxes.

Application must be signed by applicant and landowner as it appears in title insurance.

Applicant Signature	Date
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Landowner Signature _____ Date _____

Applicant Signature

Date

Landowner Signature

Date

MORGAN COUNTY RIGHT TO FARM POLICY

Morgan County is one of the most productive agricultural counties in Colorado. Ranching, farming, animal feeding, and all agricultural activities and operations in Morgan County are integral and necessary elements of the continued vitality of the County's economy, culture, landscape, and lifestyle. Over 70% of the County's acreage is devoted to farming and raising livestock with over 700 farms. The agricultural products produced by those farms create millions of dollars of market value. Morgan County recognizes the importance of agricultural operations as necessary and worthy of recognition and protection and supports policies to maintain the high-quality rural character of the County.

Living in Morgan County requires residents to accept the effects of agriculture and rural living as part of daily life. Agricultural users of the land are not expected to change their long-established agricultural practices to accommodate the intrusions of residential activities into a rural area. These effects may include noise from tractors, equipment, and aerial spraying at any time; dust from animal pens, field work, harvesting, and use of gravel roads; odor from confinement animal feeding operations, silage and manure; smoke from ditch burning; flies and mosquitoes; the use of pesticides and fertilizers; and movement of livestock or machinery on public roads. Under Colorado law, these activities are not considered nuisances and are protected.

Residents must also accept that public services in rural areas are different than urban or suburban areas. Specifically, regular road maintenance may be less available and may be at a lower level. In certain circumstances, the standard for maintenance may be determined on whether the road is passable and usable and not whether the road surface is rough. County gravel roads, no matter how often they are maintained, will not provide the same kind of surface expected from a paved road and will not support travel at the recommended speed. Further, the County may permit certain road maintenance activities by agricultural producers or other industries to allow those commercial activities to continue when County resources are unavailable due to other road issues or events. The County considers these activities to be integral to the protection of agricultural operations in Morgan County.

In addition, in Morgan County, utility services may be nonexistent or subject to interruption; law enforcement, fire protection and ambulance service will have considerably longer response times; and snow may not be removed from County roads for several days after a major snowstorm. The County prioritizes snow removal as it deems necessary.

People are exposed to different hazards in a rural setting than they are in an urban or suburban area. Farms, ponds, irrigation ditches, electrical service to pumps and oil field equipment and operations, noxious weeds, livestock, and territorial animals may present real threats to people. It is necessary that all activities are supervised for both the protection of the people and protection of agricultural activities and owners may need to fence property to ensure a safe environment.

All County residents are encouraged to learn about their rights and responsibilities and to act as good neighbors and citizens of Morgan County. This includes but is not limited to obligations under Colorado State law, including but not limited to, the Colorado Fence and Right to Farm laws, and Morgan County Zoning Regulations regarding maintenance of fences, controlling weeds, and keeping animals under control. Residents are responsible for understanding and accepting the implications of living in a rural agricultural area.

Information regarding these topics may be obtained from the Morgan County Extension Office and Planning and Zoning Department.

RECEIPT AND STATEMENT OF UNDERSTANDING

I hereby certify that I have read and understood the Morgan County Right to Farm Policy. I further state that I am aware and acknowledge that the conditions of living in a rural area, primarily used for agricultural production, and that I understand these activities are protected under Colorado law and are not considered a nuisance.

Signature Date

Signature Date

Printed Name

Printed Name

Address

Address

Adopted by the Morgan County Board of County Commissioners by Resolution 2025 BCC 21



Application for Driveway Access Permit
Morgan County, Colorado

Instructions for Completing and Submitting Application

1. Property Owner (Permittee): Please provide the full name, mailing address, telephone number and email address *(if available)* of the legal property owner. The provided telephone number should be one where the Permittee can be reached during business hours Monday through Friday, 8:00 a.m. to 4:00 p.m. MDT.
2. Agent of Permittee: If the applicant *(person or company completing this application)* is different from the legal property owner *(Permittee)*, provide entity name *(if applicable)*, the full name of the person serving as the agent, mailing address, telephone number, and email address *(if available)*. The provided telephone number should be one where the Agent can be reached during business hours Monday through Friday, 8:00 a.m. to 4:00 p.m. MDT. *Please provide documentation you are an agent of property owner.*
3. Legal Description of property: Provide the legal description to the full extent that applies for the property to be accessed by the requested driveway. Include the Assessor parcel number. This information is available through the County Assessor or Clerk and Records office or on your property deed(s).
4. Road Access: Complete the information on the County Road that will be accessed by this proposed driveway.
5. New or Existing Driveway: Complete the information for the driveway type.
New Driveways:
 - In determining location for the proposed driveway, take into account: line of site distances, relationship to road intersections, and relationship to crests of hills.
 - Please indicate the desired width of the new requested driveway.
 - If possible, provide a map showing the desired location of the proposed driveway.
 - ***The proposed area for the new driveway must be clearly marked with flagged stakes on each side of the proposed area. Please have the location marked as indicated prior to submitting application.***
6. Initial the bottom of page two (2) in the provided location indicating that you have read and understand the terms and conditions.
7. Signature Section must be signed and dated by the property owner or agent. *Applications will not be processed until they are fully completed, initialed, signed and submitted, along with any additional required documents.*
8. Submittal of Application: Please submit application and all corresponding paperwork to:
By mail or in person: Morgan County Road and Bridge Department
P.O. Box 516
17303 County Road S
Fort Morgan, CO 80701
By Email to: rbmorganc@co.morgan.co.us

