



# City of Sheridan

## Procedural Guide & Checklist for Lot Line Adjustment Plats

The subdivision process for a **lot line adjustment plat** (i.e. **lot line adjustment**) is outlined below. A lot line adjustment plat is a type of final plat. Application requirements, timelines, notice requirements, and a plat checklist can be found within or attached to this guide.

### **Rules for Lot Line Adjustment Plats:**

Rules for subdividing, or consolidating, using the lot line adjustment process may only occur if:

1. The request includes **two (2) or more, but not more than six (6)** previously platted lots for the purpose of creating a single lot; **OR** it includes the **division of a single previously platted lot into two (2) lots**.
1. No new rights-of-way, public dedications, or extensions of public facilities are required.
2. New lots comply with City codes and ordinances (no variances can be needed), with each lot meeting the minimum size for its zone district.
3. Resulting lot(s) abut a street or road on at least one entire side of each lot.
4. The lot line adjustment process is not being used to circumvent other subdivision ordinance provisions, particularly as they relate to the number of the lots included in the lot line adjustment request.

### **General Process for Lot Line Adjustment Plats:**

The lot line adjustment plat process allows the City Manager to review and approve the plat. A lot line adjustment plat must follow these processes for approval:

1. Pre-submittal conference with City departments (Sec. 55-42).
2. **City Manager review and action on lot line adjustment plat (Sec. 55-43).**
3. Recording of approved lot line adjustment final plat with Arapahoe County (Sec. 55-47.f).

### **STEP 1: Formal Submittal of a Final Plat Request**

*Application Submittal:* In order to request a lot line adjustment plat review, the procedures outlined in Sec. 55-43 must be followed. All documents listed in Sec. 55-43, Sec. 55-134, and Sec. 55-135.1-2 must be submitted in order for the application to be considered complete. See the lot line adjustment plat checklist for details on items that must be submitted. An incomplete application cannot move to the next step in the process.

*Lot Line Adjustment Plat Submittal:* The lot line adjustment plat itself must contain the items listed in Sec. 55-134 and Sec. 55-136, along with any other sections that are pertinent. See the lot line adjustment plat checklist for details on both documents needed for submittal and for specific items required on the plat itself. Additionally, fees are required with the submittal and are listed on the current City of Sheridan fee schedule:

- The City charges an **application fee** for lot line adjustment applications.
- The consultant's cost sharing fee is **billed hourly** for staff/consultant review. There is an **initial consultant retaining fee** that will be drawn down as the process advances. This retaining fee is project-specific and depends on project complexity.

## **STEP 2: City Manager and/or Staff Review**

Once the submittal is complete, the lot line adjustment plat and its associated documents (i.e. "packet") will be reviewed by staff concerning arrangement/location/size of resulting lot(s), relationship of subdivision to natural topography, adequacy of utility and drainage systems, relationship of subdivision to adjacent platted and unplatted property, and compatibility of proposed subdivision with City codes and ordinances. The City Manager will be briefed on staff's findings so that action can be taken.

## **STEP 3: City Manager Action**

The City Manager may approved, approve with conditions, deny the lot line adjustment plat application, or refer the application to the Planning Commission. If it is approved or approved on condition, City Council will be notified in writing by the City Manager. The lot line adjustment plat will only be considered approved once the City Council has reviewed the report. The City Council may choose to vote on the plat, or may simply approve the plat by the absence of voting on it.

However, if the City Manager refers the lot line adjustment plat to the Planning Commission, the process will follow the final plat procedures with a public hearing at a Planning Commission meeting and a public hearing at a City Council meeting. Please see the final plat procedures and checklist if this circumstance arises.

## **STEP 4: Recording the Lot Line Adjustment Plat**

1. Within 60 days of City Council approval (or lack of vote signifying approval) of the lot line adjustment plat, the applicant must record two (2) Mylar copies of the fully executed final plat (i.e. all certificates signed) with Arapahoe County.
2. After the plat has been recorded, the applicant can apply for permits to begin the building and/or construction process.



