

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

LARIMER.ORG/PLANNING
200 W. OAK ST., 3RD FLOOR
(970) 498-7683

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Community Development Mission:

We provide quality service to our customers and the community – residents and visitors of Larimer County. Using public and private partnerships we protect health, safety and welfare, enhance quality of life, maintain property values, find creative development solutions, and plan for the future.

Purpose:

The purpose of a boundary line adjustment is to reconfigure the common property lines between contiguous legal metes-and-bounds (not in a platted subdivision or approved exemptions) parcels that do not result in any additional lots.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 14-day referral period
3. Review & Final Decision
4. Post-Decision Actions

THINGS TO CONSIDER



Customer Responsibilities:

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. For certain application types, a resubmittal fee may apply. In the event you are unfamiliar with any submittal requirements and need assistance, please seek the help of a third party consultant. Please see the attached “Road Map to Process Time” for more information.

Please Note: All surrounding property owners within a minimum of 500 feet of the property boundary lines will be notified of this request. Once submitted to the County, all application materials become a matter of public record.

Pre-Submittal Meeting:

Depending on the complexity of the case and the application type, a pre-submittal meeting may be required prior to submitting an application. Submitting an application without a pre-submittal meeting may result in substantial delays in application processing or application rejection. *Application types that may require a pre-submittal meeting are: Special Review, 1041, L&E, Rezoning, Variance, Site Plan Review, Preliminary Plat, Final Plat*

Water Verification:

It is the applicant’s responsibility to verify an adequate water source is available. If water is to be obtained from a public water supply, contact the appropriate water district. A cistern is not an adequate water source. Refer to the Land Use Code for specific requirements to this proposal.

Sanitary Sewer or Septic Verification:

It is the applicant’s responsibility to verify an adequate sewage disposal is available. If an on-lot septic system is to be used, contact the Larimer County Department of Health and Environment. If a public sewage system is to be used, contact the appropriate sanitation district. Refer to the Land Use Code for specific requirements to this proposal.

Floodplain:

If the property is within or partially within a FEMA and/or locally designated floodplain, additional standards and restrictions may apply. Contact the floodplain administrator for more information.

THINGS TO CONSIDER



Mineral Interest Notification:

Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision

Thirty (30) days prior to the Board of County Commissioner hearing, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 notifying them of the proposed development. Furthermore, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached notification form). Failure to receive this certification will result in the hearing being rescheduled to a later date.

Use Specific Standards:

In addition to review criteria, refer to the Land Use Code for use-specific standards applicable to the proposed use. Use specific standards may be found in Article 3.0 or Article 13 for the Estes Valley.

Expiration of Pre-Application Meeting Packet:

Pre-applications expire six months from the date of the meeting. If you have not submitted an application within six months of the pre-application meeting, check with the planner to see if a new meeting will be required.

O&E Expiration:

An Ownership and Encumbrance Report (O&E) is valid for six months.

Land Use Code:

Please view the Land Use Code here: <https://www.larimer.org/planning/regulations>

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Submittal Requirements

Separate Electronic PDFs of ALL Submittal Materials (must be in PDF format and named as listed below)

Item	Description:	Required	Staff Sign-Off
1.	Application Form – must be signed by all property owners and the applicant		
2.	Application Fee- Current fee at time of submission		
3.	Project Description – detailed description of the proposed project, include review criteria from Article 6.5.7.D or 6.5.8 of the Land Use Code. Please see following pages for Project Description requirements		
4.	Boundary Line Adjustment Plat– Please see following pages for Plat requirements		
5.	Closure Data – copy of plat boundary data (perimeter bearings, distances, closure and acreage information)		
6.	Monuments – Please see following pages for requirements		
7.	Utility Check Sheet – signed by all applicable utility providers. See check sheet attached		
8.	Deeds – transferring ownership of the property and describing the resultant parcels. -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. -If there is only one owner, a legal description of the resultant parcel(s) is required on the plat or by deed.		
9.	Ownership & Encumbrance* - contact a Title Company for this information.		
10.	Evidence of Eligibility – For parcels greater than 35 acres: 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. For parcels less than 35 acres: 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.		
11.	Submittal Checklist		
12.	Pre-application Form - last page of packet		

Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at planningCIRT@larimer.org.

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Submittal Requirements

Final Submittal Details

1. **Final Plat** - mylar copy (24" x 36") with all owners/le인들의 signatures. Must have original signatures. See following pages for approval statement requirements if applicable.
2. **Deeds** - transferring ownership of the property and describing the resultant parcels.
 - 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.
 - If there is only one owner, a legal description of the resultant parcel(s) is required on the plat or by deed.
3. **Recording Fees** - Please make checks out to the Larimer County Clerk & Recorder. (Staff will determine the fee amount at final submittal).