Application for Driveway Access Permit
Morgan County, Colorado

Terms and Conditions

1. The granting of this permit application is for one (1) property access across the county right of way onto a county road. The access must not exceed the approved width defined on the approved permit. Additional accesses crossing the right of way must be applied for separately.
2. If this access is to be onto an access/travelling easement, then a copy of the easement, recorded plat or use agreement must accompany this application.
3. The granting of a driveway access permit by Morgan County is only for the purpose of crossing the right of way under the counties jurisdiction. It is the permittee's responsibility to identify and obtain permissions to cross any other easements, covenants, right of ways or private agreements that may exist.
4. If the access request is onto any Federal or State lands, you must provide the names and contact information for the relevant agencies and attach a copy of the authorization for the property use.
5. All property owners/agents are responsible for any damages that may occur to the county road or right of way during installation of said driveway.
6. The construction and all costs associated with the construction of the driveway are the responsibility of the property owner/agent. The construction cannot exceed the defined width and must include any specified culverts required as defined in the approved permit. Culverts may be purchased from anywhere, however they must be approved by the county prior to installation. Culverts may also be purchased from Morgan County Road and Bridge.
7. If a culvert is required, it is for use by Morgan County to protect the road and right of way. Morgan County retains the right to utilize the culvert in any way it deems necessary.
8. If a culvert is not required at the time of permit issuance, however, in the future a culvert is deemed necessary, the cost of said culvert may be at the property owner's expense.
9. Inside the county right of way, the driveway may only consist of the travelling surface to access the property. No other structures or appurtenances may be placed in the right of way (*examples: columns, walls, fencing, large rocks, etc.*). The only exception to this requirement is mailboxes.
10. During the construction of an approved driveway, it is the responsibility of the property owner/agent and/or their contractor to insure safety to the travelling public. This could include the use of signs, cones and/or traffic control as necessary.
11. All repairs, maintenance and costs associated with said driveway are the responsibility of the property owner/agent.
12. Morgan County is not responsible for any damages to the driveway caused by normal maintenance operations, including but not limited to mowing, grading, and snowplowing.
13. The property owner/agent agrees to hold harmless, indemnify, and defend Morgan County from any claim of any person arising from the installation, use, maintenance, or removal of the driveway in the county right of way.
14. The terms, conditions and requirements defined in this application and subsequent approved permit will remain valid through any future sales, transfer of ownership or assignments of the property defined in this driveway application.

_____ Please Initial that you have read and understand the terms and conditions outlined on this page.

Application for Driveway Access Permit

Morgan County, Colorado

1. Property Owner (Permittee):

Name: _____

Address: _____

City/State/Zip Code: _____

Phone () _____ Email: _____

2. Agent of Property Owner (If Applicable)

Company/Individual Name _____

Contact Name (If Applicable) _____

Address: _____

City/State/Zip Code: _____

Phone () _____ Email: _____

3. Legal Description:

Parcel Number: _____

4. Road Access:

Access onto County Road _____ (Circle Direction) North / South / East / West of County Road _____

5. Driveway Type: (Check One) ****New Driveway** _____ **Existing Driveway** _____

Desired width of New Driveway _____ Feet.

****If this is a new driveway location, please place flagged stake marker on each side of the requested driveway location.**

I have read the instructions, terms and conditions outlined in this Driveway Access Permit Application, and agree to all terms and conditions outlined therein, furthermore, I understand no liability is assumed by the County of Morgan, Colorado or its agents by issuance of a permit for this application and all costs, present and future, associated with the access provided by an Approved Driveway Access Permit are the responsibility of the property owner/agent and or any future assignees. The applicant declares the information provided are true and complete to the best of their knowledge.

