



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Property Boundary/Lot Line Adjustment Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- Project Statement identifying the following:
 - A clear description of the proposed Preservation Area/Easement Adjustment; and
 - A justification based on the review criteria addressing why the proposed preservation easement adjustment should be approved.
- Certified Property Survey showing all "Plan Content Requirements" (below)
- Property Boundary Adjustment Owner Authorization Form – The Owner Authorization Form is included as the last page in this checklist. Each owner involved in the property boundary adjustment must sign the Owner Authorization Form and the page must be uploaded with the application submittal.

Plan Content Requirements

Overall Page Layout

The content of the site plan must include the following information:

- Indication of standardized scale, both fractional and bar (i.e. 1" = 20').
- Subdivision name, lot(s) and block numbers, and the book and page of the recorded plat.
- All existing lot lines and easements with dimensions, taken from the instrument granting the easement, and the recording information (book and page or reception number) of that instrument.
- Date of preparation, north arrow and Registered Land Surveyor Certification.
- All existing boundaries for both lots shown as dashed lines.
- All proposed boundaries for both lots shown as solid lines.
- Property address, lot size and property dimensions of both lots.
- Location and dimensions of all existing structures on both lots.
- Setbacks of all existing structures from property lines.
- Location of all existing utilities.



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STAFF USE

The Property Boundary Adjustment has been reviewed and approved by the City of Colorado Springs and is henceforth to be considered the valid lot configuration for purposes of the City Codes and Ordinances.

Staff Signature

Date

Review Criteria

UDC 7.5.521.B (Applicability)

Changes may be made to the boundaries of platted lots without the necessity of replatting or vacation and platting only if the criteria below are met:

1. An engineering error was made on the original plat; or
2. No additional lot is being created and:
 - a. The proposed lotting pattern meets all requirements of this UDC including adequate setbacks and area requirements for any existing development;
 - b. The proposal has been properly submitted to the Manager and reviewed by all appropriate agencies, with no agency having objections to the adjustments;
 - c. Only two (2) whole platted lots or a platted lot and a platted tract may be involved in a single action. Neither lot involved may have received a prior Property Boundary/Lot Line Adjustment; or approval of issuance of Building Permit to previously platted lands; or a combination of lots for zoning purposes. The fifteen (15) percent limitation in Subsection e below may not be circumvented by submitting a series of Property Boundary/Lot Line Adjustment requests;
 - d. Actions requiring approval of both a Building Permit for previously platted lands and a Property Boundary/Lot Line Adjustment are prohibited, unless the Manager waives this limitation for lots located within an area of common or central ownership (such as a townhouse development);
 - e. In situations where the Property Boundary/Lot Line Adjustment is between a lot and a surrounding lot or platted tract, the surrounding lot or tract may receive as many adjustments as are necessary so as to allow each contained lot to be adjusted one time; and

No more than fifteen (15) percent of the area of any one platted lot is involved in the adjustment. Basic lot configurations cannot be changed through this process. For example, two (2) north-south oriented lots cannot be changed to two (2) east-west oriented lots. On a typical seventy (70) foot by one hundred and ten (110) foot residential lot, the procedure allows one side property line to be moved up to ten (10) feet, or an area of up to one thousand, one hundred (1,100) square feet to be changed. It does not allow a lot to be totally shifted ten (10) feet in one direction or another because such a shift involves a minimum of three (3) lots.



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Property Boundary Adjustment Owner Authorization Form

Owner/Applicant Acknowledgement Of Responsibilities

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

Name of Subdivision, Filing No., and Lot No.

Property Owner of Lot 1

Signature of Property Owner of Lot 1 (required)

Date

Signature of Applicant (if applicable)

Date

Owner/Applicant Acknowledgement Of Responsibilities

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

Name of Subdivision, Filing No., and Lot No.

Property Owner of Lot 2

Signature of Property Owner of Lot 2 (required)

Date

Signature of Applicant (if applicable)

Date