Additional Information

Building Permits -

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

Lien Holder Signature –

If there is a lien on the property(s), please be aware that that the lien holder 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 boundary line adjustment, 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 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 may be appealed to the Board of County Commissioners. See Article 6.7.2.

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Item #3 Project Description

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative and on its own page(s). It should touch on all the review criteria.
Existing Structures	A detailed description of the type, size, and location of any existing structures on all lots.
Other Information	Any other pertinent information about the proposed project.
Review Criteria for Director Approved Plat Modification Article 6.5.7.D	<ul style="list-style-type: none">a. The lots are "legal lots" as defined in Article 20.0, Rules of Interpretation and Definitions.b. No additional lots will be created by the adjustment;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;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 adjustment must not increase the nonconformity); ande. The adjustment will not create a nonconforming setback for any existing building.

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Final Plat Details

Project Name and File Number	Example: Smith Boundary Line Adjustment #21- LAND0000
North Arrow & Scale	
Site Data	<ul style="list-style-type: none"> • Boundaries of the total area with dimensions Section-Township-Range • Zoning • Lots proposed and resulting acreages (must be labeled as 'lots' not 'parcels' or 'tracts') • Water supply/ sewage disposal
Existing Location of: (if applicable)	<ul style="list-style-type: none"> • Utilities (gas, electric, water, sewer, well and/or septic system, etc.) • Roads • Easements • Natural or manmade features • Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards • Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)
Engineering Items:	<p>Access (existing, proposed, and emergency)</p> <ul style="list-style-type: none"> • Vehicular access • Emergency vehicular access • Current and proposed width, name, type, and location of adjacent rights-of-way and easements • Proposed easement(s) or right-of-way(s) to be vacated Proposed road right-of-way dedications- See Article 15.7.9. Proposed right-of-way must meet currently adopted roadway classifications
Other	<ul style="list-style-type: none"> • Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments. • Vicinity Map – scale of 1'=600', 1,200' or 2,000' showing and labeling the perimeter of the property & significant features within one (1) mile.

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.
- All blocks and all lots within each block shall be numbered consecutively and shown on the plat.
- 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

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Final Plat Details

LAND SURVEY REQUIREMENTS Cont.

- 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 Monuments

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.

For subdivision or resubdivision, in regards to the survey, compliance with all the rules and regulations as set forth in Articles 51 & 53, Title 38, Colorado Revised Statutes, 1973 shall be required. The monumentation required shall be completed before final plat approval is given.

In addition, the following shall be required.

1. A copy of each monument record the surveyor has filed with the State Board of Registration for Professional Land Surveyors, or if the surveyor has used an existing monument record, and the description of the monument and it's accessories substantially matches that of the one indicated on the plat, a copythereof is acceptable.
2. Any plat to be filed shall reference at least two (2) public land survey monuments in the section in which it is located.
3. All final plats shall be reviewed by the Larimer County Public Works Department for compliance with the survey requirements of Larimer County and of state law pertaining to platting and monumentation.

Final Plat Approval Statements

BOUNDARY LINE ADJUSTMENT AGREEMENT:

I, (We), the undersigned, warranting that we are the only rightful Owner(s) of certain parcels of land in Section, Township, Range , of the 6th P.M., Larimer County, Colorado, as more particularly described on this boundary survey, and acknowledging the mutual receipt of valuable consideration, do hereby make adjustments to the boundary lines of said parcels. The desired adjustments will not create any additional parcels. The boundary line adjustments and revised parcel descriptions are shown on this boundary survey.

Owner(s)

The signature(s) shall be notarized as follows:

State of _____)
) SS
County of _____)

The foregoing dedication was acknowledged before me this _____ day of _____, 20__ by

SEAL
Notary Public
My commission expires

NOTES:

- (A) Where a mortgage or lienholder are involved, the dedication and signature block must be modified accordingly.
- (B) Where private streets are allowed, the dedication must be modified accordingly.

SURVEYOR'S CERTIFICATE:

I, _____ (surveyor's name), a duly licensed Professional Land Surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name/land description) was completed in accordance with the applicable standards of practice and truly and correctly represents the results of a survey made by me or under my direct supervision to the best of my knowledge. This document is based upon my knowledge, information, and belief and is not a guaranty or warranty, either expressed or implied.

