



PLAT CORRECTION

(LOT LINE ADJUSTMENT/VACATION)

This application is intended to amend an approved and recorded subdivision plat. There are three types of plat corrections:

- Plat Correction: Changing the plat to due to errors and omissions (dimensions, road names, etc.)
- Lot Line Vacation: Removing a lot line (combination of two or more lots into one lot)
- Lot Line Adjustment: Realignment of a lot line or building envelope, or replatting of several lots, in which the original subdivision is not substantially modified, and additional lots are not created.

Please include this page with your submittal. Submittal instructions and more information about checklist items can be found on pages 2-3.

Required Checklist Items

- Development Application Form
- Written Explanation
- Plat Correction Map
- Proof of Ownership
- Proof of Water and Sewer Services
- Proof of Utilities
- Certificate of Taxes Paid

Additional Required Checklist Items - *For Lot Line Vacations ONLY*

- Certificate of Notice to Mineral Estate Owners and Lessees
- Certificate of Surface Development

Fees Due When Application is Deemed Complete	
Plat Correction	<ul style="list-style-type: none"> • Residential Uses - \$600 • Non-Residential Uses - \$1000

Guide to Development Application Submittal

All applications shall be submitted electronically to epermitcenter@adcogov.org. If the submittal is too large to email as an attachment, the application may be sent as an unlocked MS OneDrive link. Alternatively, the application may be delivered on a flash drive to the Community & Economic Development Department. Once a complete application has been received, fees will be invoiced and payable online at www.permits.adcogov.org.

Required Checklist Items

Written Explanation of the Project:

- A clear and concise description of the proposal including the purpose of the project.
- Identify the number of tracts and number of lots being proposed.
- Please keep written explanation to two pages or less.

Plat Correction Prepared by Registered Land Surveyor:

- A map or maps together with supporting documentation of certain described land providing permanent and accurate record of the legal description, dedications, exact size, shape, and location of lots, blocks, streets, easements, and parcels.

Proof of Ownership:

- A deed may be found in the Office of the Clerk and Recorder.
- A title commitment is prepared by a professional title company.

Proof of Water and Sewer:

- Public utilities - A written statement from the appropriate water and/or sanitation district indicating that they will provide service to the property.
- Private utilities - Well permit(s) information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587. A written statement from Adams County Health Department indicating the viability of obtaining Onsite Wastewater Treatment Systems.

Proof of Utilities (Gas, Electric, etc.):

- A written statement from the appropriate utility provider indicating that they will provide service to the property.
- Copy of a current bill from the service provider.

Certificate of Taxes Paid:

- A Statement of Taxes Paid is not the equivalent of a Certificate of Taxes Paid. Colorado State Statutes require Certificate of Taxes Paid to be submitted with this application.
- All taxes on the subject property must be paid in full. A certificate of taxes paid can be obtained in-person at the Adams County Treasurer's office. As of July 2023, the cost is \$10.
- You may also request a Certificate of Taxes Paid by e-mailing treasurer@adcogov.org, and credit card payment can be processed by telephone.

For Lot Line Vacations Only

Certificate of Notice to Mineral Estate Owners / Certificate of Surface Development

- The State of Colorado requires notification to mineral rights owners of applications for surface development.
- Mineral or Surface right owners may be found in the title commitment for the subject property.
- You may also search the Office of the Clerk and Recorder for any recorded deeds, easements, or other documents.



PROJECT NAME:

APPLICANT

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

OWNER

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name: Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

DESCRIPTION OF SITE

Address:

City, State, Zip:

Area (acres or square feet):

Tax Assessor Parcel Number

Existing Zoning:

Existing Land Use:

Proposed Land Use:

Have you attended a Conceptual Review? YES NO

If yes, please list PRE#:

I hereby certify that I am making this application as owner of the above-described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:

Date:

Owner's Printed Name

Name:

Owner's Signature