



www.larimer.org  
**Planning Department**  
 200 W. Oak Street  
 3<sup>rd</sup> Floor  
 Fort Collins, CO 80521  
 970-498-7683

# BOUNDARY LINE ADJUSTMENTS

The purpose of a Boundary Line Adjustment is to adjust the boundary lines between contiguous legal lots (not in a recorded subdivision) that do not result in any additional lots.

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the land division proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

**Please Note:** Once submitted to the County, all application materials become a matter of public record.

## SUBMITTAL REQUIREMENTS

| The following items are required for all Final Plat applications. |   |                             |                 |   |
|---|---|-----------------------------|-----------------|---|
| Item #  | Description:  | Information Provided for:   | Copies Required | ✓ |
| 1.  | <b>Application Form</b> – must be signed by <b>all</b> property owners and the applicant  | File                        | 1               |   |
| 2.  | <b>Application Fee</b> – current fee at the time of submittal   | File                        | \$              |   |
| 3.  | <b>Project Description</b> – detailed description of the proposed project, include review criteria from Section 5.5.3 of the Land Use Code<br><b>Please see page 4 for Project Description requirements</b> | File, All Referral Agencies | 6               |   |
| 4.  | <b>Boundary Line Adjustment Plat</b> – size 24” x 36”<br><b>Please see pages 5-8 for Plat requirements</b>  | File, All Referral Agencies | 6               |   |
| 5.  | <b>Closure Data</b> – one hard copy computer printout for <u>each</u> resultant parcel boundary (perimeter bearings, distances, closure, acreage with project coordinates).                                 | File, Engineering           | 2               |   |
| 6.  | <b>Monuments</b> –<br><b>Please see page 6 for requirements</b>   | File, Engineering           | 2               |   |
| 7.  | <b>Utility Check Sheet</b> – signed by all applicable utility providers. <b>See check sheet attached</b>  | File                        | 1               |   |
| 8.  | <b>Ownership &amp; Encumbrance*</b> - contact a Title Company for this information.   | File                        | 1               |   |

**\*Ownership and Encumbrance:** A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a property.

## SUBMITTAL REQUIREMENTS CONTINUED

| <b>The following items are required for all Land Division applications.</b> |  |                                  |                        |          |
|---|--|----------------------------------|------------------------|----------|
| <b>Item #</b>   | <b>Description:</b>  | <b>Information Provided for:</b> | <b>Copies Required</b> | <b>✓</b> |
| 9.  | <p><b>Deeds</b> – transferring ownership of the property and describing that resultant parcels.</p> <ul style="list-style-type: none"> <li>• If there is more than one owner, a deed transferring ownership of the parcel(s) with the legal description of the resultant parcel(s) is required.</li> <li>• If there is only one owner, a legal description of the resultant parcel(s) is required on the plat or by deed.</li> </ul>   | File                             | <b>1</b>               |          |
| 10.   | <p><b>Evidence of Eligibility</b> –</p> <p><b>For parcels greater than 35 acres:</b> One copy of deeds or other legal documents that created the subject parcels and evidence that no parcel less than 35 acres remains or resulted from the creation.</p> <p><b>For parcels less than 35 acres:</b> One copy of deeds or other legal documents which clearly demonstrate that the subject parcels are the parcels that existed on May 5, 1972, or evidence that the subject parcels were previously approved by Larimer County.</p> | File                             | <b>1</b>               |          |
| 11.   | Other  | TBD                              |                        |          |

## FINAL SUBMITTAL REQUIREMENTS (SUBMITTED BEFORE RECORDING)

| <b>The following items must be submitted before the final plat can be recorded.</b> |  |                                  |                        |          |
|---|--|----------------------------------|------------------------|----------|
| <b>Item #</b>   | <b>Description:</b>  | <b>Information Provided for:</b> | <b>Copies Required</b> | <b>✓</b> |
| 1.  | <p><b>Final Plat</b> – mylar copy (24" x 36") with all original owners/lienholders signatures.</p> <p><b>See Pages 7-8 for approval statement requirements</b></p> | File                             | <b>1</b>               |          |
| 2.  | <p><b>Deeds</b> – describing the resultant parcels, signed and dated by owners, and sealed by a Notary Public.</p>   | File                             | <b>1</b>               |          |
| 3.  | <p><b>Recording Fees</b> – Please make checks out to the Larimer County Clerk &amp; Recorder. (Staff will determine fee amount)</p>                                | Clerk & Recorder                 |                        |          |

## **ADDITIONAL INFORMATION**

### **Building Permits –**

Building permits will **NOT** be accepted on the property while the application is pending.

### **Lien Holder Signature –**

Please be aware that if there is a lien on the property(s) the lienholder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed amended plat, and who at the company will be responsible for signing the plat.

### **Property Taxes -**

#### **Prior to recording the final plat, all prior year property taxes must be paid.**

Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all current and prior year taxes have been paid.

### **Appeal to Decision –**

Decisions of the Planning Director can be appealed to the Board of County Commissioners. See Section 22.2 of the Land Use Code for more information.