City of Sheridan  
Lot Line Adjustment Checklist

Included?			Item	Comments
Yes	No	Insufficient		
<b>Section 1. For a Lot Line Adjustment, the following must be met (Definition &amp; Sec. 55-43):</b>				
			1. Consolidating two or more, but not more than six, previously platted lots for the purpose of creating a single lot.	
			2. Dividing a single previously platted lot into two lots.	
			3. May only occur if:	
			a. No new right-of-way (ROW) is required.	
			b. All lots abut a ROW on at least 1 entire side of each lot.	
			c. Extension of municipal facilities, extension of municipal services, and new easements are not required.	
			d. No new public improvements are required.	
			e. New lot(s) must be in compliance with City's Comprehensive Plan, Zoning and Subdivision Regulations. No variances allowed and lots must meet size requirements for their zone.	
			f. This process is not being used to circumvent other provisions of the subdivision ordinance, especially as it pertains to the number of lots created by this process.	
<p><b>NOTE:</b> Lot Line Adjustments are staff approvable by the City Manager if no issues are found. However, City Council must review a written staff report before formal approval occurs, per Sec. 55-43.</p>				
<b>Section 2. Application and Supporting Documents (Sec. 55-42, 55-43, 55-135.1 &amp; 2)</b>				
			1. Pre-submittal conference has occurred per Sec. 55-42, including review of sketch plan.	
			2. Application form has been filled out and submitted.	
			3. Fee has been paid (per current fee schedule).	
			4. Cost Sharing Agreement has been filled out, signed and submitted.	
			5. Title Company Proof of Ownership and Clear Title Report issued within the last 30 days (before application submittal) has been provided. (Sec.55-135.2)	
			6. Copy of notice sent to mortgage holder by registered mail.	
			7. Copy of previously approved plat.	
			8. Lot Line Adjustment plat.	
			9. <b>Four (4)</b> hard copies of each of the above items (folded and put into individual packets).	
			10. <b>One (1)</b> .PDF copy of each of the above items (on a flashdrive or CD).	



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<b>Section 2. Application and Supporting Documents (Sec. 55-42, 55-43, 55-135.1 &amp; 2) - Continued</b>				
			8. Submit one copy of the Subdivision Boundary Traverse Sheets, and a CD of the sheets, for computed closure (Sec. 55-135.1):	
			a. Sheets to include (but not limited to): Exterior subdivision boundaries, interior lot lines, rights-of-way, and easements, with a maximum error under one foot to 25,000 feet.	
			b. CD copy should contain file(s) using one of these formats (in order of preference): CGDEF, DXF, Arc/Info generate, DLG 3, Atlas graphics, GEO names (U.S.G.S.), World Data Bank II.	
NOTE: City Manager may waive any of the Section 2 items above, or may require additional information.				
<b>Section 3. Preparation (Sec. 55-134.1)</b>				
			1. Show proof that the plat was prepared by a registered surveyor or professional engineer licensed in the State of Colorado (stamp, etc.).	
<b>Section 4. Format (Sec. 55-134)</b>				
			1. Plat must be on 24" x 36" sheet of paper.	
			2. Entire plat must fit on one page, or its too large for a Lot Line Adjustment, per staff.	
			3. Sheets must have a 2" blank margin on the left side of the sheet and a 1/2" blank margin on the other three sides.	
			4. Line work, type and size of lettering must allow clear and legible reduction of the plat (to at least 1/2 size). Font must be clearly legible.	
			5. Note prior recorded subdivision date(s) in Notes section of plat, if applicable, per staff.	
			6. Systematic, logical identification system for all blocks, lots and tracts in the subdivision, if plat results in more than one lot.	
			7. Include the City subdivision application case file number, City Council resolution number, rezoning application case file number and ordinance number, shown in the lower right hand corner of the plat, if applicable.	
			8. In the upper right hand corner of plat, place the following: Book _____, Page _____, Reception Number _____, Date of Recording _____	