Surveyor /Seal

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Final Plat Approval Statements

The final plat shall contain the following statements:

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.

Community Development Director

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

BOUNDARY LINE ADJUSTMENT



LARIMER COUNTY 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 link will provide the basic survey guidelines for final plat review.

AES board rules:

<https://dpo.colorado.gov/AES/Laws>

CRS (See Title 12 Article 120 PArt 3 and Title 38):

<https://leg.colorado.gov/agencies/office-legislative-legal-services/colorado-revised-statutes>

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

DISTRICT NAME	CONTACT	ADDRESS	PHONE or EMAIL	
WATER:				
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	Chris Pletcher	5150 Snead Drive, Fort Collins	226-3104	
Little Thompson Water	Brad Eaton	835 East Highway 56, Berthoud	344-6373	
North Carter Lake Water	Gary Allen		303-618-7971	
North Weld County Water	Leann Koons	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/ doug@wfcwdist.com	
WATER/SANITATION:				
Berthoud Water & Sanitation - S. Loveland Sanitation also	Berthoud Water	328 Massachusetts, Berthoud	532-2393	
Estes Park Water & Sanitation	Jim Duell	170 MacGregor, Estes Park	586-5331 / jduell@estesparksanitation.org	
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Shane Boyle	700 Wood Street, Fort Collins	221-6339	
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709 / melissa.morin@cityofloveland.org	
Wellington Water & Sewer	Bob Gowing	3735 Cleveland, Wellington	568-3381/ gowingbj@wellingtoncolorado.gov	
Boxelder Sanitation	Development Department	3201 E Mulberry # Q, Fort Collins	498-0604 / Info@boxeldersanitation.org	
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130 / chsd.vessey@hotmail.com	
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866	
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544	
CENTURY LINK:				
Fort Collins/Wellington/Red Feather Lakes/Crystal Lakes	Mark Fairchild Nicole Trupp	124 W Magnolia Street Fort Collins, CO 80525	297-7529 / Mark.fairchild@centurylink.com, Nicole.trupp@centurylink.com	
MISCELLANEOUS:				
Berthoud Fire Protection District	Joe Jaramillo	275 Mountain Ave, Berthoud	532-2264	
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232	
Division of Water Resources	Sarah Brucker	1313 Sherman St.#8244, Denver, CO	sarah.brucker@state.co.us	
Estes Park Fire Department	Kevin Sullivan	170 MacGregor, Estes Park	577-0900 ksullivan@estesvalleyfire.org	
Estes Park Light and Power	Steve Rusch	170 MacGregor, Estes Park	577-3625	
Loveland Fire Rescue Authority	Carrie Dann	410 E 5 th St, Loveland	962-2518	
Poudre Fire Authority	Andrew Rosen / Jim Lynxwiler	102 Remington, Fort Collins	221-6570	
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234	
Xcel Energy	USE THE NORTH DOOR	1901 E. Horsetooth, Fort Collins	225-7840	

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: _____

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: _____

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

Comments:

Signed: _____ Date: _____

POUDRE VALLEY REA: Contact the Engineering Department,

Signed: _____ Date: _____

XCEL ENERGY: Comments:

Signed: _____ Date: _____

DITCH COMPANY: _____

Comments:

Signed: _____ Date: _____



O&E REPORT

Property Information

Owner: NA

Address: NA

County: Larimer

Parcel: XXX

Effective Date: May 27, 2020

Legal Description

COMMENCING at the Northwest corner of said Southwest One-Quarter of Section....

County of Larimer, State of Colorado

Ownership

Document Type	Date	Sales Price	Reference Number
Quit Claim Deed	4/26/2010	\$X	
Warranty Deed	9/1/2017	\$X	

Encumbrances

Document Type	Date	Payable to	Amount	Reference Number
Deed of Trust	9/1/2017	Elevations Credit Union		

Please see attached documents

This information is deemed reliable, but not guaranteed. No insurance product is associated with this information and Unified Title Company does not certify the information contained in this report and assumes no liability as to loss, consequence or damage resulting from the use of this information.



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)

Applicant Signature

Date: _____

PRE-APPLICATION WORKSHEET

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: _____

Current Zoning: _____

Setback Information:

Zoning Setbacks: _____

Highway or County Road Setback(s): _____

Streams, Creeks, or River Setback(s): _____

Building Envelope: _____ Flood: _____

Plat Notes: _____

Utilities: Water: _____ Sewer: _____ Fire: _____

Any Additional Information: _____

Development Review Process: _____ Application Review Phase: _____

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