



# **LOT CONSOLIDATION SUBMITTAL REQUIREMENTS PACKET**

*Updated March 2023*

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## **CONTACT INFO:**

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

# LOT CONSOLIDATION PROCESS



## 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 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.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 14-day referral period
3. Scheduling & Notice of Public Hearing if required
4. Review & Decision
5. Post-Decision Actions

# LOT CONSOLIDATION PROCESS



## Submittal Requirements

**One separate PDF of ALL Submittal Materials - must be in PDF format and named as listed below**

Item	Description:	Required	Staff Sign-Off
1.	<b>Application Form</b> – must be signed by all property owners and the applicant		
2.	<b>Application Fee</b> - Current fee at time of submission		
3.	<b>Project Description</b> – detailed description of the proposed project, include review criteria from Article 6.5.7 or 6.5.8 of the Land Use Code. Please see following pages for Project Description requirements		
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 8 ½" x 11")		
5.	<b>Utility Check Sheet</b> – signed by all applicable utility providers. See check sheet attached		
6.	<b>Easement Description*</b> (if applicable) – the legal description of the proposed easement(s) to be vacated		
7.	<b>Ownership &amp; Encumbrance**</b> - contact a Title Company for this information.		
8.	<b>Consent of Lien Holder***</b> - (if applicable) – signed by appropriate entity. See attached form		
9.	<b>Submittal Checklist</b> - this page of the packet		
10.	<b>Pre-application Form</b> - last page of packet		

FINAL REQUIREMENTS			
11.	<b>Resultant Deed</b> - with the legal description of the resultant parcel (obtainable from the assessors office during comment phase).		
12.	<b>Lot Consolidation Agreement</b> - signed and notarized by all property owners and lienholders (if applicable)		

Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us)

\*The easement/right-of-way description can be taken from the subdivision plat if the width is noted. Otherwise, please seek the help of a surveyor for this information.

\*\*Ownership and Encumbrance: A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a particular real property address available from public records. Contact a title company. Cannot be deeds or title research. See attached example.

\*\*\*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.

# LOT CONSOLIDATION PROCESS



## 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 it's own page(s).
Existing Structures	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.
Other Information	Any other pertinent information about the proposed project.
Review Criteria for a Director Approved Plat Modification Article 6.5.7	<p>To approve a proposed lot consolidation, the 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. No additional lots will be created by the amended plat.</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 §5.2, Lot and Block Standards. 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 amended plat will not create a nonconforming setback for any existing building;</li> <li>d. The amended plat 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>e. 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 Director shall consider the original reason or circumstance for a condition or note on a plat when approving a change.</li> </ul>
Review Criteria for a Board Approved Plat Modification Article 6.5.8	<p>In reviewing a proposed plat modification, the County Commissioners shall consider the General Review Criteria of Article 6.3.8.D and the following:</p> <p><b>1. Vacation of Right-of-Way or Easement</b></p> <ul style="list-style-type: none"> <li>a. Approval of the vacation request will not leave any land adjoining the right-of-way without an established public road or private access easement connecting the land with another established public road, or without utility or drainage services;</li> <li>b. The recommendations of referral agencies have been considered;</li> <li>c. Any right-of-way that is vacated will be divided equally between the lots on each side, unless it can be demonstrated that all right-of-way will be returned to that parcel. Property owners on each side of the right-of-way may agree to divide the vacated right-of-way differently but must sign deeds to transfer ownership after the County Commissioners approve the vacation;</li> <li>d. Right-of-way vacations must also meet requirements of C.R.S. § 43-2-303.</li> </ul> <p><b>2. Vacation of Plat</b></p> <ul style="list-style-type: none"> <li>a. Vacation of the plat will not leave any lots without adequate utility or drainage easements;</li> <li>b. Vacation of the plat will not vacate road rights-of-way or access easements needed to access other property;</li> <li>c. Vacation of the plat will not inhibit the provision of adequate public facilities or services to other property as required by this Code;</li> <li>d. Vacation of the plat is consistent with the Comprehensive Plan.</li> </ul> <p><b>**A SEPARATE PROCESS IS REQUIRED FOR RIGHT-OF-WAY VACATIONS**</b></p>

# LOT CONSOLIDATION PROCESS



## 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.

**Board Approved include:** Right-of-Way Vacation, Easement Vacation, Plat Vacation, A requested appeal, significant neighbor opposition

**Director Approved include:** A lot consolidation of two or more lots that does not involve an appeal to a standard nor an easement or right-of-way vacation.

### **Building Permits -**

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

### **Hearings (if applicable) –**

Hearings are held with the Board of County Commissioners on the second and fourth Monday of each month. 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 –**

The Planning Department will publish notice of the hearing once in a newspaper serving the area of the requested change at least 14 days prior to the hearing date. Notice by first-class mail will also be sent to property owners in the vicinity of the proposal informing them of the hearing.

### **Conditions of Approval –**

The Board of County Commissioners or Director may impose conditions on a lot consolidation that are necessary to accomplish the purpose and intent of the Land Use Code and Comprehensive 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 or Director 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.

# 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>



# 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: \_\_\_\_\_

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 \_\_\_\_\_



DISTRICT NAME	CONTACT	ADDRESS	PHONE or EMAIL	
<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	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	
<b>WATER/SANITATION:</b>				
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	
<b>CENTURY LINK:</b>				
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	
<b>MISCELLANEOUS:</b>				
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 <sup>th</sup> 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	<b>USE THE NORTH DOOR</b>	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: \_\_\_\_\_

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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,

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

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**XCEL ENERGY:** Comments:

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

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**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.*

# **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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