Property Owner/Agent Signature

Date

Submit Completed Application and All Supporting Documents to:

Morgan County Road and Bridge Department

P.O. Box 516

17303 County Road S

Fort Morgan, CO 80701

Or by Email to: rbmorganc@co.morgan.co.us

Phone: (970) 542-3560 Fax: (970) 542-3569

For Office Use only below this line

Determination: _____ Approved _____ Denied (Reason for Denial): _____

GPS Coordinates, Centerline of Driveway in relation to road: Latitude: _____

Maximum Width of Driveway: _____ Feet Longitude: _____

Culvert Required: YES / NO If Yes, Size: _____

Closest Intersecting Road _____ Measurement from Closest Intersecting Road _____ Feet

Driveway Access Code: _____

Completed By: _____ Date: _____

MORGAN COUNTY EXTENSION
914 E. RAILROAD AVE
FORT MORGAN, CO 80701
970-542-3540
FAX: 970-542-3541

_____ is applying for a Minor Subdivision or Planned Development
(landowner)

consisting of _____ lots totaling _____ acres. Landowner is Proposing to allow _____ animal units
per acre, or _____ animal units per lot.

Location and/or address of site: _____

Driving direction from Fort Morgan: _____

Date application is due in Planning Dept.: _____

Copy of soils map must accompany this request.

Copy of site plan must accompany this request.

It is the landowners/applicants responsibility to provide a stamped, self-addressed envelope for return of this form
or to make arrangements to pick it up at the Extension Office.

EXTENSION AGENT USE ONLY:

Approval of animal units as proposed: _____ Recommended maximum animal units: _____

Comments: _____

Signature: _____ Date: _____

LOCATING MINERAL RIGHTS OWNERS

Determining mineral rights owners involves examining ownership records and deeds. To find who owns the mineral rights under your land, consider the following options:

- ☐ Research the ownership on your own through the Assessor's Office and Clerk and Recorder's Office.
- ☐ Contact a law office or a title company to perform the research for you.

Researching On Your Own

The process for determining who owns the mineral rights for a particular property is difficult and often time consuming. Sometimes, the title information from the closing of a home sale will include information regarding ownership of the mineral rights, but that information may not always be accurate and should be confirmed.

One place to start researching mineral rights ownership is the deed to the land. The Recording Department in the Clerk & Recorder's Office archives copies of property deeds and you can search for deeds in the grantor/grantee index at their office or on the public computer available at the Clerk & Recorder's Office. The deed should indicate what type of ownership was conveyed at the time of sale/transfer of ownership. Research the names and percent (%) of interest for all mineral owners for the subject property. Only mineral owners who have recorded a request for written notification of all applications for development need to be provided the written notice described C.R.S. § 24-65.5-103(1).

The County Assessor's records must also be reviewed by the legal description. The Assessor does not provide a public computer, and the search must be performed on their website at <https://morgancountyco-assessor.tylerhost.net/assessor/web/>.

Ownership rights are complicated, and it is advised that you consult an attorney or other property expert to research mineral ownership before you take any action regarding your rights.

**CERTIFICATION OF NOTIFICATION
OF MINERAL ESTATE OWNER**

The applicant must check one of the three following statements, sign and date the form, and attach a list of mineral owners and lessees to whom notice was sent (if applicable).

I/We, _____

_____, (the "Applicant" or authorized representative of the Applicant), by signing below, hereby declare and certify as follows:

With respect to the property located at:

Physical Address: _____

Legal Description (attach as applicable): _____

Permit #: _____

_____ I /We have searched the records of the Morgan County Tax Assessor and the Morgan County Clerk and Recorder for the above identified parcel and have found that no mineral estate owner is identified therein pursuant to C.R.S. § 24-65.5-103(1).

_____ I/We certify that, not less than thirty (30) days before the initial public hearing, notice of application for surface development was provided to mineral estate owners pursuant to C.R.S. § 24-65.5-103(1) of the Colorado Revised Statutes. A copy of the letter and list of addressee are included with this certification.

_____ The mineral estate has been severed from the surface estate, and each mineral estate owner and lessee has waived the right to notice as per C.R.S. § 24-65.5-103(5).

I hereby further certify that I am the Applicant, or I am authorized by the Applicant to make the representations contained herein and to act as the Applicant's agent for purposes of this Certification of Notification and bind the Applicant to these representations by my signature below.

Applicant or Authorized Representative

Date



Planning and Zoning Department
231 Ensign St.
PO Box 596
Fort Morgan, CO. 80701
970-542-3526 or Fax 970-542-3509
Email: permits_licensing@co.morgan.co.us

MINERAL RIGHTS NOTICE REQUIREMENTS

Pursuant to Colorado Revised Statutes (C.R.S) 24-65.5-103(1), Applicants for development are required to notify all owners and lessees that hold a mineral interest on the subject property, of a pending application for proposed development.

