

LOT LINE REARRANGEMENT (5 LOTS OR LESS)

SUBMITTAL CHECKLIST

PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE PLAN AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACKNOWLEDGEMENT OF THESE CONDITIONS.

DEPARTMENT STAFF RESERVES FIFTEEN (15) WORKING DAYS TO REVIEW A COMPLETE APPLICATION. REVISIONS TO BE MADE, IF ANY, ARE RETURNED TO THE SURVEYOR WHO PREPARED THE PLAT. AFTER REVISIONS ARE MADE, THE SURVEYOR RETURNS A SIGNED, SEALED, NOTARIZED MYLAR PLAT TO STAFF FOR RECORDATION.

NOTE: Pueblo County Subdivision Code Chapter 16.02.030 Resubdivision Procedures E states: "The County or its appointed representative shall not issue a building permit for any building site created or modified by an action under this section, until the revised plat is recorded."

Date: _____ Type of Application:

Lot Line Rearrangement No.

Owner's/Applicant's/Surveyor's Signature

If other than owner's signature, a letter of consent authorizing the applicant/surveyor to act in owner's behalf **must be included.**

NOTICE: All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.

Owners(s): Name _____

Address _____

Email _____ Telephone _____

Applicants(s): Name _____

Address _____

Email _____ Telephone _____

Engineer or Surveyor Name _____

Address _____

Email _____ Telephone _____

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION FOR THE APPLICATION TO BE CONSIDERED COMPLETE:

- _____ Assessor's Tax Parcel Nos. _____
- _____ Zone District _____
- _____ A digital file of the project in .DWG format, the drawing should be positioned correctly in Modified State Plane grid coordinates, with all bearings relative to the State Plane grid Basis of Bearing.
- _____ A digital file of the plat in .PDF format.
- _____ Supplemental drawing (to scale) depicting existing improvements with distances to proposed and existing lot lines.
- _____ Application Fee (Check made out to Pueblo County Planning and Development).
- _____ Recording Fee for plat (Check made out to Pueblo County Clerk and Recorder).
- _____ Title Information no more than 30 days old from date of submittal, by one of the following:
 - Title Insurance Policy; or
 - Commitment for Title Insurance Policy; or
 - Endorsement to Title Insurance Policy when submitted with the prior policy; or
 - Title opinion from an attorney
- _____ Original Certificate of Taxes Due (treasurer's certifications) from the County Treasurer's Office showing that all ad valorem taxes for each lot have been paid in full.
- _____ Recorded deeds for each lot showing current ownership.
- _____ Documentation of access approval to site from appropriate agency/department.
- _____ Cross deeds with recording fees – (Check made out to Pueblo County Clerk and Recorder).
- _____ Proposed parcels shall conform to the existing zone district standards. Failure to conform with the zone district standards shall require a zoning variance, non-conforming certificate, map amendment, etc.
- _____ If the properties to be rearranged are portions of larger lots, e.g., St. Charles Mesa Subdivision, the applicant must submit proof by deeds, that the subject properties' current configurations and/or legal descriptions pre-date August 31, 1972 (the adoption of Subdivision Regulations).
- _____ Planning & Development staff initials

THE FOLLOWING ITEMS ARE LISTED AS A COURTESY TO THE APPLICANT FOR ASSISTANCE IN THE PREPARATION OF THE LOT LINE REARRANGEMENT DRAWING. THESE ITEMS WILL NOT BE REVIEWED FOR COMPLETNESS BY STAFF AT THE TIME OF SUBMITTAL OF THE LOT LINE REARRANGEMENT APPLICATION.

_____ Title: LOT LINE REARRANGEMENT NO. _____

_____ Subtitle: A Vacation and Replat of Lots _____ and _____, Block _____ (if applicable) of (name of recorded subdivision)

_____ Drawing

AS PLATTED

Lot 1 0.00 acres
Lot 2 0.00 acres

_____ The bearings and distances according to the recorded plat are required to be placed around each lot.

_____ Place acreage for each lot, if available, under the lot number.

AS REARRANGED

Parcel A 0.00 acres	Parcel B 0.00 acres
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_____ The bearings and distances will be required to be placed around Parcels A and B.

_____ Corners found and/or set shall be noted.

_____ Lot closures for Parcels A and B.

_____ Surveyor's certification:

I, (surveyor's name), a Professional Land Surveyor registered in the State of Colorado, hereby certify to (owner(s) name), that a survey of the above described premises was performed by me or under my responsible charge, on (date of survey); that this plat of Lot Line Rearrangement No. _____ complies with the minimum standards for Land Surveys and Plats as set forth in Section 38-51-106 et. seq., C.R.S. 1994.

_____ Professional Land Surveyor No. 00000

_____ Date

_____ The source of research for recorded rights-of-way and easements is (name of Title Company, type of title document with number, and effective date),

_____ Director of Planning and Development's Certification:

This is to certify that this rearrangement of lot lines, to establish building sites, is approved by the Director of Planning and Development, County of Pueblo.

_____ (name of Director), Director

_____ Date

_____ Owner(s) statement with notary statement:

KNOW ALL MEN BY THESE PRESENTS: that (owner(s) name) being the owner(s) of the following described property:

(legal description)

Hereby request a rearrangement of lot lines as shown hereon into Parcels A and B.

(owner name) Date

(owner name) Date

STATE OF COLORADO)
)SS
COUNTY OF PUEBLO)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by (owner(s) name)

Witness my hand and official seal.

My commission expires:

Notary Public

_____ North arrow

_____ Written and graphic scale

_____ Name, address and phone number of the person, firm or organization preparing the plat

_____ Easements, building setback lines, if any, as shown on the original platted subdivision affecting the rearranged lots

_____ Existing Structures with setback distances to the property lines

_____ Tie to Global Positioning System (GPS), if applicable, with the following:

_____ Distances shown hereon, except as noted, are ground distances. The combination factor for this plat is (1.00000000). The ground distance when divided by the combination factor will provide the grid distance and the ground coordinates when divided by the combination factor will provide the grid coordinates based on the Colorado State Plane Coordinate System of 1992 South Zone on the North American Datum of 1992.

_____ Ties shall be shown as dashed lines with bearings and Modified State Plane distances to the following:

1. 2 corner points of this plat to 2 GIS Land Positions (provided by the Pueblo County Global Positioning Systems network monumentation information).
2. 1 corner point of this plat to the Public Land Survey System (PLSS) monument if used in this survey.

_____ Latitude/Longitude labels (to the ten thousandths of a second), Modified State Plane grid coordinates (in U.S. survey feet to the hundredth of a foot), and State Plane grid coordinates (in U.S. survey feet to the hundredth of a foot) Colorado Southern Zone (0503) State Plane (NAD 83/92) at:

The above mentioned 2 corner points of the plat,
The above mentioned 2 GIS Land Position(s) used, and
The above-mentioned PLSS monument if used.

_____ Plats shall also include a statement describing the standard of accuracy, as defined by the National Ocean Survey/National Geodetic Survey, maintained in developing the coordinates shown therein, per C.R.S. 38-52-106.

The Colorado Coordinate System hereon shown is defined as _____ order, Class _____, 1: _____, 000 as described in the "Geometric Geodetic Accuracy Standards and Specifications for using GPS relative positioning techniques and/or Standards and Specifications for Geodetic Control Networks" by the Federal Geodetic Control Committee.

_____ Show the two GPS stations used for control and for the basis of bearings, and the Modified State Plane bearing ground distance tying one of the boundary corners to one GPS station.

_____ Vicinity Map showing location of GPS monuments.