## ITEM# 3 DETAILS – PROJECT DESCRIPTION

| Element                              | Description  |
|--------------------------------------|--|
| <b>Summary</b>                       | The project description is the applicant’s opportunity to explain what is being proposed. The project description should be a narrative.   |
| <b>Existing Structures</b>           | A detailed description of the type, size, and location of any existing structures on all lots.   |
| <b>Other Information</b>             | Any other pertinent information about the proposed project   |
| <b>Review Criteria Section 5.5.3</b> | <p>How the proposal meets the applicable review criteria listed in Section 5.5.3 of the Land Use Code (see below):</p> <p>To approve a boundary line adjustment, the planning director must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:</p> <ul style="list-style-type: none"> <li>A. The lots are legal lots as defined in the definitions section;</li> <li>B. No additional lots will be created by the boundary line adjustment;</li> <li>C. The lots are not in a subdivision, planned unit development, minor residential development, or exemption approved under previous subdivision regulations or in a minor land division, subdivision, conservation development or planned land division;</li> <li>D. The resultant lots will meet the required minimum lot size and lot width to depth ratio standards of the applicable zoning district. (If either or both lots are nonconforming with respect to minimum lot size or lot width to depth ratio, the boundary line adjustment must not increase the nonconformity); and</li> <li>E. The boundary line adjustment will not create a nonconforming setback for any existing building.</li> </ul> |

## ITEM# 4 DETAILS – FINAL PLAT

Final Plats should be at a size of 24" x 36" and the scale should be 1"=100' unless lots are greater than 5 acres for which 1"=200' will be accepted.

**ALL PLANS MUST BE FOLDED**

| The following information should be included if applicable. |   |   |
|---|---|---|
| <b>1.</b>   | <b>Project Name and File Number</b>             | Example: <b>Smith Boundary Line Adjustment #17-LAND0000</b><br><b>Note:</b> The name cannot be a duplicate and cannot be changed during the course of the project.  |
| <b>2.</b>   | <b>North Arrow and Scale</b>                    |   |
| <b>3.</b>   | <b>Site Data</b>                                | <ul style="list-style-type: none"> <li>• Boundaries of the total development area with dimensions</li> <li>• Section-Township-Range</li> <li>• Zoning</li> <li>• Acreage of total development</li> <li>• Lots proposed and resulting acreages (<i>must be labeled as 'lots' not 'parcels' or 'tracts'</i>)</li> <li>• Water supply/ sewage disposal proposed, irrigation water available</li> </ul>   |
| <b>4.</b>   | <b>Existing Location of:</b><br>(if applicable) | <ul style="list-style-type: none"> <li>• Buildings</li> <li>• Structures (i.e. retaining walls, drainage structures, etc.)</li> <li>• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li> <li>• Roads</li> <li>• Easements</li> <li>• Natural or manmade features</li> <li>• Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards</li> <li>• Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)</li> </ul> |
| <b>5.</b>   | <b>Engineering Items:</b>                       | Access (existing, proposed, and emergency) <ul style="list-style-type: none"> <li>• Vehicular access</li> <li>• Emergency vehicular access</li> <li>• Current width, name, type, and location of adjacent rights-of-way and easements</li> </ul> <b>Note:</b> A Boundary Line Adjustment plat cannot be used to create easements or dedicate right-of-way.  |
| <b>6.</b>   | <b>Other</b>                                    | <ul style="list-style-type: none"> <li>• Legal Description of Resultant Lots– typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments.</li> <li>• Vicinity Map – scale of 1"=600', 1,200' or 2,000' showing and labeling the perimeter of the property &amp; significant features within one (1) mile.</li> </ul>   |

## ITEM# 4 DETAILS – FINAL PLAT

### LAND SURVEY REQUIREMENTS

- The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the property is bounded by an irregular shore line or body of water, the bearings and distances of a closing meander traverse shall be given and notation made that the plat includes all land to the water's edge or otherwise.
- On curved boundaries and all curves on the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall include the following for circular curves:
  - a. Radius of curve.
  - b. Central angle.
  - c. Arc length.
  - d. Chord length and bearing.
  - e. Notation of non-tangent curves with radial bearings shown to all points of non-tangency.
- All streets, walkways and alleys shall be designated as such and streets shall be named. Bearings and distances shall be given.
- All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field.
- All dimensions of irregularly shaped lots shall be indicated on each lot.
- Bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgement.
- Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

## ITEM# 6 DETAILS – MONUMENTS

### MONUMENT REQUIREMENTS

Boundary Line Adjustments fall under the requirements of CRS 38-51-104. Monumentation of Land Surveys.

- a. Monumentation Requirements: At a minimum **Set** monuments conforming with the requirements of CRS 38-51-104 will be required **only on all new division lines**. Specifically, monuments will be required at the beginning and end of all new division lines, at all angle points, at the beginning, end and points of change of direction or change of radius of any curved division line defined by circular arcs and at the beginning and end of spiral curved division lines. The plat shall include a physical description of all existing control corners used and include sufficient survey data showing how affected parcels and division lines were developed.
- b. All surveys shall be reviewed by the Larimer County Engineering Department for compliance with the survey requirements of Larimer County and the applicable state law pertaining to platting and monumentation. In regard to the survey/plat, compliance with all applicable statutes as set forth in C.R.S. Title 38, Articles 51 and 53 shall be required.



## FINAL PLAT APPROVAL STATEMENTS CONTINUED

**The final plat shall contain the following statements:**

**2. SURVEYOR'S CERTIFICATE:**

I, (surveyor's name), a duly licensed land surveyor in the State of Colorado, do hereby certify that this plat of (Minor Land Division name) truly and correctly represents the results of a survey made by me or under my direct supervision.

\_\_\_\_\_  
Surveyor /Seal

**3. APPROVAL OF SURVEY PLAT**

This plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivider and his surveyor concerning any noncompliance of this plat with current survey requirements.

Date: \_\_\_\_\_

\_\_\_\_\_, Colorado P.L.S. No. \_\_\_\_\_ (Signature)

\_\_\_\_\_, Larimer County Engineering Department (Printed Name)

**4. LARIMER COUNTY HEALTH AUTHORITY APPROVAL:**

By the Larimer County Health Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

All construction on this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a manner which will meet all of the requirements of the Colorado Department of Health, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.

