

## **BOUNDARY LINE ADJUSTMENT, LOT MERGER and SIMPLE PLATS**

### **SUBMITTAL CHECKLIST**

This application is to 1) modify or move the boundary between two or more lots, tracts, outlots or parcels, 2) combine two or more adjoining lots, tracts, outlots or parcels that have the same zoning designation, or 3) convert a property described as a metes and bounds or an annexed parcel that is not proposed for subdivision into a legal lot of record. This application does not allow for the creation of new lots. The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice will contain an itemized description of the application fee. A resubmittal of the project will not be accepted until the application fee is paid. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee.

1. **Concept Review Meeting.** A concept review meeting is not required with this application. If a meeting was held, please specify the date: \_\_\_\_\_
2. **Application Checklist.** Complete this checklist with boxes checked verifying submittal of the required information.
3. **Application.** Complete and sign the *Application* form on the City's DC website.
4. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
5. **Title Commitment** or title information binder verifying the record title owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the application submittal to the city. An ownership and encumbrance report does not qualify as a title commitment.
6. **Final Plat** prepared in compliance with the *Final Plat Mapping Requirements* available on the City's DC website.

7. **Site Plan** drawn to scale, including the items below. This item is not required if the plat is being processed concurrently with a Site Development Plan.
- a. Existing and proposed lot lines;
  - b. The location of all existing and proposed improvements and structures, including sidewalks, curbs and gutters, access(s), and dimensions to existing and new property lines, and an indication of any such improvements and structures that will be installed, re-located, or removed;
  - c. The location and size of all existing and proposed public and private utilities, including all mains, service lines, fire hydrants, fire-sprinkler lines, meters, buried cables, transformers, poles, and other above ground facilities;
  - d. The location and dimensions of all existing and proposed easements and rights-of-way, indicating if the easements and rights-of-way are to be dedicated, vacated, or otherwise altered;
  - e. The location of existing and proposed landscape improvements, including existing trees, environmentally sensitive areas, wetlands, natural features and proposed bufferyards and an indication of any such landscaping or environmentally sensitive areas that is proposed to be relocated or removed.

8. **Public Improvement Construction Drawings Checklist** entitled *Requirements for Public Improvement Construction Plans* available on the City's DC website. If not included, please indicate reason below:

9. **Public Improvement Construction Plans**, complying with the checklist requirements. Sheets shall be numbered sequentially beginning with 1. If not included, please indicate reason below:

10. **Water Meter Justification Letter** required for all commercial, industrial, irrigation and multi-family (3-units and greater) water meters. Information needed for the justification letter is provided in Section 4.4.6 of the Water and Wastewater Development Standards.

## Final Document Submittal

The following information must be submitted with the final signed plat. Once received, the City will record the plat with the Larimer County Clerk and Recorder.

1. One digital copy of the final plat mapping data in the format indicated in the *Plat and Map Digital Submission Standards* available on the City's website.
2. One original 24" x 36" signed and sealed mylar of the subdivision plat containing signatures of all record owners, lienholders, the Applicant's attorney (if dedicating right-of-way), and a Colorado professional surveyor.
3. One original signed Development Agreement, if applicable.
4. One set of the final Public Improvement Construction Plans, if applicable, signed and sealed. The final construction drawings must be approved by the City and any other providers of utilities (with signatures) prior to the recordation of the final plat. Each sheet must be wet stamped and signed by a Colorado professional engineer, and landscape plans must be signed and sealed by a Colorado landscape architect. Signatures must be provided by any external agencies that are required to approve the plan prior to City approval.
5. One Traffic Impact Study (TIS), original hardcopy, signed and sealed by a Colorado Professional Engineer, if applicable;