



## LOT LINE ADJUSTMENT OR DISSOLUTION CHECKLIST

A Lot Line Adjustment or Lot Line Dissolution is subject to review by the Town under the following procedures (SMC 16.04.590) and applicant may apply if the following parameters exist:

- The lot line adjustment or lot line dissolution describes the adjustment or dissolution of one lot line;
- The lot line adjustment or lot line dissolution would not result in the creation of a lot or lots;
- The lot line adjustment or lot line dissolution would not result in a lot or lots that would require a zoning variance(s), or would make a non-conforming lot;
- The lot line adjustment or lot line dissolution would not result in the creation of any additional lot or lots which are capable of separate ownership and development under the provisions of the SMC;
- The lot line adjustment or lot line dissolution would not result in the creation of a lot or lots in a residential zone district on which the owner could construct more residential dwelling units on the two affected lots after the lot line adjustment or lot line dissolution than previously were allowed on the two affected lots prior to the lot line adjustment or lot line dissolution;
- The lot line adjustment or lot line dissolution would not result in the encroachment of a building.
- An applicant for a lot line dissolution shall sign a waiver that his single-family home or commercial structure is proposed for placement over the lot line, thereby eliminating that lot line, and creating no setback non-conformance (if applicable).

### Submittal:

- Land Use Application, including the following submittal documents:
  - Lot Line Adjustment or Lot Line Dissolution Application, plus applicable fee;
  - Statement detailing the proposed lot line adjustment or lot line dissolution;
  - Statement regarding the reason(s) for the lot line adjustment or lot line dissolution request;
  - Statement regarding conformance with this title, and specifically conformance with above criteria.
- Agreement to reimburse town for any consultant charges incurred in review of the application plus 15 percent administrative fee;
- The Lot Line Adjustment or Dissolution Plat, with the following criteria:
  - An appropriate engineering scale (to be determined by staff);
  - Entire area proposed for Lot Line Adjustment or Lot Line Dissolution shall be shown on one sheet, if practicable, with no map larger than 24" x 36";
  - Statement by licensed Colorado surveyor who prepared Lot Line Adjustment or Dissolution Plat, that the plat meets requirements established by the SMC and C.R.S. 38-51-102, as amended, or any other applicable state standards;
  - North arrow, graphic scale and date of survey;
  - Departing property lines and owners of record of all parcels adjoining the affected parcels;
  - Adjacent street(s) providing primary access to affected lots (including alleys);
  - Existing easements for drainage, irrigation, access, utilities or other facilities, with widths, dimensions and area of each easement;
  - Lot area and dimensions of each lot;

- Existing perimeter lot lines shown in bold solid lines; existing internal lot lines proposed for adjustment or dissolution shown in dashed lines; proposed lot lines shown as unbolded solid lines;
  - Name and address of any mortgagee of the property;
  - Name and address of applicant for the land use;
  - Name and address of property owner, if not the applicant for the land use;
  - Name and address of surveyor who prepared the lot line adjustment plat or lot line dissolution plat;
  - Certifications as follows:
    - Certificate of dedication and ownership;
    - Mortgage or lien holder(s) certificate(s);
    - Clerk and Recorder's certificate;
    - Lot line adjustment or lot line dissolution staff certificate;
    - Surveyor's certificate;
    - Title company or title attorney certificate;
  - Legal description of the properties;
  - A reference to any protective covenants applicable to the affected lots;
- If approved, the town clerk records the plat 30 days after approval;
  - Anyone objecting to the approval has 30 days to file an appeal;
  - If an appeal is received, the matter is scheduled for review at the next regular meeting of the planning and zoning commission which is at least 14 days after receipt of the letter of appeal;
  - If the adjustment is denied, the applicant may file an application for a subdivision exemption.

**The Town Administrator, or his designee, shall, within fifteen (15) business days of the receipt of a lot line adjustment or lot line dissolution plat, review the materials with other town staff to determine whether the materials meet all technical requirements and are complete under the provisions of this title.**

**If the Town Administrator, or his designee, determines that the application for lot line adjustment or lot line dissolution complies with this title, in his/her sole discretion, he/she shall render a decision on the application within thirty (30) days and shall sign the lot line adjustment plat or lot line dissolution plat, upon the applicant's submittal of any required changes (if any) to the lot line adjustment plat or the lot line dissolution plat.**

Please refer to SMC Section 16.04.590 and Appendix A (following Section 16.18.240) for more information regarding lot line adjustments or lot line dissolutions.