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<b>Section 4. Format (Sec. 55-134) - Continued</b>				
			<b>A. Vicinity Map:</b>	
			1. Show geographic relationship of the proposed subdivision to the surrounding area.	
			2. Show streets adjacent to subdivision and those serving the subdivision, along with any other features to help locate the subdivision.	
			3. Show any natural or man-made features that make the subdivision easy to locate, if any exist.	
			<b>B. Naming:</b>	
			1. Name of subdivision prominently displayed at top center of plat (and also in a title block).	
			2. Because it was previously subdivided, name of the Lot Line Adjustment plat must reflect the original plat name without duplicating it.	
<b>Section 5. Required Plat Information (Sec. stated below)</b>				
			<b>A. Sec. 55-132.3 Preliminary Plat Information, also required on a Final Plat.</b>	
			1. Name, address, phone number in Title Block for the following: <b>Owner(s)</b> of property, <b>Applicant</b> , and <b>Surveyor and/or Company</b> preparing the plat. (Sec. 55-132.2.a)	
			2. Legal description on face of plat, or in Notes section of plat. (Sec. 55-132.3.b)	
			3. List existing zoning district.	
			4. List proposed zoning district, if applicable.	
			5. List existing and/or proposed use, in general.	
			6. List total acreage of the subdivision.	
			7. List the number of lots to be created.	
			8. List the square footage of each lot to be created and place inside each lot or make a table of lot sf.	
			9. List the acreage/sf of public ROW within the subdivision, if applicable.	
			10. List maximum allowed density of subdivision and resulting density of subdivision, if residential.	



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<b>Section 5. Required Plat Information (Sec. stated below) - Continued</b>				
			<b>B. Sec. 55-134 Final Plat. Specific information required on the Final Plat.</b>	
			1. North arrow (true north).	
			2. Scale (graphic and written). Scale to be no smaller than 1" = 50' and no larger than 1" = 10' (preferred for smaller plats).	
			3. Date of plat preparation.	
			4. Date of field survey.	
			5. Date of each revision, listed in the revisions block.	
			<b>6. Provide the basis for establishing bearings.</b> Indicate all stakes, monuments, aliquot corners, and/or other evidence as was used to determine the boundaries of the legal description of the subdivision and were found on the ground or were set on the ground. Provide all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines and easements appearing on the plat. This includes bearings, angles, chords, distances of straight lines, radii, arc lengths, and internal or central angles for all circular curves, all of which shall be shown on the plat.	
			7. All pertinent information <b>inside</b> the subdivision shall be drawn with solid lines, except setbacks and easements, which shall be shown with dashed or dotted lines.	
			8. Mark proposed lot lines of each parcel with solid black lines. Include bearings and dimensions.	
			9. Mark external boundary of the subdivision by a solid thick line around the perimeter, with bearings and dimensions.	
			10. Show removed parcel lines, vacated easements, etc. as a faded or lighter gray color and label appropriately. "Z" marks are acceptable.	
			11. Show and dimension setbacks on each lot. Alternatively, list setbacks in a notes section or a table, per staff.	



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<b>Section 5. Required Plat Information (Sec. stated below) - Continued</b>				
			<b>B. Sec. 55-134 Final Plat. Specific information required on the Final Plat. - Continued</b>	
			12. Lots must front on public roads. (Sec. 55-68)	
			13. Subdivided parcels cannot create variance situations. (Sec. 55-61)	
			14. Any area enclosed by the subdivision, but not a part thereof, shall be labeled: "NOT A PART OF THIS SUBDIVISION".	
			15. All existing easements and ROWs <b>within</b> the subdivision must be shown by fine dashed lines. They must be labeled as to type (water, sewer, cable), width, length, bearings, and dimensions, per recorded information.	
			16. If any easement of record cannot be definitely located, a statement of its existence, the nature thereof, and its recorded reference must in the Notes section of the plat.	
			17. Distances and bearings of lots which are cut by easement lines must be arrowed and shown so that the plat indicates the actual length of the lot lines.	
			18. Provide widths, bearings, dimensions, and names of ROWs and easements <b>within and abutting</b> the subdivision.	
			19. All existing <b>abutting</b> subdivisions, ROWs, easements, and lot lines shall be drawn with dashed lines finer than those of the subdivision.	
			20. Label the names of <b>adjoining</b> subdivisions or land owners. If adjoining land is unplatted, then it shall be designated as such.	
			21. Show existing sidewalk locations and widths, along with any other non-vehicular circulation, on lot perimeters.	
			22. Show floodplain limits of 100-year flood, in or adjacent to subdivision, identified by a fine line around the area with arrows indicating direction of the 100-year inundation flow.	
<b>Section 6. Certificates (Sec. 55-136)</b>				
			<b>On the face of the plat, include the following certificates, approvals, etc.:</b>	
			a. Ownership certificate for fee owners and deed of trust holders, if any.	
			b. Surveyor's certificate.	
			c. Approval blocks for the City Manager, the Planning Commission and City Council.	
			d. Clerk's certificate and recorder's certificate.	