



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

# LOT CONSOLIDATION

(for contiguous lots)

The purpose of the lot consolidation is to allow the consolidation of contiguous lots in recorded subdivisions, conservation developments, planned land divisions, and rural land plans, for lots in approved exemptions, whether recorded or not, and for subdivisions, planned unit developments, and minor residential developments approved under previous subdivision regulations.

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 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 item are required for all applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
<b>One Electronic Set Of All Submittal Materials</b> (Flash/Jump Drive or CD)				
1.	<b>Application Form &amp; Submittal Requirements Sheet</b> – Application must be signed by <b>all</b> property owners and the applicant.	File	<b>1</b>	
2.	<b>Application Fee</b> – current fee at the time of submittal	File	\$	
3.	<b>Project Description</b> – detailed description of what is being proposed, include Existing Structures and Review Criteria from Section 5 of the Land Use Code <b>Please see Page 3 for Project Description requirements</b>	File, All Referral Agencies		
4.	<b>Vicinity Map</b> - illustrate roads and significant natural features near the project site. County and local roads must be labeled so that the site can be easily found (size should be 8 ½” x 11”)	File		
5.	<b>Utility Check Sheet</b> – check sheet must be reviewed and signed by all applicable utility and ditch companies <b>See attached form</b>	File		
6.	<b>Easement Legal Description</b> (if applicable) – the legal description of the proposed easement(s) to be vacated	File		
7.	<b>Ownership and Encumbrance</b> <sup>1</sup> (for each lot) - contact a Title Company to acquire this report	File		
8.	<b>Consent of Lien holder</b> <sup>2</sup> (if applicable) – signed by appropriate entity. <b>See attached form</b>	File		

<sup>1</sup>**Ownership and Encumbrance:** A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a property.

<sup>2</sup>**Lien holder:** A person or institution holding a mortgage or having a legal claim on the specific property of another person as security for a debt.

## **ADDITIONAL INFORMATION**

### **Lot Consolidation Eligibility –**

- All parcels to be consolidated must be owned by the exact same entity.
- Each parcel must be in the same tax district.
- Tax exempt and non-exempt parcels cannot be combined.

### **Building Permits -**

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

### **Hearings –**

Hearings are held with the Board of County Commissioners on every Monday of each month (no hearings are held on the 5<sup>th</sup> Monday). These hearings are held in the Commissioner’s Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form.

*Note:* All proceedings are recorded.

### **Public Notice** *(only required for lot consolidation applications that include an easement vacation) -*

Colorado Statutes require that the Planning Department publish notice of the hearing once in a newspaper of general circulation of the requested easement vacation at least 14 days prior to the hearing date.

### **Conditions of Approval –**

The Board of County Commissioners may impose conditions on a lot consolidation that are necessary to accomplish the purpose and intent of the Land Use Code and Master Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

### **Recorded Document(s) –**

If approved, a Lot Consolidation Resolution from the Board of County Commissioners will be recorded. If applicable, a Consent of Lien Holder document will also be recorded.

**NOTE: Prior to recording the Lot Consolidation Resolution, all prior year property taxes must be paid.** Pursuant to state law, no subdivision can be amended and recorded until proof has been provided that all current and prior year taxes have been paid.

## ITEM# 3 DETAILS – PROJECT DESCRIPTION

Element	Description
<b>Summary</b>	The project description is the applicant’s opportunity to explain what is being proposed.
<b>Existing Structures</b>	A detailed description of the type, size, and location of any existing structures on all lots. (This may be in written form or as a map.)
<b>Review Criteria</b>	<p>How the proposal meets the applicable review criteria listed in Section 5.7.3 of the Land Use Code (see below):</p> <p>To approve a proposed lot consolidation, the county commissioners 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. No additional lots will be created by the lot consolidation.</li> <li>B. The resultant lots will meet the required minimum lot size of the applicable zoning district and the lot dimension ratio required by subsection 8.14.1.H, which states, ‘Lots cannot exceed a depth-to-width ratio of 3-to-1. Lots cannot exceed a width-to-depth ratio of 1.5-to-1’. If any of the lots are nonconforming with respect to the minimum lot size or the lot dimension ratio, the amended plat must not increase the nonconformity.</li> <li>C. The lot consolidation will not create a nonconforming setback for any existing building;</li> <li>D. The resultant lots will meet the requirements of subsection 8.14.1.I, which states, ‘Lots cannot be divided by a municipal or county boundary line, road, alley, or another lot’.</li> <li>E. The lot consolidation will not adversely affect access, drainage or utility easements or rights-of-way serving the property or other properties in the area; and</li> <li>F. Any covenants, deed restrictions or other conditions of approval that apply to the original lots must also apply to the resultant lots and be noted on the final plat, except those changes to a condition or note on a plat that are approved with this application. The County Commissioners shall consider the original reason or circumstance for a condition or note on a plat when approving a change.</li> </ul>



**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 PO Box 426, LaPorte	484-4881
<b>WATER/SANITATION:</b>			
Berthoud Water & Sanitation - 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 - 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 Feather Lakes/Crystal Lakes	Engineering Dept. Terry Speer terry.speer@centurylink. com	124 W Magnolia Street Fort Collins, CO 80525	297-7532 494-7981 Fax
Allenspark/Berthoud/Estes Park/Loveland	Engineering Dept. Justin Wallace Justin.wallace@century link.com	2505 1 <sup>st</sup> Ave, Greeley, CO 80634 (by appointment only)	392-4838
Lyons/Longmont	Christopher Janoski Christopher.janoski@ centurylink.com	5325 Zuni, Floor 7 Denver CO 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 <b>USE THE NORTH DOOR</b>	225-7840

LIEN HOLDER SIGNATURE

THE UNDERSIGNED, being the holder of an evidence of debt which is secured by a deed of trust, mortgage deed, or other lien recorded in the Larimer County records against the following described property described on Exhibit "A" (attach a legal description for all properties), hereby consents and agrees to the submittal of an Lot Consolidation application by \_\_\_\_\_(include property owners names).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_.

Bank:

By: \_\_\_\_\_

Title: \_\_\_\_\_

COUNTY OF LARIMER     )  
STATE OF COLORADO    ) SS.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by\_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires \_\_\_\_\_







# LAND USE APPLICATION

## Applicant Information

Applicant Name:		
Applicant Company:		
Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

## Property Owner Information

Property Owner Name:		
Property Owner Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

## Property Owner Information

Property Owner Name:		
Property Owner Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

## Engineer/Surveyor Information (please list which profession)

Name:		
Company:		
Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

**Assessor's Parcel Number(s):** \_\_\_\_\_

\_\_\_\_\_

## 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 processed while this application is in process.

Property Owner(s) Printed Name	Date:
Property Owner(s) Signature	Date:
Property Owner(s) Printed Name	Date:
Property Owner(s) Signature	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 [larimer.org](http://larimer.org) )

Applicant Signature	Date:
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**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: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

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

**Development Review Process:** \_\_\_\_\_ **Application Phase:** \_\_\_\_\_

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