

**PARK COUNTY APPLICATION FOR  
LOT CONSOLIDATION  
(THERE IS NO APPLICATION FEE FOR LOT CONSOLIDATIONS)**

A Lot Consolidation is processed by the Planning Department Staff. A public hearing is not required.

**PROCEDURE**

- 1) Applicant must attend a **pre-application conference** with Park County Planning Department Staff prior to submitting an application.
- 2) Applicant hires a surveyor to survey and create a **“Lot Consolidation Plat” per requirements stated in Section C.3.** of this application form.
- 3) Applicant will **submit a complete application and a preliminary Plat** to the Planning Department for review.
- 4) Following the approval of the application and preliminary plat, applicant or Planning Department staff requests that the surveyor print and sign the **Mylar to be signed by the owner(s) of the property and a Title Company.**
- 5) Applicant **submits signed mylar and recording fee to Planning Department for recordation.**

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254 or e-mail [pcpd@parkco.us](mailto:pcpd@parkco.us).

**A. APPLICANT AND OWNERSHIP INFORMATION**

**Applicant’s Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone:(home) \_\_\_\_\_ (cell) \_\_\_\_\_ (email) \_\_\_\_\_

**Owner’s Name(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Lot Consolidation (attach additional page, if necessary):

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Street Address of Property: \_\_\_\_\_

Property's Total Acreage: \_\_\_\_\_

Current Zone District of Property: \_\_\_\_\_

<b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
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**Requirements for a Lot Consolidation  
Article VI, Division 9, Section 6-903**

**C. APPLICATION REQUIREMENTS**

In order to qualify for a Lot consolidation, all lots must meet the following conditions:

- **All lots must be identical in ownership and tenure.**
- **Metes and Bounds lots cannot be consolidated with subdivision lots.**

1. Tax receipt showing payment of current taxes. This can be obtained at the Park County Treasurer's office.
2. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Recorder's office.
3. Lot Consolidation Plat. The Plat shall be drafted at a commonly used engineering scale by the use of permanent ink on a stable reproducible drafting medium with outer dimensions of twenty-four inches by thirty-six inch (24" x 36"). Where the required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size may be used with easily identifiable match lines. The Plat shall contain:
  - a. A title that prominently identifies the name of the recorded subdivision, the County recording information (book and page) of the original subdivision plat together with the phrase "Lot Consolidation Plat";
  - b. Name, address and telephone number of the Surveyor.
  - c. A general vicinity map illustrating the location of the property subject to the proposed lot consolidation;
  - d. Clearly labeled control points and geo-referenced points with datum and projection.
  - e. Total acreage and surveyed description of the lots and area subject to the proposed lot consolidation;
  - f. A clear illustration or description of the line or lines to be vacated;
  - g. All existing rights-of-way and easements.
  - h. Approval certification and plat language as identified in Appendix A attached to this application.
  - i. A closure report at 1:10,000 will be required with the preliminary plat.
  - j. Once the plat is approved, a CADD file, in .dwg format will be requested by the Planning Department.
4. Letters of consent to alter or vacate utility easements from all public utilities serving the site, if applicable. (See Page 6 for Utilities' contact information.
5. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).
6. A \$13.00 check made out to the Park County Clerk and Recorder to record the Mylar.

<u>For County Use Only</u>
Initial Receipt of the Required Information
(1.)_____
(2.)_____
(3.)_____
(3a.)_____
(3b.)_____
(3c.)_____
(3d.)_____
(3e.)_____
(3f.)_____
(3g.)_____
(3h.)_____
(3i.)_____
(3j.)_____
(4.)_____
(5.)_____
(6.)_____

*Note: A Mylar as described in #3 will be required after final approval for recording.  
Note: Refer to Park County Land Use Regulations Article VI for Standards for Approval.*

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner(s) hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner(s) understand and acknowledge that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

**Applicant(s):** \_\_\_\_\_

Print name: \_\_\_\_\_

If company, state Title/Position: \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

Print name(s): \_\_\_\_\_

If company, state Title/Position: \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

Print name(s): \_\_\_\_\_

**E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION**

This application was submitted to the Park County Planning Department on the following date and time:

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year

<p><b>For County Use Only:</b>  Verification of Date of Delivery and  County Receipt of Application  Date: _____  Print Name: _____</p>
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Payment of the **Recording Fee** was made by: \_\_\_\_\_

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

**APPENDIX A**

**Forms to be signed on Lot Consolidation Survey Plat**

*(These forms will appear on your Survey Plat-they are not part of your application)*

**LEGAL DESCRIPTION AND CERTIFICATE OF OWNERSHIP**

**LEGAL DESCRIPTION:**

\_\_\_\_\_, (“Owner/s”) being the owner(s) of the real property of \_\_\_\_\_ acres located in Park County, Colorado, described as follows:

*[Insert surveyed property description of entire bounds of area being platted]*

In Witness Whereof, we do hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
[Printed Name of Owner]

\_\_\_\_\_  
[Printed Name of Owner]

*(If by corporation, a president sign, secretary attests and corporate seal is affixed)*

STATE OF \_\_\_\_\_ )

) ss.

