

Combination of Lots

Process Guide

Administrative &

Board of County Commissioner Requests

Purpose

The Combination of Lots (CLA) process is to eliminate property boundaries between two or more parcels with the intent of creating one larger parcel. CLA requests may either be accomplished administratively or may need approval from the Board of County Commissioners. Approval by the County Commissioners is required only when the proposed combination will create a larger lot, parcel, or tract that could be further subdivided outside of a County subdivision process. This usually means when the lot combination will create a lot 70-acres in size or greater.

Any CLA request not meeting the above criteria may be processed administratively as it has been identified that fewer lots in the unincorporated parts of the County is desirable due to existing constraints of accessibility and infrastructure.

Prerequisites

Prior to the County accepting an application submittal for a CLA request, the applicant will need to determine the following and provide Planning Staff with the corresponding documents:

Condition	Documents Required
<i>Platted easements along the parcel line requested for deletion</i>	<i>Letter of “no objection” from all known utility companies or a letter stating that the easement has been relocated</i>
<i>The parcels are in a centralized water/sanitation district (e.g. St. Mary’s)</i>	<i>Letter of “no objection” from the public service provider</i>
<i>Parcels to be combined are in different tax districts</i>	<i>The applicant must contact the special district and request for one property to be included in or excluded from the tax district. The parcels must be in the same tax district in order for the CLA to proceed.</i>
<i>The parcels are under different names</i>	<i>If the owner(s) names do not match on the current deeds, a new deed will need to be created and recorded with County Clerk & Recorder prior to proceeding. The names on the deeds must be IDENTICAL.</i>
<i>Mortgage or other lien on the parcel(s)</i>	<i>A letter provided by the lending agency that they will approve of the CLA process. This document can be provided by the agency OR staff can draft a document for the agency to sign. This document will be recorded with the final CLA Agreement.</i>

Furthermore, all subject parcels of the CLA request must meet the following:

- The combination of two or more lots must result in a fewer number of parcels
- Parcels being combined shall be contiguous with at least 10 feet of common boundary (this contiguity may span over a road or right-of-way that is no wider than 60 feet; this may also span over a body of water).
- As indicated above, parcels being combined shall be within the same taxing district as identified by the Office of the Clear Creek County Assessor.

Submittal Requirements

- Application Form (can be found on the last page of this guide)*
- Processing Fee*
- Any documents identified as 'required' in the table above*
 - Letter of 'no objection' from a Public Utility provider*
 - Letter of 'no objection' from a centralized water & sanitation district*
 - Quit Claim Deed*
 - Signed document from the any mortgage lender*
- Deed or other proof of ownership for the subject properties*
- A notarized letter of authority from the landowner permitting a representative to process the application, if the applicant is other than the owner(s) of record*

Review Process

1. Pre-application conference: prior to submittal of any CLA application, the applicant(s) shall meet with the Planning Department to determine whether the request meets the criteria for a CLA, whether the process will be Administrative or require Board of County Commissioner approval, and which documents will be required at submittal.
2. The applicant shall provide the Planning Department with a complete submittal as outlined in 'Submittal Requirements' above.
3. The submittal shall be reviewed in a timely manner for completeness by the Planning Department. This review takes approximately 1-2 business days. The applicant shall be notified of any missing or incomplete documentation. An incomplete submittal shall not be processed.

4. A Combination of Lots Agreement will be drafted by planning staff, approved by the County Attorney, and will be sent to the owner to be signed and notarized. Depending on current staff work load, the time it takes to draft the CLA agreement and be reviewed by the attorney varies; usually taking between 3 to 6 weeks. The owner/applicant is responsible for returning the CLA Agreement to the Planning Dept.
5. Once the CLA Agreement has been returned to staff, the request will be reviewed by all pertinent departments, including the Assessor's Office, Treasurer's Office, Mapping Department and the Zoning Specialist. This process takes between 1 to 2 weeks, barring any unforeseen circumstances regarding the properties.
6. For CLA's which require BoCC approval, the Planning Department will publish a notice in a newspaper of general circulation in Clear Creek County a minimum of fourteen (14) calendar days prior to the Board's public hearing.
- 7a. For CLA's which require BoCC approval, the Board, during a public hearing, shall evaluate the application, referral comments, staff report, and public testimony, and shall approve or deny the request. The Board's decision shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines.
- 7b. For administrative requests, the Planning Director shall evaluate the application, referral comments and shall approve or deny the request. The Planning Director's decision shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines. This review takes approximately 3 to 7 business days.
8. Following the BoCC or Planning Director's decision, the Planning Department will notify the applicant of what is required to finalize the decision and complete the process by recording all necessary documents with the County Clerk and Recorder's Office.

WARNING!

The following pages are form fill pages.

Not all browsers submit the following pages properly.

DO NOT USE GOOGLE CHROME

At this time, Google Chrome will not work with form fill.

Please choose another browser to complete your application.

As always, save a copy for your files and call to verify that your form submitted properly.

DO NOT ASSUME THAT WE HAVE RECEIVED YOUR APPLICATION.

If you are attempting to make payment please wait for someone at Clear Creek County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County
Land Use Department
PO Box 2000
Georgetown, CO 80444
Phone: 303-679-2436 Fax: 303-569-1103
planning@co.clear-creek.co.us

Please call with any questions or to verify that your permit has submitted successfully!

CLEAR CREEK COUNTY PLANNING DEPARTMENT

Post Office Box 2000, Georgetown, CO 80444

303-679-2436

Administrative Lot Combination (\$100)

BOCC Approval Lot Combination (\$200)

OWNER(S) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME PHONE _____ WORK PHONE _____

APPLICANT(S) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME PHONE _____ WORK PHONE _____

PARCEL NUMBER _____ Legal Description _____
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

PARCEL NUMBER _____ Legal Description _____
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

PARCEL NUMBER _____ Legal Description _____
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

PARCEL NUMBER _____ Legal Description _____
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

Yes No Are there any Deeds of Trusts, mortgages, or Liens on any lot to be combined?
(If yes, please be aware that an amended Deed of Trust, reflecting the CLA will be required)

Yes No If Combination of Lots includes a request for vacation of easements, are there any known
utilities currently existing in the easement?

I (we) do hereby certify that the information contained in or presented in connection with this application is true and accurate to the best of my (our) knowledge and belief. I (we) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.

I (we) understand that the Planning Department staff will need to go onto my (our) property in order to process this request.

OWNER(S) _____ DATE _____

OWNER(S) _____ DATE _____

APPLICANT(S) _____ DATE _____