\_\_\_\_\_  
Larimer County Health Authority

**5. PLANNING DEPARTMENT APPROVAL**

REVIEWED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by the  
Larimer County Planning Department

\_\_\_\_\_  
Authorized Employee

This agreement is not valid or effective unless approved by the Larimer County Planning Department and recorded by the Larimer County Clerk and Recorder. This agreement, once effective, shall be binding upon all heirs, successors, assigns and personal representatives.



**UTILITIES CHECK SHEET**

**PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.**

Applicant Name & Address: \_\_\_\_\_

Landowner's Name & Address: \_\_\_\_\_

Engineer/Surveyor Name & Address: \_\_\_\_\_

**WATER DISTRICT:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**SANITATION DISTRICT:** \_\_\_\_\_

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**CENTURYLINK:** Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**POUDRE VALLEY REA:** Contact the Engineering Department, 7649 REA Parkway, Fort Collins

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**XCEL ENERGY:** 1901 East Horsetooth Road, Fort Collins

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**DITCH COMPANY:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>DISTRICT NAME</b>  | <b>CONTACT</b>  | <b>ADDRESS</b>   | <b>PHONE</b> |
|---|---|--|--------------|
| <b>WATER:</b>   |   |  |              |
| Bald Mountain Water Association                               | Chuck McAfee  | 419 Green Mtn. Drive, Loveland                                       | 667-7278     |
| East Larimer County (ELCO)                                    | Mike Scheid   | 232 Link Lane, Fort Collins  | 493-2044     |
| Ft. Collins/Loveland  | Mike Ditullio   | 5150 Snead Drive, Fort Collins                                       | 226-3104     |
| Little Thompson Water   | Michael Cook  | 835 East Highway 56, Berthoud  | 532-2096     |
| North Carter Lake Water                                       | Barry Dykes   |  | 303-517-9982 |
| North Weld County Water                                       | Don Posselt   | 33247 Highway 85, Lucerne  | 356-3020     |
| Northern Colorado Water                                       | Rich Patterson  | 4389 E CR 70, Wellington   | 568-3975     |
| Pinewood Springs Water  | Gabi Benson   | 183 Cree Court, Lyons  | 303-823-5345 |
| Spring Canyon Water   | Kevin Barricklow  | 4908 Shoreline, Fort Collins   | 226-5605     |
| Sunset Water District   | Willard Wright  | 1556 Riverside, Fort Collins   | 484-0764     |
| West Fort Collins Water                                       | Doug Biggee   | 2711 N. Overland, LaPorte<br>PO Box 426, LaPorte                     | 484-4881     |
| <b>WATER/SANITATION:</b>                                      |   |  |              |
| Berthoud Water & Sanitation<br>- S. Loveland Sanitation also  | Town Clerk  | 328 Massachusetts, Berthoud  | 532-2643     |
| Estes Park Water & Sanitation                                 | Bob Goehring  | 170 MacGregor, Estes Park  | 586-5331     |
| Fort Collins Water & Sewer<br>- LaPorte & Mtn. View San. also | Jim Hibbard   | 700 Wood Street, Fort Collins  | 221-6681     |
| Loveland Water & Wastewater                                   | Melissa Morin   | 200 North Wilson, Loveland   | 962-3709     |
| Wellington Water & Sewer                                      | Bill Bodkins  | 3735 Cleveland, Wellington   | 568-3381     |
| Boxelder Sanitation   | Patricia Mathena  | 3201 E Mulberry # Q, Fort Collins                                    | 498-0604     |
| Cherry Hills Sanitation                                       | Charles R. Vessey   | 512 North Link Lane, Fort Collins                                    | 493-6130     |
| Estes Park Sanitation   | Jim Duell   | 1201 Graves Ave, Estes Park  | 586-2866     |
| Upper Thompson Sanitation                                     | Jeffery Hodge   | 2196 Mall Road, Estes Park   | 586-4544     |
| <b>CENTURY LINK:</b>  |   |  |              |
| Fort Collins/Wellington/Red<br>Feather Lakes/Crystal Lakes    | Engineering Dept.<br>Terry Speer<br>terry.speer@centurylink.<br>com       | 3702 Automation Way, Ste 106<br>Fort Collins, CO                     | 490-7500     |
| Allenspark/Berthoud/Estes<br>Park/Loveland                    | Engineering Dept.<br>Justin Wallace<br>Justin.wallace@century<br>link.com | 2505 1 <sup>st</sup> Ave, Greeley, CO 80634<br>(by appointment only) | 392-4838     |
| Lyons/Longmont  | Christopher Janoski<br>Christopher.janoski@<br>centurylink.com            | 5325 Zuni, Floor 7 Denver CO<br>80221                                | 720-578-3189 |
| <b>MISCELLANEOUS:</b>   |   |  |              |
| Berthoud Fire Protection District                             | Steve Charles   | 275 Mountain Ave, Berthoud   | 532-2264     |
| Colorado Division of Highways                                 | Gloria Hice-Idler   | 1420 2nd Street, Greeley   | 353-1232     |
| Division of Water Resources                                   | Jim Hall  | 810 9 <sup>th</sup> Street, Greeley                                  | 352-8712     |
| Estes Park Fire Department                                    | Scott Dorman  | 170 MacGregor, Estes Park  | 577-0900     |
| Estes Park Light and Power                                    | Reuben Bergsten   | 170 MacGregor, Estes Park  | 577-3583     |
| Loveland Fire Rescue Authority                                | Carie Dann  | 410 E 5 <sup>th</sup> St, Loveland                                   | 962-2518     |
| Poudre Fire Authority   | Ron Gonzales  | 102 Remington, Fort Collins  | 221-6570     |
| Poudre Valley REA   | Engineering Dept.   | 7649 REA Parkway, Fort Collins                                       | 226-1234     |
| Xcel Energy   |   | 1901 E. Horsetooth, Fort Collins<br><b>USE THE NORTH DOOR</b>        | 225-7840     |

## **LARIMER COUNTY SUBDIVISION PLAT SURVEY REVIEW**

The Survey Section of the Larimer County Engineering Department provides a public service of reviewing all final subdivision plat submittals.

