

### Lot Line Vacation Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_\_\_ [Letter of Consent](#) *(When applicant role is as Designated Representative)*
- \_\_\_\_\_ Proof of Ownership of each lot by recorded deed(s)
- \_\_\_\_\_ 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. *(As applicable when existing improvements on any of the parcels involved. Letter or Email from appropriate agency/dept specific to the request; a copy of the signed access permit or routing sheet sign off is NOT acceptable.)*
- \_\_\_\_\_ Lot Line Vacation Plat & [Checklist](#)
- \_\_\_\_\_ Cross Deeds to combine ownership to new Parcel
- \_\_\_\_\_ Boundary and Lot Closure Sheets *(Must be stamped by a Registered Colorado Surveyor or Engineer)*
- \_\_\_\_\_ Proof by recorded deeds, that the subject properties’ current configurations and/or legal descriptions pre-date August 31, 1972 *(the adoption of Subdivision Regulations when any of the parcels involved portions of larger lots in previously platted subdivisions). \*\*Applicable only when any of the parcels involved portions of larger lots in previously platted subdivisions\*\**
- \_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority *(as applicable to LLC property ownership).*
- \_\_\_\_\_ Articles of Incorporation and By Laws *(as applicable for Corporation Property ownership).*
- \_\_\_\_\_ Trust Documents *(as applicable for Trust Property ownership).*
- \_\_\_\_\_ [Site Plan](#) depicting improvement’s w/distances to Property lines *(as applicable when there are existing improvements on any of the parcels involved in the LLV).*