



Jefferson County, Colorado
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550
 ☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

PROPERTY MERGER APPLICATION

Fees are on-line at our web site or call 303-271-8700. Make checks payable to Jefferson County Treasurer.

Permit # MA **To qualify for a property merger all lots or properties being merged must be:**
 • Legal parcels • Same ownership • Adjacent lots, contiguous by at least 20 feet • Same zoning

Is there a building permit or vacation in conjunction with this property merger?

No
 Yes BP# Case #

A completed Property Merger Agreement shall be submitted prior to the Certificate of Occupancy or the Final Inspection of your building permit.

Address or Parcel ID# of the subject property

Street City State ZIP Parcel ID#

Property Owner Information

Property Owner(s) Phone

Staff will send the property owner(s) an agreement to their mailing address.

Owner's Mailing Address SAME AS THE ADDRESS ABOVE

Street City State ZIP

This application is being submitted by a Representative:

Representative Phone Fax

Representative Address

Street City State ZIP

Request to merge

Example: Lots 1,2,3, of Block 2 in Joe Subdivision OR Parcel ID# for Metes and bounds descriptions, as described in my current deed at Reception #

Owners Signature _____ Date _____

Owners Signature _____ Date _____

Process

1. Staff will review the application/submittal materials and advise of any errors or omissions.
2. The owner will be mailed a Merger Agreement to review, sign, notarize and return to Jefferson County Planning and Zoning.
3. Once the completed agreement is returned, the Planning Director will review/sign and staff will record the document (and any affidavits) with the Jefferson County Clerk and Recorder's Office. The original agreement will be placed in our file.

**Submit the following supporting documents to the Planning & Zoning Department.
Not all supporting documents may be necessary.**

- Current, recorded **Warranty Deed(s), Quit Claim Deed(s), etc.** for all land involved in the request. For land not platted (metes and bounds or portions of lots), a deed recorded prior to May 5, 1972 is required in addition to the current Warranty deed. (The appropriate deeds can be obtained from the Clerk & Recorder's office-2nd Floor.)
- Operating Agreement** if the owner on the deed is a LLC (Limited Liability Company).
- Proof of **Trustee(s) by Trust document** if ownership is within a Trust.

Platted Easements

Platted easements (DEDICATED), not building over

1. Utility companies request to be notified of a proposed merger. Use our utility contact list to notify all affected utility services. Then provide Planning and Zoning their response, typically referred to as a Letter of No Objection. Some utilities may request a copy of the plat, see the Clerk and Recorder, 2nd Floor.

Platted easements, (DEDICATED) building over

If there is an existing structure or if it is desired that a structure be built over a platted easement that is dedicated to the County, this easement needs to be vacated by a Commissioner's deed, in conjunction with the Property Merger process. The Commissioner's deed will remove the County's interest in the easement. Please provide the following to have the easement vacated:

1. Letters of No Objection from utility companies, stating they have ***no objection to vacating the easement.***
2. A site plan or ILC to scale, showing the platted easement and structure.

Note: This will go to a public hearing for approval and you will get a copy of the final, recorded Commissioner's deed in the mail.

Platted easements, (RESERVED), not building over

1. Utility companies request to be notified of a proposed merger. Use our utility contact list to notify all affected utility services. Then provide Planning and Zoning their response, typically referred to as a Letter of No Objection. Some utilities may request a copy of the plat, see the Clerk and Recorder, 2nd Floor.
2. Affidavit of Understanding. This will be mailed with your Merger Agreement after you submit this application.

Platted easements, (RESERVED), building over

1. Quiet Title-This is our 1st recommendation and is the best process when working with reserved easements. This is a court action that removes claim of title by another party. The owners will need to consult an attorney with experience in land law.

OR

1. Release of easement documents, Quit Claim deeds, or Letters of No Objection, provided by all of the appropriate utility companies. Use our utility contact list to notify all affected utility services. Some utilities may request a copy of the plat, see the Clerk and Recorder, 2nd Floor.
2. Affidavit of Understanding. This will be mailed with your Merger Agreement after you submit this application.

Note: The property owner should use discretion when determining which utility companies have an interest in the reserved easements on their property. Utility service areas may change or new companies may develop posing risk to property owners with reserved easements even after Release of Easements, Quit Claim Deeds or Letters of No Objection are obtained.



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UTILITY CONTACT INFORMATION

Easement/Right-Of-Way

To obtain information on letters of no objection, release of easements, vacation and encroachment upon utility easements, contact the following:

Jefferson County

Carol Smith, Public Improvements Coordinator
Planning & Zoning
100 Jefferson County Pkwy., Suite 3550, Golden, CO 80419
(303) 271-8478

Qwest

Charles Place, ROW Manager
ROW Manager
9750 East Costilla Ave., 2nd Floor, Englewood, CO 80112
(303) 784-0217
FAX (303) 792-6262

US Cable

Serving most of the Conifer Area
Rich Fremstad, Construction Manager
111 W. So. 1st Street, Box 356, Johnstown, CO 80534
(970) 587-2243
rfremstad@co.uscable.com

Comcast Construction Supervisors

6850 S. Tucson Way, Englewood, CO 80112

Indiana East, North of I-70

Joe Lowe (303) 284-8251
thomas_lowe@cable.comcast.com

Indiana West, South of I-70

Scott Moore (303) 603-5665
scott_moore@cable.comcast.com

Intermountain Rural Electric Assoc.

Michelle McAndrew
P.O. Drawer A, Sedalia, CO 80135
(303) 688-3100 ext. 270

United Power

Al Trujillo, Sr. ROW Specialist
500 Cooperative Way, Brighton, CO 80603
(303) 659-0551 Ext. 241

Xcel Energy Siting & Land Rights (formerly Public Service)

Main Office

Richard Grady, Supervisor
550 15th Street, Ste. 700, Denver, CO 80202-4256
(303) 571-7799

North of Colfax Ave.

Frank Grady
5460 West 60th Ave., Arvada, CO 80003
(303) 425-3874

South of Colfax Ave.

Bill Schultz
10001 W. Hampden Ave., Lakewood, CO 80127
(303) 716-2043

Evergreen Area

Kelly Fries, Front Range Region
P.O. Box 640, Evergreen, CO 80436
(303) 445-4540
FAX (303) 445-4572

Well & Septic

To obtain information on septic systems, wells and addresses, contact the following:

Septic Permit

Jefferson County

Health and Environment
1801 19th St
Golden, CO 80401
(303) 271-5700

Well Permit

State of Colorado

Division of Water Resources
1313 Sherman St.
Denver, CO 80202
(303)866-3587

Addressing Information

Jefferson County

Planning & Zoning
100 Jefferson County Pkwy., Suite 3550
Golden, CO 80419
(303)271-8778

☛ Please contact your serving Water & Sanitation District for both vacation and encroachment of easements.