



Archuleta County  
Development Services - Planning Department  
1122 Hwy 84 / P. O. Box 1507  
Pagosa Springs, Colorado 81147  
970-264-1390 Fax 970-264-3338

### Lot Consolidation / Un-Consolidation) Submittal – Checklist for the Applicant

- LOT CONSOLIDATION / UNCONSOLIDATION PRE-APP:** Your first step is to contact the Planning Department for a Lot Consolidation / Un-Consolidation Pre-Application Conference, which will almost always be conducted via telephone. Planning staff will then prepare a **Utility/HOA Notification Letter** and forward it to you via email, usually within 5 business days of your first contact with them.
- NOTICE OF INTENT MAILINGS:** Once you receive the **Utility/HOA Notification Letter**, all deeded property owners will need to sign the letter. Next, you must mail (via US Postal Service) a copy of the signed letter to: 1) all utility companies listed on page 2, even if they do not service your parcels; 2) the appropriate property or home owners' association(s) (if applicable); and 3) the appropriate metro district (if applicable). For Un-consolidations, you must also send the letter to all adjacent property owners. When sending the letters, you will need to keep the original **Certificates-of-Mailing Receipts** given to you by the post office when mailing the letters to submit with your application. *NOTE: Do not send certified mail as this is more expensive and unnecessary.*

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

**YOU MUST WAIT A FULL 30 DAYS AFTER MAILING UTILITY/HOA NOTIFICATION LETTER  
BEFORE YOU SUBMIT THE REMAINING ITEMS IN THE PACKET**

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

- APPLICATION FOR LOT CONSOLIDATION / UNCONSOLIDATION:** Complete the Application Page (*attached pages 4-5*) with notarized signatures of all deeded property owners, listed exactly as shown on the Title Documentation. *NOTE: For Consolidation, ownership must be deeded identically on all lots.*
- LIEN HOLDER CONSENT FORM:** If there is a loan or lien on any of the parcels (or on any improvements on the parcels), a **Lien Holder Consent to Consolidate / Un-Consolidate Lots** form (attached page 6) must be signed by all lien holders and included in the application packet.
- PROPERTY TAX RECEIPT/STATEMENT:** You must include a statement from the County Treasurer showing no property taxes are due or delinquent against the lots involved. This can be obtained from the County Treasurer or from <https://www.archuletatax.com/treasurer/treasurerweb/search.jsp>.
- CURRENT TITLE DOCUMENTATION FROM A COLORADO TITLE COMPANY:** Any Colorado Title Company can prepare documentation specifying the following: 1. owner(s) name(s) of each lot; 2. all liens or otherwise state NO LIENS; 3. how the property is held in ownership. Examples may include Owners and Encumbrance Report, Mortgage Guarantee, or others. Consult with your title company for what will satisfy these requirements. *NOTE: Title work can be no older than 3-months from date of application submittal.*
- FILING FEE:** Payment of **\$ 300.00 for up to 3 lots + \$75.00 per each additional lot for Consolidation or \$1000.00 for up to 3 resulting lots for Un-Consolidation** is payable to Archuleta County. Fees are not refundable. All other costs of consolidating / un-consolidating lots including, but not confined to notifications, recording, etc., shall be paid by the applicant.
- IMPROVEMENT LOCATION CERTIFICATE (Un-consolidations only):** If there are improvements located on the consolidated lot, the applicant shall provide an Improvement Location Certificate (ILC) from a licensed Colorado surveyor showing no encroachment of improvements across the property boundary lines, or into easements or set backs of the *original lots* comprising the consolidation, as shown on the original recorded plat.

### APPROVAL PROCESS

Once the applicant has submitted all required materials, the Planning Staff will submit the Lot Consolidation / Un-consolidation request to the Board of County Commissioners at the next available session for approval/signature. Once signed, the Resolution will be recorded with the County Clerk's Office. It can take up to two weeks to receive the recorded the resolution to forward to the owner, the Assessor's Office, Pagosa Area Water and Sanitation District, and any applicable property owner's association or metro district.

## **IMPORTANT INFORMATION**

- Governance of the Lot Consolidation / Un-consolidation Process is found in the Archuleta County Land Use Regulations, Section 4.7.
- Lots must be in the same: 1) zoning district; 2) subdivision, block, unit, and phase thereof; 3) taxing district; and 4) vested ownership.
- New consolidated lots will be designated with an X. (i.e. Consolidating Lot 10 and Lot 11 to become Lot 10X).
- Un-consolidated lots will return to their original lot numbers and designated with an A. (i.e. Lot 10X will become Lot 10XA and 11A)
- For Consolidations, if there is an existing house, the lot number and address will be that of the lot with the house. If the lot is vacant, the lower lot number will be assigned. If no address is assigned, it will be assigned as part of this process.
- If you are requesting a lot consolidation because of plans to build over the center lot line, we advise checking with the utility companies before proceeding with the lot consolidation to ensure that all utility companies will vacate (quit claim) the easements. To have utility easements released along the center lot line(s), obtain Quit Claim Deeds from each utility company *after* the approval of your lot consolidation by the Board of County Commissioners.
- Be aware, once consolidated, the cost to un-consolidated in the future could include back payment of taxes, fees, and dues that would have accumulated on the separate lots during the period they were consolidated.

