



LOT CONSOLIDATION

COMMUNITY DEVELOPMENT | PLANNING

Lot Consolidation Purpose: The purpose 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.

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.

Process Overview:

1. Pre-application video: <https://www.youtube.com/watch?v=CbAk30E5Log>

2. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 4 for application submittal requirements.

3. Staff and Referral Agency Review:

Once your case is assigned to a planner, they will review it and send it out for referral agency comments. There is a minimum 30-day referral period for Lot Consolidations.

4. Review and Decision:

Once all comments have been recieved and adequately addressed, a decision will be made administratively.

Please Note:

Before recording of the Lot Consolidation Documents, all prior year taxes must be paid on all parcels related to the Lot Consolidation. Please make sure that all prior year property taxes have been paid on all parcels before submitting the final documents. If the taxes have not been paid, the applicant will be notified of such by the Larimer County Planning Department and the Lot Consolidation will not be recorded until proof has been submitted to the Larimer County Planning Department that all prior year taxes have been paid.

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, ehance quality of life, maintain property values, find creative development solutions, and plan for the future.

Contact Information:

- Assessors Office - 970.498.7050
- Building Division - 970.498.7660
- Clerk and Recorder - 970.498.7860
- Division of Water Resources (Wells) - 970.352.8712
- Engineering Dept. - eng-devrev@larimer.org
- Flood - eng-floodplain@larimer.org
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - planning@larimer.org



THINGS TO CONSIDER

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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 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.

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.

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>

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.

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 presubmittal 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

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.



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SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to planningCIRT@co.larimer.co.us.
 All PDFs should be named as listed below and attached to the same email.

Item	Description	Required
1.	Application Form – https://www.larimer.gov/sites/default/files/land_use_application_form.pdf	YES
2.	Application Fee - current fee at time of submission	
3.	Additional Fee(s) - Fire district, Easement Vacation, Appeal, Etc.	SEE BELOW
3.	Project Description – written narrative of the proposed lot consolidation. Be sure to address the review criteria from article 6.5.7 or 6.5.8 of the Land Use Code. See following pages for requirements.	YES
4.	Utility Checksheet - signed by all applicable utility providers. https://www.larimer.gov/sites/default/files/utility_checksheet.pdf	YES
5.	Easement Legal Description* - (if applicable) legal description of the easement being vacated.	IF APPLICABLE
6.	Ownership and Encumbrance** - contact a Title Company for this information.	YES
7.	Consent of Lienholder Form*** - https://www.larimer.gov/sites/default/files/lienholder_consent_form.pdf	IF APPLICABLE
8.	Submittal Checklist - one copy of this page	YES
FINAL SUBMITTAL REQUIREMENTS		
9.	Resultant Deed - with the legal description of the resultant parcel (obtainable from the assessors office during comment phase).	YES (later)
10.	Lot Consolidation Agreement - signed and notarized by all property owners and lienholders (if applicable). Your assigned planner will supply this after the referral period.	YES (later)

Final Submittal Items:

Once your project has reached the end of the referral period, your planner will supply you with the Lot Consolidation Agreement Form. It will need to be signed and dated by the property owner(s) and lienholders and signed, dated, and sealed by a Notary Public. You will also be required to submit a copy of the resultant deed with notarized property owner signatures at the time of recording. Recording Fees will be required at the time of recording. Please make checks payable to Larimer County Clerk and Recorder.

Please Note:

*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. This is only required if you are requesting to vacate an easement with this project.

**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.

***Prior to submitting an application, please reach out to any applicable lienholders and complete the Consent of Lienholder form.

PLANNING STAFF FILL OUT THIS SECTION

FIRE DISTRICT REVIEW FEES*:		ADDITIONAL FEES
POUDRE FIRE AUTHORITY - \$250	LOVELAND FIRE - \$100	APPEAL TO A CODE STANDARD - \$562.92
BERTHOUD FIRE - \$50		EASEMENT VACATION - \$447.20
		NO ADDITIONAL FEES
*Fire district fees must be a separate check made out to the applicable Fire District		INITIALS:



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PROJECT DESCRIPTION REQUIREMENTS

The project description should be a written narrative describing how the proposal meets the development standards (outlined below), any existing conditions, and explains any unusual or unique circumstances about the property or proposal. **PLEASE INCLUDE WHO YOUR WATER AND SEWER PROVIDERS ARE IN THE PROJECT DESCRIPTION.**

Review Criteria (Article 6.5.7.D):

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:

- a. No additional lots will be created by the amended plat.
- b. The resultant lots will meet the required minimum lot size of the applicable zoning district. If any of the lots are nonconforming with regards to the minimum lot size, the amended plat must not increase the nonconformity.
- c. The amended plat will not create a nonconforming setback for any existing building;
- 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
- 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,

IF YOU ARE PROPOSING AN EASEMENT VACATION, PLEASE ALSO INCLUDE THE REVIEW CRITERIA BELOW IN YOUR PROJECT DESCRIPTION:

In reviewing a proposed plat modification, the County Commissioners shall consider the general approval criteria in §6.3.8.D, General Review Criteria and the following:

1. Vacation of Right-of-Way or Easement:

- 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;
- b. The recommendations of referral agencies have been considered;
- 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 of the right-of-way was originally taken from one parcel. In that case, the 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; and
- d. Right-of-way vacations must also meet requirements of C.R.S. § 43-2-303.