This service provides a level of assurance to the public that the platting conforms with the minimum requirements of Colorado State Law and Larimer County regulations pertaining to land surveying.

The plat from a land survey perspective is a professional land surveyor's report of how the property is configured, divided, the location of easements and rights of way and what survey monumentation exists in the field at the time of recordation.

This review process is a cooperative effort between the county and the land surveyor to provide the best possible product for the public and owners of the platted property.

The review process includes:

- A cursory review of the boundary and division lines, easements and rights of ways for survey data to comply with the "Larimer County Land Use Code" and sufficiency for their field development. This review does not involve a detailed check for the accuracy of all mathematical or geometric data. The professional land surveyor who prepared the plat is responsible for this aspect.
- A comparison of the property description against the survey data provided around the perimeter of the platted lands.
- A detailed review for compliance with all applicable Colorado State Laws and County Regulations pertaining to land surveying and platting.

Plats are reviewed on an individual basis and the review comments are tailored for each specific submittal.

The following provide the Survey Section with basic guidelines for final plat review.

- All Colorado Revised Statutes (C.R.S.) pertaining to Land Surveying. In particular, C.R.S. TITLE 38, ARTICLES 51 AND 53 (pertinent excerpts attached).
- The Colorado State Board of Licensure for Architects, for Professional Engineers and Professional Land Surveyors "Bylaws and Rules" (pertinent excerpts attached).
- Interpretations and clarifications by the Colorado State Board of Licensure.
- Larimer County Land Use Code requirements pertaining to the Final Plat.

Note: A Boundary Line Adjustment plat does not fall under the Colorado Statutory requirements for a platted subdivision, but does fall under the Colorado Statutory requirements for a Land Survey.

## **C. R. S. TITLE 38, ARTICLE 51 MINIMUM STANDARDS FOR LAND SURVEYS AND PLATS**

### **38-51-101. Applicability - state - county - local - persons.**

The provisions of this article shall apply to all agencies of state, county, and local government as well as to individuals, corporations, and partnerships engaged in the private practice of land surveying. This article shall not apply to the location or relocation of mining claims pursuant to article 43 of title 34, C.R.S.

### **38-51-102. Definitions.**

As used in this article, unless the context otherwise requires:

- (1) "Accessory" means any physical evidence in the vicinity of a survey monument, the relative location of which is of public record and which is used to help perpetuate the location of the monument. Accessories shall be construed to include the accessories recorded in the original survey notes and additional reference points and dimensions furnished by subsequent land surveyors or attested to in writing by persons having personal knowledge of the original location of the monument.
- (2) "Aliquot corner" means any section corner or quarter section corner and any other corner in the public land survey system created by subdividing land according to the rules of procedure set forth in section 38-51-103.
- (3) "Bench mark" means any relatively immovable point on the earth whose elevation above or below an adopted datum is known.
- (4) "Block" means a parcel of land within a platted subdivision bounded on all sides by streets or avenues, other physical boundaries such as a body of water, or the exterior boundary of a platted subdivision.
- (5) "Board" means the state board of licensure for architects, for professional engineers and professional land surveyors, created in section 12-25-106, C.R.S.
- (6) "Control corner" means any land survey corner the position of which controls the location of the boundaries of a tract or parcel of land.
- (6.3) "Corner" means a point of reference determined by the surveying process.
- (7) "Exemption plat" or "subdivision exemption plat" means a subdivision plat which includes all of the information required by section 38-51-106 and which depicts a division of land or the creation of an interest in property for which the board of county commissioners has granted an exemption from subdivision regulations pursuant to section 30-28-101 (10) (d)
- (11) "Land survey" means a series of observations and measurements made pursuant to sections 38-51-103, 38-51-104, and 38-51-105 for the purpose of locating or restoring any real property boundary.
- (12) "Land survey plat" means a plat which shows the information developed by a monumented land survey or shows one or more set monuments pursuant to sections 38-51-104 and 38-51-105 and includes all information required by section 38-51-106.
- (12.3) "Monument" means the object or physical structure that marks the corner point.
- (13) "Monumented land survey" means a land survey in which monuments are either found or set pursuant to sections 38-51-103, 38-51-104, and 38-51-105 to mark the boundaries of a specified parcel of land.
- (14) "Monument record" means a written and illustrated document describing the physical appearance of a bench mark or survey monument and its accessories.
- (15) "Platted subdivision" means a group of lots, tracts, or parcels of land created by recording a map which meets the requirements of section 38-51-106 and which shows the boundaries of such lots, tracts, or parcels and the original parcel from which they were created.

(16) "Professional land surveyor" means a person licensed pursuant to part 2 of article 25 of title 12, (16.1) "Professional land surveyor of record" means the professional land surveyor whose signature and seal appear on an original subdivision plat, land survey plat, or parcel description currently recorded in the office of the clerk and recorder in which the subdivision plat, land survey plat, or parcel description is situated.

(17) "Property description" means a written, narrative description, of a parcel of real property or an easement for the purpose of perpetuating location of title.

(18) "Public land survey monument" means any land boundary monument established on the ground by a cadastral survey of the United States government and any mineral survey monument established by a United States mineral surveyor and made a part of the United States public land records.