COUNTY OF \_\_\_\_\_ )

Acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SURVEYOR’S CERTIFICATE.**

**SURVEYOR’S CERTIFICATE:**

I hereby certify that the survey and plat of the real property shown and described hereon were made by me or under my direct responsibility, supervision, and checking, in strict compliance with Colorado statutes, and that both survey and plat are true, accurate and complete.

*[Insert if applicable statement by the land surveyor explaining how bearings were determined]*

*[Insert if applicable statement by the land surveyor indicating the type of monuments used.]*

*[Insert any required statement by the land surveyor certifying compliance with applicable provisions of the Colorado Revised Statutes]*

\_\_\_\_\_  
Colorado License No.  
Date: \_\_\_\_\_

\_\_\_\_\_  
Registered Land Surveyor

**RECORDER'S CERTIFICATE**

**RECORDER'S CERTIFICATE:**

This plat was filed for record in the office of the County Clerk and Recorder of Park County, on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, and duly filed at Reception No. \_\_\_\_\_

\_\_\_\_\_  
Park County Clerk and Recorder

**TITLE COMPANY CERTIFICATE OF OWNERSHIP**

**TITLE CERTIFICATE:**

\_\_\_\_\_ Title Insurance Company hereby certifies that title to the above-described property is vested in the Owner(s).

Date: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Authorized Agent]

**COUNTY ADMINISTRATIVE APPROVAL**

**PARK COUNTY ADMINISTRATIVE APPROVAL:**

APPROVED as a LOT CONSOLIDATION by the Planning Director of Park County Colorado and approved for recordation with the Park County Clerk and Recorder's Office pursuant to the Park County Land Use Regulations this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Planning Director/County Designee

ATTEST:

\_\_\_\_\_

**THE FOLLOWING IS A LIST OF UTILITY COMPANIES THAT YOU MAY NEED TO  
CONTACT TO GET YOUR UTILITY RELEASE LETTER FOR #4 OF THE  
APPLICATION REQUIREMENTS**

**IREA**

Brooks Kaufman (720) 733-5403 bkaufman@irea.coop

**XCEL**

Loren Vawser (970) 262-4034 loren.vawser@xcelenergy.com

**CENTURYLINK**

Murk Mansell (719) 584-6484 Murkel.Mansell@CenturyLink.com

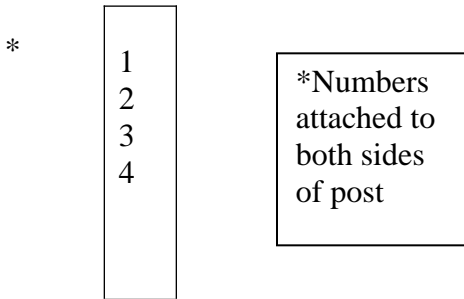
**“POSTED” ADDRESS REQUIREMENTS**

Park County Land Use Regulation  
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line.  
**Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.



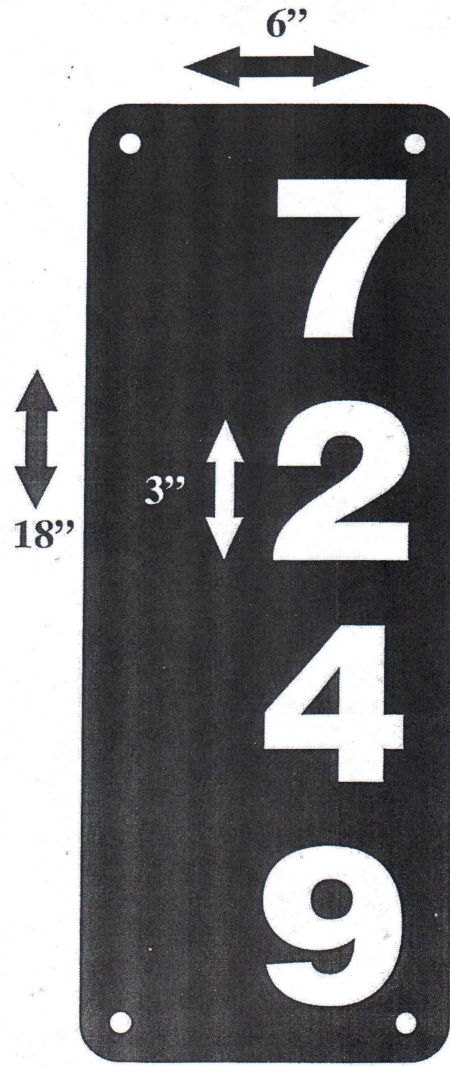
Note: Contact your local Fire Protection District for signage information  
Type of Sign specifications for numbers is attached.



# SIGN SPECIFICATIONS

**Standard Size - 6" x 18"**

**Standard Color – Green Background with White Reflective Numbers**



4 Holes for Easy Mounting

Rounded Corners For Safety