

### Lot Line Rearrangement Checklist

#### 5 Lots or Less

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

- \_\_\_\_\_ [Letter of Consent](#) (when Applicant Role is as Designated Representative)
- \_\_\_\_\_ [Lot Line Rearrangement Plat](#): Surveyed/prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf form
- \_\_\_\_\_ Title Commitment or Policy, or Endorsement with Prior Policy (*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. This can be provided prior to Board Hearing*)
- \_\_\_\_\_ Proof of ownership of each lot by recorded deed(s)
- \_\_\_\_\_ Certificate of Taxes Due (*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 (*if property IS NOT accessed from a Pueblo County Public Work’s maintained road.*)
- \_\_\_\_\_ Cross Deeds to combine ownership to new Parcel (e.g. A, B, etc.)
- \_\_\_\_\_ Boundary and Lot Closure Sheets (*MUST BE STAMPED BY A REGISTERED COLORADO SURVEYOR OR ENGINEER*)
- \_\_\_\_\_ Supplemental Drawing Depicting Improvements with Distances to Boundary/Lot Lines (*as applicable when there are existing improvements on any of the parcels involved in the LLV.*)
- \_\_\_\_\_ 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.*)
- \_\_\_\_\_ 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)*.