(19) "Responsible charge" means control and direction of surveying work.

(20) "Subdivision plat" means a map of a platted subdivision recorded for the purpose of creating land parcels which can be identified uniquely by reference to such map.

(21) "Surveyor's affidavit of correction" means an affidavit prepared and executed by a professional land surveyor of record in accordance with section 38-51-111.

### **38-51-103. Procedure for subdividing section.**

(1) Whenever a professional land surveyor conducts a survey for the purpose of locating a parcel of land which is described in terms of the nomenclature of the public land survey system, such professional land surveyor shall proceed according to the applicable rules contained in the current "Manual of Instructions for the Survey of the Public Lands of the United States" published by the United States government printing office; except that all monumentation shall conform to section 38-51-104.

(2) (a) A section may be subdivided by:

(I) Surveying all necessary aliquot lines in the field; or

(II) Computing the location of the required aliquot corners after making a field survey which includes all required control corners of the section.

(b) Any section subdivided pursuant to paragraph (a) of this subsection (2) shall include all control corners that were originally monumented by the United States government, which must either be found or restored in the field according to the standards set forth in section 38-51-104.

(c) Monument records shall be filed pursuant to section 38-53-104, describing each such corner.

(d) For any section subdivided pursuant to this subsection (2) the location of original aliquot corners of, and procedures used in, the governing official United States government survey, where applicable, shall take precedence.

### **38-51-104. Monumentation of land surveys.**

(1) (a) The corners of lots, tracts, other parcels of land, aliquot corners not described in subsection (4) of this section, and any line points or reference points which are set to perpetuate the location of any land boundary or easement shall, when established on the ground by a land survey, be marked by reasonably permanent markers solidly embedded in the ground.

(b) A durable cap bearing the registration number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument embedded pursuant to this subsection (1).

(2) If the points designated in subsection (1) of this section fall on solid bedrock, concrete, stone curbs, gutters, or walks, a durable metal disk or cap shall be securely anchored in the rock or concrete and stamped with the survey point and the registration number of the professional land surveyor responsible for the establishment of the monument or marker.

(3) (a) If the monuments or markers required by subsection (1) of this section cannot practicably be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of proposed street, road, or other construction, one or more reference monuments shall be set.

- (b) (I) The letters "RM" or "WC" and the surveyor's registration number shall be affixed to the monument.
- (II) For purposes of this paragraph (b), "RM" means reference monument and "WC" means witness corner.
- (c) Reference monuments shall be set as close as practicable to the true corner and shall meet the same physical standards required to set the true corner.
- (d) If only one reference monument is used, such reference monument shall be set on the actual boundary line or a prolongation thereof, otherwise at least two reference monuments shall be set.
- (4) For any monument required by this section that marks the location of a section corner, quarter section corner, or sixteenth section corner, such monument shall meet the physical standards specified by rule and regulation promulgated by the board pursuant to section 24-4-103, C.R.S.
- (5) (a) The top of the monument for any corner required by this section which is within the traffic area of a publicly named dedicated or deeded street, road, or highway shall be placed one-half foot below the roadway surface.
- (b) If the roadway surface is pavement two inches thick or greater, the monument shall include a monument box the top of which shall be set flush with the surface of the pavement.
- (6) No marker required by this section shall bear the license number of more than one professional land surveyor but may bear the name of an individual surveyor or surveying firm in addition to the required license number.

**38-51-105. Monumentation of subdivisions.**

- (1) (a) Prior to recording a plat, the external boundaries of any platted subdivisions shall be monumented on the ground by reasonably permanent monuments solidly embedded in the ground.
- (b) A durable cap bearing the license number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument embedded pursuant to this subsection (1).
- (c) Monuments shall be set no more than fourteen hundred feet apart along any straight boundary line, at all angle points, at the beginning, end, and points of change of direction or change of radius of any curved boundaries defined by circular arcs, and at the beginning and end of any spiral curve.
- (2) The professional land surveyor who prepares the original subdivision plat, exemption plat, or subdivision exemption plat shall provide external boundary monuments as required in subsection (1) of this section.
- (3) (a) Before a sales contract for any lot, tract, or parcel within a subdivision is executed, all boundaries of the block within which such lot, tract, or parcel is located shall be marked with monuments in accordance with subsection (1) of this section.
- (b) The seller of the lot, section, or parcel shall provide for the services of a professional land surveyor to establish block monumentation and lot markers as required pursuant to subsection (4) of this section.
- (4) (a) Block monumentation may be set on the center lines of streets or on offset lines from such streets as designated on the recorded plat.
- (b) The corners of any lot, tract, or parcel sold separately shall be marked within one year of the effective date of the sales contract.
- (c) For any structure to be built on a lot, tract, or parcel before the corners have been marked pursuant to this section, the seller of such lot, tract, or parcel shall retain a professional land surveyor to establish control lines on the ground as necessary to assure the proper location of the structure.
- (5) For any complete block sold as a unit, it shall become the responsibility of the subsequent seller of any separate lot, tract, or parcel within such block to retain a professional land surveyor to establish lot markers as required pursuant to subsection (4) of this section.

