

**CITY OF LA JUNTA
PLANNING COMMISSION
P.O. Box 489
La Junta, CO 81050**

PROCEDURE FOR LOT SPLIT APPROVAL

The Planning Commission of the City of La Junta reviews application for lot split approval pursuant to Article IV, Section 6 of the City of La Junta Subdivision Regulations. Requests for lot split approval shall be submitted in letterform and shall be submitted to the Secretary of the Planning Commission.

Review will be conducted at a regularly scheduled Public Hearing conducted by the Planning Commission. Personnel of the City of La Junta Engineering Department can provide Public Hearing dates, application submittal dates and answer any questions applicants may have.

Application shall be made by the owner of the land to be split and the following shall be submitted along with the letter of application and a \$100.00 filing fee:

- 1. Documentation showing ownership of the property for which the lot split has been requested.**
- 2. Four (4) copies of a scale drawing of the lots involved if there are no structures thereon, or, if structures are located on any part of the lot being split, four (4) copies of a survey of the lot(s) and the location of the structures thereon together with the precise nature, location and dimensions of the proposed lot split shall accompany the application.**
- 3. A plat showing the locations of all existing utilities and the location of required extensions of the utilities required for the proposed development.**

The secretary of the Planning Commission will mail notification of the Public Hearing to all property owners within 175 feet of the property proposed to be split. Such owners shall have ten (10) days from the date of notification to notify the Secretary of the Planning Commission of any protests they may have concerning the lot split. The ten-day waiting period may be waived upon submission in writing of statements from those to be notified that they have no objection to the proposed lot split.

The lot split application letter shall include statements similar to the followings:

- 1. No new street or alley is needed.**
- 2. There is no vacation of streets, alleys, setback lines, access control or easements required.**

3. The lot split will not result in significant increases in service requirements or interfere with any existing service levels.
4. The lot split will not require the increased width of any adjoining right-of-way.
5. All easement requirements have been satisfied.
6. The lot split will not result in a tract without direct access to a street.
7. A substandard-sized lot will not be created.
8. The lot has not been previously split in accordance with these regulations.

The Zoning Administrator will submit a copy of the application to all departments of the City of La Junta for their review and comments.

If the lot split application is approved, and after all conditions have been met, the Chairman and Secretary of the Planning Commission shall sign a certificate of approval.

A copy of the lot split approval shall be filed by the Secretary of the Planning Commission with the Building Official and One (1) copies shall be furnished to the applicant, the Engineering Department shall file with the County Clerk and Recorder.

A copy of Article IV, Section 6 of the City of La Junta Subdivision Regulations is attached.

For additional information please contact:

City of La Junta
Department of Engineering
P.O. Box 489
La Junta, CO 81050
719-384-5991

SUBDIVISION REGULATIONS
FOR
THE CITY OF LA JUNTA, COLORADO

ARTICLE IV

SECTION 6. LOT SPLIT PROCEDURE:

1. Applications for lot split approval shall be made by the owner of the land to the Zoning Administrator for action by the Planning Commission. Four (4) copies of a scale drawing of the lots involved if there are no structures thereon, or, if structures are located on any part of the lot being split, four (4) copies of a survey of the lot(s) and the location of the structures thereon together with the precise nature, location and dimensions of the proposed lot split shall accompany the application. The application shall be accompanied by a list of the names and addresses of all persons who own property within 175 feet of the property proposed to be split. Written notices shall be given by the applicant to all such owners. Such owners shall have ten (10) days from the date of notification to notify the Zoning Administrator of any protests they may have concerned the lot split. The ten-day waiting period may be waived upon submission in writing of statements from those to be notified that they have no objection to the proposed lot split.
2. No lot split shall be approved if:
 - a. A new street or alley or other public improvement is needed or proposed.
 - b. A vacation of streets, alleys, setback lines, access control, or easements is required or Proposed.
 - c. Such action will result in significant increases in service requirements (e.g., utilities, schools, traffic control, streets, ect.); or will interfere with maintaining existing service levels (e.g., additional curb cuts, repaving, ect.).
 - d. There is less street right-of-way than required by these Regulations or the Comprehensive Plan.
 - e. All easement requirements have not been satisfied.
 - f. Such split will result in a tract without direct access to a street (i.e., property must abut a street and meet minimum lot width requirements).
 - g. A substandard-sized lot or parcel will be created.
 - h. The lot has been previously split in accordance with these regulations.
3. The Planning Commission shall, within thirty (30) days of an application, in writing, approve disapprove, or continue for cause those applications which in the opinion of the Board of Adjustment do not meet the requirements of these regulations.

When the lot split application has been approved, and after all conditions have been met, the Chairman and Secretary of the Planning Commission shall sign the following certificate of approval, as required, for the lot split drawing or survey:

CERTIFICATE OF LOT SPLIT APPROVAL

STATE OF COLORADO)
) ss
COUNTY OF OTERO)

I hereby certify that this lot split has been examined and found to comply with the Subdivision Regulations of the City of La Junta, Colorado, and is, therefore, approved for recording.

Date Signed:_____

Planning Commission Chairman

Planning Commission Secretary

4. A copy of the lot split approval shall be filed by the Administrator with the applicable official designated to issue building and/or zoning permits and one (1) copies shall be furnished to the applicant, the Engineering Department shall file with the County Clerk and Recorder.