



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 <input type="text"/>	City <input type="text"/>	State <input type="text"/>	ZIP <input type="text"/>	Parcel ID# <input type="text"/>
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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 <input type="text"/>	City <input type="text"/>	State <input type="text"/>	ZIP <input type="text"/>
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This application is being submitted by a Representative:

Representative

Phone

Fax

Representative Address

Street <input type="text"/>	City <input type="text"/>	State <input type="text"/>	ZIP <input type="text"/>
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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 _____

Planner

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.

Yes, I would like a copy of the recorded agreement emailed to me at:

**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

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

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:

Century Link

Dustin Pulciani
7759 S. Wheeling Ct., Englewood, CO 80112
(720) 578-5132
Dustin.Pulciani@CenturyLink.com

TDS Telecom

Sean Murray
Sean.murray@tdstelecom.com

Comcast Construction Supervisors

Indiana East, North of I-70

Joe Lowe (720) 413-0072
thomas_lowe@cable.comcast.com

Indiana West, South of I-70

Scott Moore (720) 531-2585
scott_moore@cable.comcast.com

Intermountain Rural Electric Assoc.

Brooks Kaufman
P.O. Drawer A, Sedalia, CO 80135
(303) 688-3100 ext. 5493
bkaufman@irea.com

United Power

Steve Barwick, ROW Specialist
sbarwick@unitedpower.com
500 Cooperative Way, Brighton, CO 80603
(303) 637-1234, Cell: (307) 351-3787

Xcel Energy Right-of-Way & Permits

Public Service Co. of Colorado - Operating Entity

Main Office

Robyn Larm, ROW & Permits
robyn.m.larm@Xcelenergy.com
10001 W. Hampden Ave., Lakewood CO 80227
(303) 716-2043

North of Colfax Ave.

Frank Grady, ROW & Permits
frankgrady@Xcelenergy.com
5460 West 60th Ave., Arvada, CO 80003
(303) 425-3874

South of Colfax Ave.

Robyn Larm, ROW & Permits
robyn.m.larm@Xcelenergy.com
10001 W. Hampden Ave., Lakewood CO 80227
(303) 716-2043

Evergreen Area

George Webb, ROW & Permits
(303) 279-5676
Kelli Fries, Front Range Region
Kelli.Fries@Xcelenergy.com
P.O. Box 640, Evergreen, CO 80437
(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.