- (6) For any points designated in subsection (1), (2), or (3) of this section which fall on solid bedrock, concrete, stone curbs, gutters, or walks, a durable metal disk or cap shall be securely anchored in the rock or concrete and stamped with the survey point and the license number of the professional land surveyor responsible for the establishment of the monument or marker.
- (7) (a) If any monuments or markers required by subsection (1), (2), or (3) of this section cannot practicably be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of proposed street, road, or other construction, one or more reference monuments shall be set.
- (b) (I) The letters "RM" or "WC" shall be affixed to the monument in addition to the surveyor's registration number.
- (II) For purposes of this paragraph (b), "RM" means reference monument and "WC" means witness corner.
- (c) Reference monuments shall be set as close as practicable to the true corner and shall meet the same physical standards required to set the true corner.
- (d) If only one reference monument is used, such reference monument shall be set on the actual boundary line or a prolongation thereof, otherwise at least two reference monuments shall be set.
- (8) For any monument required by this section which marks the location of a section corner, quarter section corner, or sixteenth section corner, such monument shall meet the physical standards specified by rule and regulation promulgated by the board pursuant to section 24-4-103, C.R.S.
- (9) (a) The top of the monument for any corner required by this section which is within the traffic area of a publicly named dedicated or deeded street, road, or highway shall be placed one-half foot below the roadway surface.
- (b) If the roadway surface is pavement two inches thick or greater, the monument shall include a monument box the top of which shall be set flush with the surface of the pavement.
- (10) No marker required by this section shall bear the license number of more than one professional land surveyor but may bear the name of an individual surveyor or surveying firm in addition to the required license number.

**38-51-106. Land survey plats.**

- (1) All land survey plats shall include but shall not be limited to the following:
- (a) A scale drawing of the boundaries of the land parcel;
- (b) (I) All recorded and apparent rights-of-way and easements, and, if research for recorded rights-of-way and easements is done by someone other than the professional land surveyor who prepares the plat, the source from which such recorded rights-of-way and easements were obtained; or
- (II) If the client wishes not to show rights-of-way and easements on the land survey plat, a statement that such client did not want rights-of-way and easements shown;
- (c) All field-measured dimensions necessary to establish the boundaries on the ground and all dimensions for newly created parcels necessary to establish the boundaries on the ground;
- (d) A statement by the professional land surveyor that the survey was performed by such surveyor or under such surveyor's responsible charge;
- (e) A statement by the professional land surveyor explaining how bearings, if used, were determined;

- (f) A description of all monuments, both found and set, which mark the boundaries of the property and of all control monuments used in conducting the survey. If any such boundary monument or control monument marks the location of a lost or obliterated public land survey monument that was restored as a part of the survey on which the plat is based, the professional land surveyor shall briefly describe the evidence and the procedure used for such restoration. If any such boundary monument or control monument marks the location of a quarter section corner or sixteenth section corner that was established as a part of the survey, the professional land surveyor shall briefly describe the evidence and procedure used for such establishment, unless the corner location was established by the mathematical procedure as outlined in section 38-51-103.
- (g) A statement of the scale or representative fraction of the drawing, and a bar-type or graphical scale;
- (h) A north arrow;
- (i) A written property description, which shall include but shall not be limited to a reference to the county and state together with the section, township, range, and principal meridian or established subdivision, block and lot number, or any other method of describing the land as established by the general land office or bureau of land management;
- (j) The signature and seal of the professional land surveyor; and
- (k) Any conflicting boundary evidence.
- (l) A statement defining the lineal units used including but not limited to meters, chains, feet, and U.S. survey feet. If it is necessary to define conversion factors, the factors shall be a function of the meter as defined by the United States department of commerce, national institute of standards and technology.



## **C. R. S. TITLE 38, ARTICLE 53 PERPETUATION OF LAND SURVEY MONUMENTS**

**38-53-101. Legislative declaration.** It is hereby declared to be a public policy of this state to encourage the establishment and preservation of accurate land boundaries, including durable monuments and complete public records, and to minimize the occurrence of land boundary disputes and discrepancies.

**38-53-104. Filing of monument record required.** (1) (a) If a professional land surveyor conducts a survey which uses any public land survey monument or any United States geological survey or United States coast and geodetic survey (also known as the national ocean service/national geodetic survey) monument as a control corner, such professional land surveyor shall file a monument record describing such monument with the board if the monument and its accessories are not substantially described in an existing monument record previously filed pursuant to this section or its predecessor.

(b) If a professional land surveyor establishes, restores, or rehabilitates any public land survey monument or section corner, quarter section corner, or sixteenth section corner as defined by the nomenclature of the United States public land survey system, such professional land surveyor shall file a monument record.

(c) Any monument record filed pursuant to this section shall describe at least two accessories or reference points.

(2) Monument records shall be filed within six months of the date on which the monument was used as control or was established, restored, or rehabilitated.

**38-53-105. Professional land surveyor must rehabilitate monuments.** For any monument record of a public land survey corner which is required to be filed pursuant to this article, the professional land surveyor shall restore or rehabilitate the corner monument so it is readily identifiable and reasonably durable, if field conditions require it.

## **COLORADO STATE BOARD BYLAWS AND RULES**

### **6.0 - Rules of Professional Land Surveying Practice**

#### **6.4 Physical Standards for Public Land Survey System Monuments**

##### **6.4.1 Physical Standards for Establishing New Monuments or Upgrading Existing Monuments**

###### **6.4.1.1 Requirements for Monumenting.**

Whenever a professional land surveyor monuments any section corner, quarter section corner, one-sixteenth section corner, General Land Office/Bureau of Land Management (government) lot corner, or any corner established by a Public Land Survey Monument (PLSM), as defined in Section 38-53-103(18), C.R.S., the corner shall be monumented with a metallic pipe or rod possessing a magnetic field and having a minimum outside diameter of 3/4 inch, a minimum length of 30 inches, and a two-inch minimum diameter durable metallic cap.

###### **6.4.1.2 When an Existing Monument Must Be Upgraded.**

Whenever a professional land surveyor uses as a control corner, as defined in Section 38-53-103(6), C.R.S., any existing monument that represents any of the corners described in Rule 6.4.1.1 and said existing monument is smaller than 5/8 inch diameter, the monument must be upgraded to the monument size described in Rule 6.4.1.1.

