



Lot Line Vacation (LLV) Checklist

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

- _____ 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.

- _____ 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.

- _____ **Lot Line 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

_____ **Supplemental Improvements Site Plan:** View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale

_____ North Arrow, Written and Graphic Scale at an even numbered engineer scale (1" = 10', 20', 30', etc.) - No larger than 11" x 17" in size – Aerial or Google maps will not be accepted. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to parcel boundary lines are still required.

_____ Find the **Assessor's Parcel Number** in [Parcel Records Search](#) by entering Address or Owner's Name.

_____ From the search, also get the **Address and Legal Description of the Property**

_____ Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**

_____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.

_____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures. **Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.**

_____ Corner Lot measuring requirements, UDC Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.

_____ Location, Type, and Height of Existing and Proposed Fences

_____ Show the locations of existing or proposed access points with widths and distances to property lines from each side

_____ Add the Road Names Adjacent to Property

_____ Property Owner's Name

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

_____ The Planning Director may require a title commitment or ownership and encumbrance report when necessary to verify ownership, lienholders, or recorded interests affected by a lot line rearrangement or lot line vacation.

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 Line Vacations in Pueblo West

Landowners in Pueblo West who choose to vacate a lot line should be aware that if they later wish to reverse the 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.