What Are Mineral Rights?

Mineral rights are ownership rights that allow the owner the right to exploit minerals from underneath a property. The rights refer to solid and liquid minerals, such as silver, gold, copper, salt, clay, oil, natural gas, sand and gravel or any other material below the surface. Mineral rights can be separate from surface rights and are not always possessed by the property owner.

Mineral Rights Lessee

A mineral rights' lessee is a person who has entered into a lease with the mineral rights owner to explore for, develop, and produce the leased minerals.

How can I find the mineral rights owner?

State law requires that an applicant examine the records in the county tax assessor and clerk and recorder of the county in which the real property is located.

At your option, you may also hire a third party (attorney, title company) to review these records or the title to the property.

How do I notify the mineral rights owners?

State law requires that notice of the hearing be provided to the mineral owners and lessees by certified mail, return receipt requested, or by a nationally recognized overnight courier, no later than 30 days prior to the initial hearing date. For applications that do not require a hearing, notice should include the proposed date a decision will be made by the Planning and Zoning Department.

The notice must contain the date, time and place of the hearing, the nature of the hearing, the location and legal description by section, township, range of the property that is the subject of the hearing, and the name of the applicant. COPY OF LETTER AND RECEIPT OF IT BEING DELIVERED SHALL BE PROVIDED TO THE MORGAN COUNTY PLANNING AND ZONING DEPARTMENT WITHIN 14 DAYS OF PLANNING COMMISSION HEARING OR DATE OF DECISION BY PLANNING DIRECTOR AND SHALL INCLUDE THE NAMES AND ADDRESSES OF MINERAL OWNERS AND LESSEES.

ALL APPLICANTS MUST SIGN THE MINERAL RIGHTS CERTIFICATION.

Sample Notice

[Insert Date]

[Insert mineral interest owner's/ lessee's address]

Sent via Certified Mail

Notice to Mineral Rights Owners and/or Lessees:

As required by Colorado State Statute 24-65.5-103, I am notifying you that I have submitted an [type of application] application to the Morgan County Planning and Zoning Department for [Insert name of proposed project], located in the [Insert location and legal description by section, township, and range] of the 6th P.M., Morgan County, Colorado.

- APPLICATIONS REQUIRING PLANNING COMMISSION AND BOARD OF COUNTY COMMISSIONERS HEARINGS:

The application will be heard by the Morgan County Planning Commission in a public hearing on [Insert date] at 6:00 PM in the assembly room, 231 Ensign Street, Fort Morgan, Colorado. The Planning Commission will review the application and recommend approval or disapproval to the Board of County Commissioners.

Final approval or disapproval of the application will be considered by the Morgan County Commissioners on [Insert date] at [Insert time] in the assembly room, 231 Ensign Street, Fort Morgan, Colorado.

- APPLICATIONS APPROVED ADMINISTRATIVELY (NO HEARINGS REQUIRED):

Final approval or disapproval of the application will be determined by the Morgan County Planning and Zoning Director on [Insert date].

Sincerely,

(applicant/landowner)

Vested Rights Option Form and/or Waiver

Submit with application.

Type of Review

Property Owner's Name

Address of Property

Applicant's Name

OPTION #1

I, _____, intend to pursue the creation of a vested property right as provided for in Sec. 2-505 of the zoning regulations. In order to accomplish that, I am requesting that my application be referred to the Board of County Commissioners for a public hearing pursuant to the applicable sections of the Morgan County Zoning Regulations. I understand that if my request is approved by the Board, notice advising the general public of the Board's approval and the creation of a vested property right will be published in a newspaper of general circulation no later than fourteen days following final approval. By default, vested rights will be granted for a period of three years.

I understand and acknowledge that certain delays in my project's approval time may result in order to meet the hearing and notice requirements of state law for the creation of a vested property right.

Optional: I, _____, am requesting an *additional* _____ years and include a narrative explaining the reasoning for the additional vested years request.

Property Owner

By: _____

Date: _____

-If option #1 is requested, there will be a non-refundable fee-

.....

OPTION #2

I, _____, understand that I may pursue the creation of a vested property right as provided for in the Morgan County Zoning Regulations and C.R.S. § 24-68-103. and I choose to voluntarily waive this right. I have been advised by the County to consult an attorney prior to signing this waiver. Further, I understand that this waiver does not abridge any common law vested rights which I may acquire nor does it diminish any right which may exist under the County's Zoning or Subdivision Regulations, except for limitations on vested rights as detailed in the Morgan County Zoning Regulations.

Property Owner

By: _____

Date: _____