## **6.4.2 Exceptions to the Physical Standards for Establishing New Monuments or Upgrading Existing Monuments**

### **6.4.2.1 Original Monuments That Do Not Have to be Upgraded.**

If the PLSM still exists in its originally set location and said monument is readily identifiable and reasonably durable, it does not have to be upgraded.

### **6.4.2.2 Existing Monuments That Do Not Have to be Upgraded.**

Existing monuments having a minimum outside diameter of 5/8 inch do not have to be verified as to length or upgraded so long as they are readily identifiable and reasonably durable.

### **6.4.2.3 Existing Monuments That Must be Upgraded.**

A properly stamped, two-inch minimum diameter, durable metallic cap must be attached if the found monument has any of the following qualities:

- (a) The monument has no cap.
- (b) The monument has a cap other than a durable metallic cap.
- (c) The monument has a cap with a diameter less than 1 1/2 inches.

### **6.4.2.4 Monumenting in Rock Outcroppings, Concrete and Concrete Posts.**

A durable metallic disk not less than two inches in diameter, on a stem not less than three inches long, is suitable for placing in rock outcroppings, concrete, and for embedding in concrete posts (monuments).

### **6.4.2.5 Monumenting in Adverse Terrain.**

In the event corners described in Rule 6.4.1.1 cannot practically be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of a proposed street, road, or other construction, one or more reference monuments shall be set. The reference monuments shall be set according to Sections 38-51-104(3)(b)(I), 38-51-104(3)(b)(II), 38-51-104(3)(c) and 38-51-104(3)(d), C.R.S.

## **6.4.3 Physical Standards for Cap Markings.**

All caps shall be marked as set forth in the "United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States" and shall conform with Section 38-51-104, C.R.S. Incorporation of this material does not include any later amendments or editions. A copy of the "United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States" and applicable supplements, is available for public inspection. For information regarding how this material can be obtained or examined, contact the Board's program director, at 1560 Broadway, Suite 1350, Denver, Colorado, 80202. This material is also available from the U.S. Department of the Interior, Bureau of Land Management, in partnership with the American Congress on Surveying and Mapping (ACSM), at ACSM, 6 Montgomery Village Avenue, Suite 403, Gaithersburg, Maryland 20879 or [www.blmsurveymanual.org](http://www.blmsurveymanual.org).

### **6.5.4.1 Monumentation of Natural Water Boundaries.**

A stream, creek, river, or shoreline is itself a natural monument. The surveyor must conduct research to determine if the stream, or any part thereof, is the intended boundary line. The acceptance of the stream, creek, river, or shoreline as a natural monument complies with Section 38-51-104 (1) (a), and Section 38-51-105 (1) (a), C.R.S. Where a riparian boundary is described as the thread of a non-navigable stream or to some water boundary, no further artificial monumentation is required.

## **6.8 Basis of Bearing Statements.**

Section 38-51-106(1)(e), C.R.S., requires professional land surveyors to include an explanatory statement concerning the basis of bearings, if used, on their land survey plats.

### **6.8.1 Purpose.**

The purpose of a basis of bearing statement on a land survey plat is to enable other surveyors to retrace all or part of that survey. Any basis of bearing statement that does not facilitate a retracement is inadequate.

### **6.8.2 Composition.**

The basis of bearing statement shall state the method used to derive the bearing (i.e., assumed, astronomic, geodetic, grid, reference to recorded or deposited survey, etc.) and the bearing between fully described monuments (i.e., monument material, diameter, length (if set), cap size and material, cap markings/stampings, etc.) at each end of a single line. When the monuments at each end of the reference line are fully described on the plat, they need only be referenced in the "Basis of Bearings" statement. A land survey plat shall show the graphic and mathematical relationship between the basis of bearing and the survey.

### **6.8.3 Methods.**

When bearings are used, there are four generally accepted methods of stating a basis of bearing on a land survey plat: "astronomic or geodetic," "reference to recorded or deposited survey plat," "grid," and "assumed." Examples of the basis of bearing statement are as follows, but are not limited to:

#### **6.8.3.1 Astronomic or Geodetic.**

This is normally an observation of the Sun or Polaris or Global Positioning System (GPS) observations. Examples are as follows:

- (a) **Astronomic Example** – "Bearings determined by Polaris observations while occupying the Southwest Corner of Section 8. The astronomic bearing from the Southwest Corner of Section 8 to the West One-Quarter Corner of Section 8 is N00°10'45"W. The monuments are fully described on the plat."
- (b) **Geodetic Example** – "The basis of bearing is a geodetic bearing of Line 1-2 of the Mother Lode claim (monuments fully described hereon) as determined by static GPS observations collected simultaneously at both corners. The geodetic bearing from Corner No. 1 to Corner No. 2 is S01°00'54"E."

#### **6.8.3.2 Reference to Recorded or Deposited Survey Plat.**

This usually involves a subdivision plat, a land survey plat or Bureau of Land Management/Government Land Office plat. Examples are as follows:

- (a) "Bearings based on west line of Lot 7, Block 10, Sunshine Subdivision, Filing 2, Book 13, Page 69, County of Douglas (N 04° 10' 30" E); southwesterly corner is No. 5 rebar with a 1" diameter aluminum cap stamped RLS 0001; northwesterly corner is 2" diameter brass cap in concrete marked with punch mark and L.S. 1980."
- (b) "Bearings based on north line of deposited land survey plat of Jackson Parcel (Map Book 17, Plat 4, La Plata County) as N 00° 10' 12" E. Both ends of said line are found No. 4 rebars in mounds of stone."
- (c) "Bearings are based on the G.L.O. Dependent Resurvey of T. 5 S., R. 75 W. of the 6TH PM, dated June 30, 1909, record of N 89° 30' E along the north line of the NW 1/4 of Section 8 (monuments described on plat)."

