

LOT LINE VACATION (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 TEN (10) 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.

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."

PLEASE NOTE: THIS PROCESS IS NOT REVERSIBLE. LOT LINES MAY ONLY BE REESTABLISHED THROUGH THE SUBDIVISION PROCESS!!!

Date: _____

Type of Application:

Lot Line Vacation 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.

Owner(s) _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Applicant(s): _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Surveyor: _____
Address: _____
Telephone Numbers: _____
Email Address: _____

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

- _____ Assessor's Tax Parcel Nos. _____
- _____ Vacation of 5 lots or less within a recorded Subdivision.
- _____ Interior lot lines only, no exterior boundary lines of a subdivision.
- _____ NO easements or rights-of-way to be vacated.
- _____ Basis for acreage calculation for Parcel A.
- _____ A digital copy of the plat in .PDF format.
- _____ Application Fee (check made out to Pueblo County Planning and Development).
- _____ Recording Fee for plat - (check made out to Pueblo County Clerk and Recorder).
- _____ Proof of ownership of each lot by recorded deed.
- _____ 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.
- _____ Documentation of access approval to site from appropriate agency/department.
- _____ Deed, to combine ownership to applicable Parcel (e.g., A, B) of Lot Line Vacation No.____, 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 vacated 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 VACATION DRAWING. THESE ITEMS WILL NOT BE REVIEWED FOR COMPLETNESS BY STAFF AT THE TIME OF SUBMITTAL OF THE LOT LINE VACATION APPLICATION.

_____ Title: LOT LINE VACATION NO. _____

_____ Subtitle: 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 VACATED

Parcel A 0.00 acres

_____ The bearings and distances will be required to be placed around Parcel A.

_____ Basis for acreage calculation for Parcel A.

_____ Surveyor's certification:

I, (surveyor's name), a Professional Land Surveyor registered in the State of Colorado, hereby certify to (owner(s) name), that this lot line vacation is not based upon an actual field survey conducted by me or under my responsible charge, but was prepared using information shown on the plat of (name of subdivision) recorded in Book _____ at Page _____ of the records of the Pueblo County Clerk and Recorder. The property within this lot line vacation may or may not be presently monumented, and if it is monumented, I have not confirmed the property pins are accurately located.

Professional Land Surveyor No. 000000

Date

Note: If the professional land surveyor actually surveys the property, the appropriate certification is required.

_____ Note: A search for recorded rights-of-way and easements was not done,

_____ Director of Planning and Development Certification:

This is to certify that this vacation of a lot line is approved by the Director of the Department of Planning and Development, County of Pueblo.

(name of Director), Director

Date

_____ Owner(s) statement with notary statement shall read as follows:

