

Costilla County Planning and Zoning Dept.
PO Box 130 352 ½ Main St. San Luis, Co 81152
719-672-9109 Fax 719-672-3003 E-mail Costilla@Centurytel.net
www.Costilla-County.com

Minor Development Permit Application Instructions

Introduction

Costilla County requires a Minor Development Permit for any new development activities such as the construction of new residential buildings, the placement of a manufactured home, the expansion of existing structures, the remodeling of existing structures, decks, and the construction of accessory buildings exceeding 10'x12' or 120 sq. ft.

To receive a permit, the applicant (*property owner*) must fill out an application with the Costilla County Planning Department before any construction or placement activity can begin. The application identifies the property, explains the proposed new activity, and provides the County with the necessary information about the project.

- NOTE: *If applicant is **not** the owner of the property, then a copy of a contract for sale or lease between applicant and owner, or a notarized letter from the owner consenting to this application must be submitted.*
- *A **Legal Description of Land** and a **Physical Address** can be obtained from the Assessor's Office and **MUST** be presented with this application.*

Use of this Document:

This information is intended to give the applicant a simplified overview of the Land Use Code requirements in Costilla County. This information is not comprehensive and is not to be considered a legal document. Use the actual Costilla County Land Use Code to plan your project.

What is a Minor Development Permit?

A Minor Development Permit is any of the following permits;

1. **Individual Sewage Disposal System (ISDS) Permit** - a State permit required for homes or dwellings that are not connected to a centralized sanitation collection system.
2. **Construction Permit** - a permit required for any new activity that will result in the construction of a family dwelling, the expansion of an existing structure, the remodeling of an existing structure, decks, and the construction of accessory buildings exceeding 120 sq. ft. Dwellings that are occupied will be inspected to protect the quality of life and promote the health, safety and general welfare of the occupants.
3. **Manufactured Home Placement Permit** - A permit is required for the placement of all manufactured homes.
 - A detached single family dwelling that is not less than 24 ft in width and 36 ft in length and is installed on an engineered permanent foundation.

4. **Mobile Homes** – A permit is required for any single family dwelling unit which is 8 body ft. or more in width and is 32 body ft. or more in length, and which is built on permanent chassis and designed to be used as a dwelling without a permanent foundation.
4. **Occupancy Permit** - a permit required for any structure that is constructed or placed on a parcel and is intended for human habitation.
- 5.
5. **Road Access Permit** - A permit required for access points on public maintained right-of-ways such as County roads or State highways.

Pre-application Conference

The applicant must consult with the Costilla County Planning and Zoning Staff prior to filling out this application. A pre-application conference is required of all applicants for minor development activities.

This meeting is intended to provide an understanding of the applicable review procedures, application requirements, and provide information pertinent to the site.

We will explain the application procedures, what materials are required for submittal, and will determine which permits if any are necessary. The applicant will bring a site plan drawing to the conference.

The pre-application conference may be held at the Planning Department office or the Phone.

Application Review Process

To be complete, an application must contain all information requested by the Land Use Office. Any application which is not complete will not be accepted, processed, or scheduled for review.

If the Land Use Staff feels that the proposal raises any concerns or issues, a written response will be mailed to the applicant within five business days of the pre-application conference. Any comments made by the Land Use Staff during this pre-application process are preliminary in nature and may not be relied upon by the applicant. All applicants must understand that formal comments cannot be made until after the application has been formally submitted.

If there are no problems or unresolved issues with the application, then the Land Use Administrator can approve the application and issue a permit to the applicant.

Application Submittal Requirements

1. Application Form and Fee(s).
Payment of fees must be by check, money order, cash or in some cases, certified check.
2. Vicinity Map: A simple map showing the general location of the property to be developed.
3. Site Plan: A detailed drawing of the property showing details of proposed new activity. A site plan sheet will be provided with application form.
4. Land Use staff has 5-days to approve or deny applications.

Minimum Setback Requirements and General Standards

Article 4, Section 4.200 Minimum Setback Requirements

- A. **Minimum Setback Requirements, Agriculture District.** All building shall be located at least fifty (50) feet from the property line and thirty-five (35) feet from the edge of the road easement right-of-way on the side of the property facing a county road.
- B. **Minimum Setbacks Requirements, Rural Residential District.** All building shall be located at least twenty-five (25) feet from the property line.
- C. **Minimum Setbacks Requirements, Estate Residential District.**
1. Front yard setback:
 - a. arterial 20 feet
 - b. major collector 20 feet
 - c. local 20 feet
 2. Side yard setback: 5 feet
 3. Rear yard setback:
 - a. primary uses 25 feet
 - b. accessory uses 5 feet

Article 5, Section 5.100 General & Approval standards

This article include standards that will be applied by the county in its decision to approve/ or deny requests for Land Use Permits.

1. **Mobile Homes & Manufactured Homes:**
 - a. Mobile Homes & Manufactured Homes manufactured prior to 1976 are prohibited in unincorporated Costilla County. *Note: Prohibited use as a storage facility.*
2. **Visual Impacts:**
 - a. The use shall preserve views and vistas, construction on ridgelines that are visible from major roadways or residential development shall be prohibited, and the design of the activity shall be compatible with the surrounding natural environment.