#### **6.8.3.3 Grid.**

An example is, "All bearings are grid bearings of the Colorado State Plane Coordinate System, Central Zone, North American Datum 1983. The bearing of the line between triangulation stations "Double" (a USC&GS standard disk cemented in a boulder that is 10 inches above ground) and "Black" (a NGS standard disk cemented in a drill hole in outcropping bedrock) is "S 57° 51' 07" W."

#### **6.8.3.4 Assumed.**

An example is, "Bearings are based on the assumption that the east line of the Southwest 1/4 of Section 17, bears N 00°00'00" E. South 1/4 corner is B.L.M. brass cap on 2 1/2" diameter pipe, Center 1/4 corner is a 3 1/4" aluminum cap on a 1 1/4" diameter axle on west side of 8" x 8" fence post."

#### **6.8.3.5 Unacceptable Statements.**

Following are examples of two unacceptable statements:

(a) "Basis of bearings from plat of adjoining Sunrise Knolls."

This is unacceptable because monuments are not described nor is the basis of bearing line identified.

(b) "Bearings based on north line of NW 1/4, Section 10 as being N 89° 30' E."

This is unacceptable because monuments are not described.

#### **6.10 Depiction of Easements and Rights-of-Way on Subdivision Plats.**

The purpose of this rule is to provide clarification regarding the requirements of Section 38-51-106(1)(b), C.R.S., as it pertains to "platted subdivisions." The generally accepted standard of practice with respect to the preparation of land survey plats for platted subdivisions is to depict on all such plats all recorded and apparent rights-of-way and easements, regardless of clients' wishes.

#### **6.13 Description of Monuments.**

Section 38-51-106 (f), C.R.S., requires professional land surveyors to provide "a description of all monuments, both found or set, that mark the boundaries of the property and of all control monuments used in conducting a survey."

##### **6.13.1 Purpose.**

The purpose of this statute is to identify the physical attributes of the monuments and caps set or found during the original survey and subsequent retracement surveys.

##### **6.13.2 Acceptable description of monuments.**

Description of monuments found or set should include, but not be limited to the physical attributes and size of the monument, and the physical attributes and size of the cap. Examples would be:

(a) Found 4"x 8"x 18" stone, projecting 12" above ground, scribed with one slash on the east face and five slashes on the west face.

(b) Set #5 rebar, 24" long, with a 1.5" aluminum cap, stamped "A Survey Co. PLS 99999", projecting 0.2' above ground.

(c) Found #4 rebar, with a 1" yellow plastic, marked "A Survey Co. PLS 99999", flush with ground.

##### **6.13.3 Unacceptable description of monuments.**

(a) Set Pin & Cap.

(b) Found stone appropriately marked.

(c) Found rebar.

(d) Fnd. #5 rebar, 24" long, with a 1.5" AC, stamped "A Survey Co. PLS 99999", projecting 0.2' above ground. This is unacceptable, unless the abbreviations are defined in a legend.



www.larimer.org

**Planning Department**

200 W. Oak Street  
3<sup>rd</sup> Floor  
Fort Collins, CO 80521  
970-498-7683

**Development Review Process**

What process are you applying for?

- 1041
- Appeal
- Add-on Agreement
- Amended Plat
- Boundary Line Adjustment
- Condominium Map Review
- Extended Family Dwelling
- Farmstead
- Location & Extent
- Lot Consolidation
- Minor Land Division
- Minor Special Review
- Nonconformities
- Plat Vacation
- Public Site Plan
- Rezoning
- ROW or Easement Vacation
- Site Plan Review
- Special Exception
- Special Review
- Variance
- Wireless Facility
- Other:

**Application Phase**

What process phase are you applying for?

- Admin Review
- Sketch Plan Review
- Public Hearing

# Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

**GENERAL INFORMATION** – Information about people with interest in the project

**Property Owner**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contact Person** – will receive correspondence from County staff and referral agencies

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Engineer/Surveyor**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT IDENTIFICATION** (list all parcels #'s that pertain to the project):

\_\_\_\_\_

**Signatures required by ALL Property Owners and the Applicant**

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits **will not be accepted** while this application is in process.

\_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner(s)**

\_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner(s)**

\_\_\_\_\_ Date: \_\_\_\_\_

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at [www.larimer.org](http://www.larimer.org))

\_\_\_\_\_ Date: \_\_\_\_\_

**Applicant**



**THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT  
THE PRE-APPLICATION CONFERENCE**



**PROJECT SITE INFORMATION**

Project Case Number: \_\_\_\_\_

Project Address (if available): \_\_\_\_\_

Assessor's Parcel Numbers (list all parcels that pertain to the project): \_\_\_\_\_

Pre-Application Conference Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Pre-Application Conference attended by: \_\_\_\_\_

Proposed Request: \_\_\_\_\_

Plan Area (if applicable): \_\_\_\_\_

Lot Size(s): \_\_\_\_\_

Related Files: \_\_\_\_\_

**Setback Information:**

Zoning Setbacks: \_\_\_\_\_

Highway or County Road Setback(s): \_\_\_\_\_

Streams, Creeks or Rivers Setback(s): \_\_\_\_\_

Other Setbacks: \_\_\_\_\_

Building Envelope? \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

**Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Sign Given: \_\_\_\_\_ Paid \$: \_\_\_\_\_ Check #: \_\_\_\_\_**