## **UTILITY COMPANIES**

***NOTICES MUST BE MAILED TO ALL UTILITY COMPANIES EVEN IF YOU THINK THEY WILL NEVER SERVICE YOUR PARCEL(S).***

### **LA PLATA ELECTRIC**

c/o Engineering Clerk  
P.O. Box 305  
Pagosa Springs, CO 81147

### **PAGOSA AREA WATER & SANITATION DISTRICT**

c/o Christine Velarde  
PO Drawer 4610  
Pagosa Springs, CO 81147

### **PAGOSA SPRINGS SANITATION DISTRICT**

PO Box 1859  
Pagosa Springs, CO 81147

### **BLACK HILLS ENERGY**

PO Box 505  
Pagosa Springs, CO 81147

### **CENTURYLINK OF COLORADO, INC.**

Attn: ROW/NIS  
1025 Eldorado Blvd.  
Broomfield, CO 80021

### **ZITO MEDIA**

Attn: Tony Luna  
102 S. Main St.  
Coudersport, PA 16915

**METRO DISTRICTS**

**MAIL ONLY TO THE METRO DISTRICT THAT PERTAINS TO YOUR SUBDIVISION**

PIEDRA PARK METRO DISTRICT (Water)  
Mailing Address: Betsy Powell, District Clerk (970) 883-2505  
PO Box 1609, Arboles, CO 81121

SAN JUAN RIVER RESORT (VILLAGE) METRO DISTRICT (970)264-4218  
(Water, wastewater, roads)  
Mailing Address: Manager  
P O Box 5551, Pagosa Springs, CO 81147

ASPEN SPRINGS METRO DISTRICT (Driveways, Roads) (970)731-5656  
Mailing Address: PO Box 488, Pagosa Springs, CO 81147 FAX 731-6656

ALPHA-ROCKRIDGE METRO DISTRICT (Driveways, Roads) (505) 486-1437  
Mailing Address: c/o Gary Landsdale, Chairman Board of Directors  
1 Alpha Drive, Pagosa Springs, CO 81147

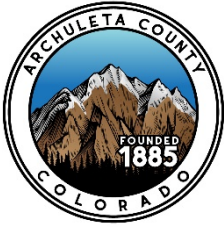
LOMA LINDA METROPOLITAN DISTRICT (Roads, Parks, Rec.)  
Mailing Address: PO Box 3932, Pagosa Springs, CO 81147

**PARTIAL LIST OF PROPERTY OWNERS ASSOCIATIONS**

**SEND ONLY TO THE PROPERTY OWNER ASSN THAT PERTAINS TO YOUR SUBDIVISION**

|  |   |
|--|---|
| ALPHA POA<br>c/o Jackie Cucinotta<br>P O Box 3811, Pagosa Springs, CO 81147                      | SAN JUAN RIVER RESORT (VILLAGE) POA<br>P O Box 5551<br>Pagosa Springs, CO 81147 |
| ALPINE LAKES, ALRPOA<br>P O Box 3792, Pagosa Springs, CO 81147                                   | RIO BLANCO VALLEY POA<br>PO Box 763, Pagosa Springs, CO 81147                   |
| COLORADO TIMBER RIDGE, POA,<br>Mr. Bob Milford<br>P O Box 5436, Pagosa Springs, CO 81147         | CROWLEY RANCH RESERVE POA<br>PO Box 237<br>Chromo, CO 81128                     |
| PAGOSA HILLS, POA<br>Bruce Alley<br>PO BOX 1172, Pagosa Springs, Co 81147                        | HOLIDAY ACRES POA<br>PO Box 2705<br>Pagosa Springs, CO 81147                    |
| PAGOSA LAKES PROPERTY OWNERS ASSOCIATION<br>230 Port Ave<br>Pagosa Springs, CO 81147             | THE RESERVE AT PAGOSA PEAK HOA<br>197 A Santino Pl.<br>Pagosa Springs, CO 81147 |
| PARK MEADOWS HOA<br>PO Box 356<br>Pagosa Springs, CO 81147                                       | POWDER HORN HOA<br>P.O. Box 5415<br>Pagosa Springs, CO 81147                    |
| LOMA LINDA PROPERTY OWNERS ASSOCIATION<br>Bill Trimarco, PO Box 1139<br>Pagosa Springs, CO 81147 | EATON PAGOSA ESTATES<br>PO Box 2272<br>Pagosa Springs, CO 81147                 |

***THIS PAGE INTENTIONALLY LEFT BLANK***



Development Services Building & Planning Department  
 1122 Hwy 84  
 P. O. Box 1507  
 Pagosa Springs, Colorado 81147  
 970-264.1390 Fax 970-264-3338

**LOT CONSOLIDATION / UNCONSOLIDATION  
 APPLICATION**

Note: All utility easements shall remain on the subject property unless the utility companies agree in writing to abandon said utility easements and to legally convey their interest back to the property owner. Removal of utility easements is not a part of the lot consolidation process and may be completed after the lots have been consolidated.

