

**BOARD OF COUNTY COMMISSIONERS  
COMBINATION OF LOTS  
PROCESS GUIDE**

Clear Creek County Planning Department  
P.O. Box 2000  
Georgetown, Colorado 80444  
(303) 679-2436 - phone  
(303) 569-1103 - fax

## **INTENT**

To establish criteria and a review process whereby the Board may grant exemptions from the definition of the terms "subdivision" and "subdivided land" for any division of land if the Board determines that such a division is not within the purpose of Article 28, Title 30 of the Colorado Revised Statutes. The Board has adopted two exemptions from the definition of the term "subdivision"; (1) Lot Combination, and (2) Exemption by Resolution. When Article 15 is applicable, it supersedes Articles 3, 4, and 5, but Exemptions are subject to Article 14 (Design Criteria) and such other provisions of these Regulations as by their terms apply.

## **PURPOSE**

The Lot Combination process is to eliminate real property boundaries between two or more parcels to result in one larger parcel. The process is intended to provide a streamlined approach because it has been identified that fewer lots in the unincorporated part of the county where there is no available public water or sewer is desirable. However, if there currently is public water and/or sewer availability, the County believes that further review of the lot combination request is warranted as outlined below under the heading Additional Review Process.

## **PREREQUISITE**

Prior to submittal of the exemption request, the applicant shall meet with the Planning Department to determine whether the exemption request meets the exemption criteria and to explain the procedure and submittal requirements. If it is determined that the application meets the criteria of any other process outlined in these Regulations, or the applicant is using the exemption process to circumvent the subdivision process, the applicant shall be required to comply with the sketch plan, preliminary plan, and final plat or other appropriate process, as identified in these Regulations.

## **CRITERIA**

An application must meet, at a minimum, all of the following criteria.

1. Applications that propose the combination of two or more lots where the resulting number of parcels is fewer than what was begun.
2. Parcels being combined shall be contiguous with at least 10 feet of common boundary. This contiguity may span over a road or road right of way provided the width of the road or right of way is no further than 60', or by an intervening body of water.

## **REVIEW PROCESS**

This submittal process shall apply to all Lot Combinations. If the proposal includes at least one parcel with water and/or sewer service from a centralized service and/or the application includes vacation of utility easements, it will require further review as outlined below under the heading Additional Review Process.

1. The applicant shall submit one (1) copy of the submittal to the Planning Department.
2. The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal shall not be processed.

3. Once the submittal is determined complete by the Planning Department, the application will be reviewed by all pertinent departments, including the Assessor's Office, Treasurer's Office, Mapping Department and the Zoning Official. When the application has been certified by the various departments, it will be returned to the Planning Department.
4. The Planning Director shall evaluate the application, referral comments and shall approve or deny the request for Lot Combination. The Planning Director's decision shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines. This does not apply to proposals which include at least one parcel with water and/or sewer service from a centralized service and/or the application includes vacation of utility easements.

### **ADDITIONAL REVIEW PROCESS**

The following process will be required for lot combinations where at least one parcel has water and/or sewer service from a centralized service and/or the application includes a request for vacation of utility easements.

1. The Planning Department is responsible for publishing a notice in a newspaper of general circulation in Clear Creek County a minimum of fourteen (14) calendar days prior to the Board's public hearing.
2. The Board, during a public hearing, shall evaluate the application, referral comments, staff report, and public testimony, and shall approve or deny the request for Lot Combination. The Board's decision shall be based on the evidence presented, compliance with the adopted standards, regulations, policies and other guidelines.

### **SUBMITTAL REQUIREMENTS**

- Application Form and a signed and notarized Lot Combination Agreement as provided by the Planning Department.
- The appropriate fee(s), as established by the Board.
- Deeds or other proof of ownership for the subject properties.
- A notarized letter of authority from the landowner permitting a representative to process the application, if applicant is other than the owner(s) of record.
- Letter(s) of "No Objection" from any known utility company if utility easements are proposed to be vacated. If utility easements exist and are not proposed to be vacated, a letter from the owner and/or utility company explaining why the easements are to remain.

### **FINAL DOCUMENTS**

The Planning Department will notify the applicant of what is required to finalize the decision of the Board following the public hearing or following approval by the Planning Director. The fully executed agreement and attachments, if applicable, shall be filed with the County Clerk and Recorder's Office

# WARNING!

The following pages are form fill pages.  
Not all browsers submit the following pages properly.  
**DO NOT USE GOOGLE CHROME**  
At this time, Google Chrome will not work with form fill.  
Please choose another browser to complete your  
application.  
As always, save a copy for your files and call to verify  
that your form submitted properly.

**DO NOT ASSUME THAT WE HAVE  
RECEIVED YOUR APPLICATION.**

If you are attempting to make payment please wait for someone at Clear Creek  
County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH  
ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County  
Land Use Department  
PO Box 2000  
Georgetown, CO 80444  
Phone: 303-679-2436 Fax: 303-569-1103  
[planning@co.clear-creek.co.us](mailto:planning@co.clear-creek.co.us)

Please call with any questions or to verify that your permit has submitted  
successfully!

**LOT COMBINATION APPLICATION REQUIRING BOCC APPROVAL**

Application Fee: \$ 50

CLEAR CREEK COUNTY PLANNING DEPARTMENT

Post Office Box 2000, Georgetown, CO 80444

303-679-2436

OWNER(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

APPLICANT(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_ Legal Description \_\_\_\_\_  
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

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Yes No Are there any Deeds of Trusts, mortgages, or Liens on any lot to be combined?  
(If yes, please be aware that an amended Deed of Trust, reflecting the CLA will be required)

Yes No If Combination of Lots includes a request for vacation of easements, are there any known  
utilities currently existing in the easement?

I (we) do hereby certify that the information contained in or presented in connection with this application is true and accurate to the best of my (our) knowledge and belief. I (we) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.

I (we) understand that the Planning Department staff will need to go onto my (our) property in order to process this request.

OWNER(S) \_\_\_\_\_ DATE \_\_\_\_\_

OWNER(S) \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT(S) \_\_\_\_\_ DATE \_\_\_\_\_