



## Property Boundary Adjustment Application Requirements

### Submittal Checklist

#### General Requirements

- General Applicant and Owner Acknowledgement form
- Project Statement identifying the following:
  1. A clear description of the proposed Preservation Area/Easement Adjustment; and
  2. A justification based on the review criteria addressing why the proposed preservation easement adjustment should be approved.
- Certified Property Survey showing all "Plan Content Requirements" below
- Owner Authorization page – The owner Authorization page is included as the last page in this checklist. Each owner involved in the property boundary adjustment must sign the Authorization page and the page must be uploaded with the application submittal.

### Plan Contents

#### Overall Page Layout

The content of the site plan must include the following information.

- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- Date of preparation, north arrow and Registered Land Surveyor Certification
- All existing boundaries for both lots shown as dashed lines
- All proposed boundaries for both lots shown as solid lines
- Property address, lot size and property dimensions of both lots
- Location and dimensions of all existing structures on both lots
- Setbacks of all existing structures from property lines
- Location, names and right-of-way widths for all adjacent streets and alleys
- Location and dimensions of all existing easements
- Names, addresses and phone numbers of applicant and owners
- Include the following Notary Statement and signature blocks on the plan:

"STATE OF COLORADO                 )  
  ) ss.  
COUNTY OF EL PASO                 )

I \_\_\_\_\_ being the owner of the property contained in the following legal description:  
  
*<insert legal description>*  
  
\_\_\_\_\_

do hereby request that the boundaries of said property be adjusted as shown in the attached certified property survey and that this henceforth be considered the valid lot configuration for purposes of the City Codes and Ordinances.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



### Property Boundary Adjustment Application Requirements

_____ Owner's Signature	_____ Date
Subscribed and sworn to me before me this _____ day of _____, 20_____.	
My Commission Expires: _____	
"The property Boundary Adjustment has been reviewed and approved by the City of Colorado Springs and is henceforth to be considered the valid lot configuration for purposes of the City Codes and Ordinances"	
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
Land Use Review	Date

**Review Criteria**

**PROPERTY BOUNDARY ADJUSTMENT REVIEW CRITERIA:**

This process constitutes an administrative waiver which may only be approved if all requirements of the Subdivision Code are met. Under no circumstances may an applicant request a waiver to any of the approval requirements. Changes may be made to platted lots without the necessity of replatting or vacation and platting only when the following conditions exist:

1. When an engineering error was made on the original plat; or,
2. When no addition is being created; and,
  - a. The proposed lotting pattern meets all requirements of this Code including adequate setbacks and area requirements for any existing development; and,
  - b. The proposal has been properly submitted to the Land Use Review Division and reviewed by all appropriate agencies, with no agency having objections to the adjustments; and,
  - c. Only two whole platted lots or a platted lot and a platted tract may be involved in a single action. Neither lot involved may have received a prior property boundary adjustment; or approval of issuance of building permit to previously platted lands; or a combination of lots for zoning purposes. Thus, the fifteen percent (15%) limitation below cannot be circumvented by submitting a series of requests. Actions requiring approval of both an issuance of building permit to previously platted lands and a property boundary adjustment are specifically prohibited. This limitation shall not strictly apply to lots located within an area of common or central ownership (townhouses, etc.). In areas where the adjustment is between a lot and a surrounding lot or platted tract, the surrounding lot may receive as many adjustments as are necessary so as to allow each contained lot to be adjusted one (1) time; and,
  - d. No more than fifteen percent (15%) of the area of any one (1) platted lot is involved in the adjustment. Basic lot configurations cannot be changed. Under these provisions, two (2) north-south lots cannot change to two (2) east-west lots with this procedure. This procedure allows one (1) side property line to be moved ten feet (10') or an area of eleven hundred (1,100) square feet to be affected on a typical residential (70' x 110') lot. It does not allow a lot to be totally shifted ten feet (10') in one (1) direction or another because such shift would involve a minimum of three (3) lots and will not be considered a boundary adjustment that can be administratively approved.



## Property Boundary Adjustment Application Requirements

### Owner Authorization Page

Owner of Lot 1:

\_\_\_\_\_

Name of Subdivision, Filing and Lot No.:

\_\_\_\_\_

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES: The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

\_\_\_\_\_  
Signature of Owner 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Owner of Lot 2:

\_\_\_\_\_

Name of Subdivision, Filing and Lot No.:

\_\_\_\_\_

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES: The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I (we) am (are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representation made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/Owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving lighting, etc.) prior to receiving a Certificate of Occupancy.

\_\_\_\_\_  
Signature of Owner 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date