**APPLICANT/OWNER:**

**APPLICANT CO OWNER(S):**

NAME: \_\_\_\_\_

STREET \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

ALTERNATE PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**LOCATION OF PROPERTY**

Subdivision Name \_\_\_\_\_

Unit Block Lot Numbers \_\_\_\_\_

Street Addresses, if assigned \_\_\_\_\_

**HISTORY OF LOTS TO BE CONSOLIDATED / UNCONSOLIDATED**

A. Number of lots to be consolidated \_\_\_\_\_ OR Number of lots to result from un-consolidation \_\_\_\_\_.

B. Total Acreage of all lots combined \_\_\_\_\_.

C. Previous lot consolidation information (required for un-consolidation): N/A \_\_\_\_ OR

Res. # \_\_\_\_\_ Date of recording \_\_\_\_\_ Reception # \_\_\_\_\_ Lot # \_\_\_\_\_.

Res. # \_\_\_\_\_ Date of recording \_\_\_\_\_ Reception # \_\_\_\_\_ Lot # \_\_\_\_\_.

**REVIEW OF SUBDIVISION REGULATIONS**

I understand that the above application has excerpts from the Land Use Regulations. It is my responsibility to fully review the Land Use Regulations to be certain that I have addressed all issues of the Regulations.

**RIGHT OF INGRESS**

I hereby grant authorized County personnel the right of ingress and egress from said lands for any and all inspection purposes necessary to the exercises of this permit.

I certify, to the best of my knowledge, that the aforementioned information and material is true and correct. It is understood that if any information provided by or on behalf of the landowner, upon which approval of this request is determined is found to be false or inaccurate, the Board of County Commissioners may withdraw said approval and deny the lot consolidation / un-consolidation.

**THE PERSON(S) WHO HOLDS THE RECORDED WARRANTY DEED GIVE THEIR CONSENT TO THIS LOT CONSOLIDATION / UNCONSOLIDATION:**

|  |                       |               |
|--|-----------------------|---------------|
| _____<br>Signature                                       | _____<br>Printed Name | _____<br>Date |
| STATE OF   | )                     |               |
|  | ) ss                  |               |
| COUNTY OF  | )                     |               |
| The foregoing instrument was acknowledged before me this |                       |               |
| _____ day of _____, 20____, by                           |                       |               |
| _____<br>Notary Public                                   |                       |               |
| My Commission Expires _____                              |                       |               |

|  |                       |               |
|--|-----------------------|---------------|
| _____<br>Signature                                       | _____<br>Printed Name | _____<br>Date |
| STATE OF   | )                     |               |
|  | ) ss                  |               |
| COUNTY OF  | )                     |               |
| The foregoing instrument was acknowledged before me this |                       |               |
| _____ day of _____, 20____, by                           |                       |               |
| _____<br>Notary Public                                   |                       |               |
| My Commission Expires _____                              |                       |               |

***One CONSENT form must be completed for each owner. Make copies for additional forms.***



Development Services Building & Planning Department  
1122 Hwy 84  
P. O. Box 1507  
Pagosa Springs, Colorado 81147  
970-264-1390 Fax 970-264-3338

**LIEN HOLDER CONSENT TO CONSOLIDATE / UNCONSOLIDATE LOTS**

*This is a request by the Property Owner's to the Lien Holder(s) of record for consent to consolidate / un-consolidate properties.*

\_\_\_\_\_  
Name Owner Signature \_\_\_\_\_ Owner

\_\_\_\_\_ Archuleta County, Colorado  
Property Address

**As owner(s) or equitable interest, I (we) indicate my (our) intent to Consolidate**

\_\_\_\_\_ to become \_\_\_\_\_, \_\_\_\_\_, in  
(Lot Numbers) (Lot(s)) (Block, if applicable)

\_\_\_\_\_, in Archuleta County, Colorado.  
(Subdivision Name, Unit # if applicable)

**Bank/Mortgage Company:** \_\_\_\_\_  
(Please fill in Name of institution above)

**I, the undersigned certify that as a representative of the Bank or other Financial Institution holding a lien against one or more of these properties and that I am authorized to grant consent to consolidate / un-consolidate the lots as specified on this application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(sign in presence of notary public)

\_\_\_\_\_ Title \_\_\_\_\_  
(Name typed or printed)

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

**The foregoing instrument was acknowledged before me this**  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ and \_\_\_\_\_

**Notary Public**  
**My Commission Expires** \_\_\_\_\_

***If there is more than one lien holder on the properties to be consolidated / un-consolidated, one CONSENT form must be completed for each lien holder. Make copies or contact the Planning department for additional forms.***