



Lot Consolidation Vacation (LCV) Checklist

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

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- ___ Letter of Request should contain, at a minimum, the following:
 - ___ Date of Application.
 - ___ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - ___ Site location, dimensions, and size of property in feet and acres, and present zoning.
 - ___ Project description or project narrative
 - ___ Action requested and the reason and purpose for the request.
 - ___ Existing and proposed facilities, structures, roads, etc.
 - ___ 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.
 - ___ Proof of Ownership of each lot by recorded deed(s)
 - ___ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative
 - ___ If owner is other than Individual, please provide the following:
 - ___ 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.
 - ___ **Lot Consolidation Vacation 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.
 - ___ **Existing Improvements Supplemental Drawing:** The site plan must include all property boundaries, structures, easements, and other relevant features, drawn with a North Arrow and Written and Graph Scale at an even numbered Engineer’s Scale.
 - ___ Documentation of access approval to site from appropriate agency/department.
 - ___ **Only applicable when** there are existing improvements on any of the parcels involved, and or
 - ___ **Required ONLY IF** access road is **not maintained** by Pueblo County Public Works.

_____ Letter or Email from appropriate agency or department specific to the request; a copy of the signed access permit or routing sheet sign off is NOT acceptable.

_____ Boundary and Lot Closure Sheets. Must be stamped by a Registered Colorado Surveyor or Engineer.

NOTE: If property owners choose to update their deeds to match the new platted legal description, they should consult with an attorney or title professional. This is a private conveyance decision and is not required by Pueblo County Planning & Development for plat approval. Our office is happy to record any deed provided with the plat. Please contact the Assessor's Office regarding any requirements they may have.

PUBLIC NOTICE

Important Information Regarding Lot Consolidation Vacations in Pueblo West

Landowners in Pueblo West who choose to reverse a lot line vacation through a Lot Consolidation Vacation, there may be issues obtaining a water tap for a lot.

For more information, please contact the **Pueblo West Metropolitan District at 719-547-2000** before proceeding with any lot line adjustments.