



## Waiver of Replat Application Requirements

### Submittal Checklist

<b>General Requirements</b>	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement that includes a clear description of the proposal
<input type="checkbox"/>	Proof of the Date of Creation of the current legal description (i.e. a copy of the oldest deed recorded which contains the current legal description.
<input type="checkbox"/>	Recorded Subdivision Plat. This copy can be obtained from the El Paso County Clerk and Recorder's office located at 1675 Garden of the Gods Road, 1st Floor, Colorado Springs, CO 80907
<input type="checkbox"/>	A Legal Description of the proposed project on a separate piece of paper. Subdivision names must be as shown on the recorded plat and include the Book and Page and/or Reception Number. Any exception must be completely written out in metes and bounds. Easements not on the parcel should not be included.
<input type="checkbox"/>	A Vicinity Map showing the parcel outlined with the adjacent streets noted on a separate 8 1/2" x 11" page
<input type="checkbox"/>	Site Plan showing all plan content requirements identified below
<input type="checkbox"/>	Owner Signature and Notarization Statement from Plan Content Requirements on submitted site plan

### Plan Contents

<b>Site Plan Components</b>	
<input type="checkbox"/>	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
<input type="checkbox"/>	Property address, lot size and dimensions of lot
<input type="checkbox"/>	All existing lot boundaries with dimensions and easements of the ownership configuration. The drawings must include the entire ownership configuration along with any remainder of a platted lot and/or lots.
<input type="checkbox"/>	All of each platted lot of which the parcel is a part
<input type="checkbox"/>	Location, dimensions and setbacks of all existing structures on both lots
<input type="checkbox"/>	Names, addresses and phone numbers of applicant and/or property owner
<input type="checkbox"/>	Show and clearly label existing utilities located on the site
<input type="checkbox"/>	Location, names and rights-of-way widths of all adjacent streets and alleys
<input type="checkbox"/>	All access points on property adjacent to or across the street from the subject property
<input type="checkbox"/>	Legal description of the subject property
<input type="checkbox"/>	Book and page and/or reception number of the recorded plat of which the parcel is a part
<input type="checkbox"/>	Title centered at the top of the page 'Waiver of Replat for (property address)'
<input type="checkbox"/>	A one inch (1") margin at the top and bottom of the page
<input type="checkbox"/>	Owner Signature and Notarization Statement:  Copy the complete statement below onto the site plan, insert the legal description and notarize the statement.

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

I [Click here to enter text.](#) \_\_\_\_\_ being the owner of the property contained in the following legal description:

*(insert property's legal description)*

do hereby agree that said property shall henceforth be considered a ONE LOT for purposes of the City Code (Chapter 7 of the City Code). I acknowledge that while the legal description of the property described above remains unchanged, the property is now consolidated for zoning purposes. I may not dispose of any portion thereof in such a way as to cause a violation of the City Code. I hereby certify that the information provided on this form and on the accompanying site plan is in all respects true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Subscribed and sworn to me before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

Under the provisions of Section 505, Article 7 of Chapter 7 of the City Code, the following legal description is henceforth considered as one lot for the purposes of the Zoning Ordinance (Chapter 7, article 2, 3, 4 and 5 of the City Code), one lot for the applicable provisions of the City Code and/or including applicable codes, rules and regulations adopted pursuant to the City Code.

\_\_\_\_\_  
Land Use Review

\_\_\_\_\_  
Date

## Review Criteria

### **WAIVER OF REPLAT REVIEW CRITERIA:**

It is the purpose of this part to alleviate platting costs in older subdivisions. It is not the purpose of this part to promote the subdivision or resubdivision of lots without filing a final plat. This process constitutes an administrative waiver, which may only be approved if all requirements of this part are met. Under no circumstances may an applicant request a waiver to any of the approval requirements.

Properties eligible to apply for waiver of replat must satisfy the following criteria:

- The current legal description comprises one of the following:
  - The consolidation of multiple whole platted lots; or
  - The parcel is a lot of record; or
  - Portions of one or more platted lots and the parcel contains the minimum lot area and minimum width for the zone district in which the property is located; or
  - A platted lot and an unplatted portion of vacated right of way.

- If the legal description of the subject property consists of a portion of one or more platted lots, proof must be provided that the current property owner of the subject property was not involved in the illegal subdivision of said parcel.
- The owner agrees to dedicate rights of way, which would normally be required as a condition of a replat. If this is required, the owner must dedicate the right of way by a separate deed and pay for the preparation and recording of the deed after such deed is approved by the real estate services; and
- No major public improvements such as drainage structures are required; and
- Approved direct access to an acceptable, existing public street exists; and
- The applicant agrees to pay applicable fees which would normally be paid prior to recording of the replat; and
- The applicant agrees to dedicate easements required for utilities and access; and
- No structures exist across external property lines of the ownership configuration.