



Lot Line Adjustment (LLA) Procedural Guide

Department of Planning Services
1402 N. 17TH Avenue, P.O. Box 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

Submit all the application components as separate documents, in PDF format, in the order outlined in the checklist below.

Submittal Requirements:

- _____ Application Form.
- _____ Authorization Form, if applicable. (See attached).
- _____ Lot Line Adjustment Standards Certification that the application complies with Section 24-10-20 of the Weld County Code. (See attached).
- _____ Family Farm Division Standard Certification that the application complies with Section 24-7-20 of the Weld County Code, if amending a Family Farm Division. (See attached).
- _____ Public Facility Division Standards Certification that the application complies with the criteria per Section 24-8-20 of the Weld County Code, if amending a Public Facility Division (See attached).
- _____ Obsolete Land Division Standards Certification that the application complies with Section 21-11-20 of the Weld County Code, if amending a Recorded Exemption, or Section 24-11-30, if amending a Subdivision Exemption. (See attached).
- _____ Deed identifying the surface estate ownership in the property and relevant lease documents.
- _____ Articles of Organization or Incorporation documents if the owner is a business entity. Include Statement/Delegation of Authority documentation.
- _____ Trustee documents if the owner is a Trust.
- _____ Questionnaire. (See attached).
- _____ Water supply documentation. Example: A letter or bill from a water district or municipality, or a well permit from the State Division of Water Resources. If amending an unmanned Public Facility Division, no water supply documentation is required.
- _____ Sewage disposal documentation. Example: A septic permit or bill from a sanitary sewer district. If amending an unmanned Public Facility Division, no sewage disposal documentation is required.
- _____ Draft Lot Line Adjustment land survey plat prepared according to the plat requirements per Section 24-7-50 of the Weld County Code. Please submit the draft plat in PDF format either on a USB drive or by email.
- _____ A title commitment, including Schedules A and B-2, issued by a title insurance company and prepared within thirty (30) days of the date of application.
- _____ Plat Closure Report prepared by a Colorado-licensed Professional Land Surveyor, including a closure analysis of exterior boundaries, linear misclosure, closure ratio, and certification that the plat closes. The proposed plat shall demonstrate a minimum boundary closure precision of 1 part in 10,000 (1:10,000).
- _____ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property. The Statement shall be from the current tax year.
- _____ A Drainage Narrative shall be submitted in accordance with Section 24-3-200.A of the Weld County Code, if required.
- _____ A Traffic Narrative shall be submitted in accordance with Section 24-3-220.B of the Weld County Code, if required.
- _____ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- _____ Application fee.

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Fees

Application Type	Fee*	Review by Staff
Lot Line Adjustment	\$1,100.00	Staff Review or Board of County Commissioners**
Plat recording fee	\$43.00	Due with the final mylar

*A 2.8% service fee will be included with credit card payments.

**If the Staff Recommendation for the Lot Line Adjustment application is for denial a meeting before the Board of County Commissioners will be scheduled.

Fees are non-refundable and due at the time of application submittal. Fees are set by the Board of County Commissioners. County Staff are not authorized to negotiate fees and cannot, under any circumstance, change, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule, per Chapter 5, Appendix 5-J of the Weld County Code.

Purpose

The purpose of this packet is to provide applicants with information regarding the Weld County Lot Line Adjustment application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Lot Line Adjustment application process. No Lot Line Adjustment application shall be assigned a case number to be reviewed until all required items on the Lot Line Adjustment submittal checklist have been completed and submitted to the Department of Planning Services.

Code Requirements

Refer to the following code sections for detailed information, found in Chapter 24, Article X of the Weld County Code. The Weld County Code is available online at www.weld.gov (Useful Links > Weld County Code).

- Section 24-10-10 of the Weld County Code: Lot Line Adjustment Overview
- Section 24-10-20 of the Weld County Code: Lot Line Adjustment Standards
- Section 24-10-30 of the Weld County Code: Lot Line Adjustment Submittal Requirements
- Section 24-10-40 of the Weld County Code: Lot Line Adjustment Procedure
- Section 24-10-50 of the Weld County Code: Lot Line Adjustment Plat Requirements
- Section 24-10-60 of the Weld County Code: Lot Line Adjustment Enforcement
- Section 24-10-70 of the Weld County Code: Lot Line Adjustment Amendment
- Section 24-10-80 of the Weld County Code: Lot Line Adjustment Correction
- Section 24-10-90 of the Weld County Code: Lot Line Adjustment Vacation
- Appendix 24-F of the Weld County Code: Lot Line Adjustment Plat Certificates

Contact Information and Office Locations

Weld County Planning, Building and Development Review

1402 N 17th Avenue

PO Box 758

Greeley, CO 80632

(970) 400-6100

www.weld.gov/Government/Departments/Planning-and-Zoning

www.weld.gov/Government/Departments/Building

Weld County Department of Public Health and Environment

Weld County Septic Permits

On Site Waste Water Systems (OWTS)

1555 N 17th Avenue

Greeley, CO 80631

(970) 304-6415

www.weld.gov/Government/Departments/Health-and-Environment

Colorado Department of Transportation (CDOT)

10601 W. 10th Street

Greeley, CO 80634

(970) 353-1232

www.codot.gov/

Division of Water Resources

Water Wells

1313 Sherman St. Ste. 821

Denver, CO 80203

(303) 866-3581 ext. 0

1809 56th Avenue

Greeley, CO 80634

(970) 352-8712

<https://dwr.colorado.gov/>

Well Permitting Information:

<https://dwr.colorado.gov/services/well-permitting>

Soil Conservation Districts

Boulder Valley and Longmont – (303) 776-4034

Brighton & Southeast Weld – (303) 659-0525

Centennial – (970) 522-7440 ext. 3

Greeley – (970) 356-6506

Larimer (Big Thompson & Ft. Collins) – (970) 295-5658

Morgan – (970) 867-9659 ext. 4

Platte Valley – (303) 857-6721

Southeast Weld – (303) 659-7004 ext. 101

West Adams – (303) 659-2080

www.coloradoacd.org

Colorado Geological Survey

Division of Minerals and Geology

1313 Sherman Street

Room 715

Denver, CO 80203

(303) 384-2643

www.coloradogeologicalsurvey.org

Lot Line Adjustment (LLA) Application

Planning Department Use: _____	Date Received: _____
Amount \$ _____	Case # Assigned: _____
Application Received By: _____	Planner Assigned: _____

Parcel # _____ Legal Description: _____

Parcel # _____ Legal Description: _____

Parcel # _____ Legal Description: _____

Parcel # _____ Legal Description: _____

(12-digit number – found on Tax I.D. information, obtainable at the Weld County Assessor's map found at www.weld.gov)

Section _____, Township _____ North, Range _____ West

Property Owner(s) (Attach additional sheets if necessary.)

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Applicant/Authorized Agent (Authorization Form must be included if there is an Authorized Agent)

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Last four digits of Parcel Number				
Property Owner (Last Name or Business name)				
Address				
Well Permit # or Water District Tap #				
Septic Permit # or Sewer Tap #				
Existing Acreage				
Proposed Acreage				

I (We) request that the above described property be designated a Lot Line Adjustment by the Weld County Board of County Commissioners. I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. All fee owners of property must sign this application, or if an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.

Signature _____ Date _____ Signature _____ Date _____

Print _____ Date _____ Print _____ Date _____

Signature _____ Date _____ Signature _____ Date _____

Print _____ Date _____ Print _____ Date _____



Departments of Planning
Building and Development Review
1402 N 17th Avenue, P.O. Box 758
Greeley, CO 80632

Authorization Form

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access or Grading** permits on our behalf, for the property located at
(address or parcel number) below:

Legal Description: _____ of Section _____, Township _____ N, Range _____ W

Subdivision Name: _____ Lot _____ Block _____

Property Owners Information:

Address: _____

Phone: _____ E-mail: _____

Authorized Agent/Applicant Contact Information:

Address: _____

Phone: _____ E-Mail: _____

Correspondence to be sent to: Owner _____ Authorized Agent/Applicant _____ by: Mail _____ Email _____

Additional Info: _____

I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.

_____ Date _____ _____ Date _____
Owner Signature Owner Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____ by
_____.

My commission expires _____

Notary Public

**Lot Line Adjustment (LLA)
Standards Certification (all LLAs)**

Per Section 24-10-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Lot Line Adjustment. Please read and initial each item.

- _____ A Lot Line Adjustment is permitted within any Zone District included in Chapter 23, Article III, Division I of the Weld Count Code, as amended.
- _____ Only one Lot Line Adjustment application and one surveyed plat shall be the product of the Lot Line Adjustment process regardless of the number of lots and or plats which are party to the application.
- _____ The Lot Line Adjustment plat replaces all previous plats of those lots modified by the Lot Line Adjustment.
- _____ Any parcel of land excluded through the Lot Line Adjustment process that is not incorporated into an adjacent lot shall not be less than thirty-five (35) acres net.
- _____ The Lot Line Adjustment process shall not increase any non-conformity relating to the Zone District bulk requirements.
- _____ The Lot Line Adjustment is not for the purpose of eliminating or expanding building envelopes.
- _____ The minimum parcel size of any Lot Line Adjustment Lot shall be determined by the underlying zone district requirements per Chapter 23, Article III of the Weld County Code, as amended.
- _____ Lot Line Adjustment lots shall be served by an adequate water source.
- _____ Lot Line Adjustment lots shall be served by an on-site wastewater treatment system (OWTS) or public sewer unless the lot was created for an unmanned use.

Signature	Date	Signature	Date
Print		Print	

**LLA to amend a Family Farm Division (FFD)
Standards Certification**

Per Section 24-7-20 of the Weld County Code, all the foregoing standards shall be met to apply to amend a Family Farm Division. Please read and initial each item.

- _____ The subject property shall be comprised of legal lots.
- _____ The subject property shall only be permitted in the A (Agricultural) Zone District.
- _____ The larger lot shall not be less than 35 acres net.
- _____ The smaller lot shall not be greater than 10 acres net.
- _____ The smaller lot shall not be less than 1 acre net if served by public water or 2.5 acres net if served by well water.
- _____ Each lot shall be served by a separate on-site wastewater treatment system (OWTS) or public sewer.
- _____ All lots of the Family Farm Division shall not be less than 1 acre in size if served by a public-water source or 2.5 acres if served by a water well.
- _____ All lots of the Family Farm Division shall be served by a separate on-site wastewater treatment system (OWTS).
- _____ Access shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code, as amended. When feasible, access between the Family Farm Division lots should be shared to minimize conflict points along the Weld County maintained roadway. If a shared access is proposed, a separate recorded access and utility easement agreement addressing maintenance shall be submitted.

Signature		Signature	Date
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**LLA to amend a Public Facility Division (PFD)
Standards Certification**

Per Section 24-8-20 of the Weld County Code, all the foregoing standards shall be met to apply to amend a Public Facility Division. Please read and initial each item.

- _____ The subject property shall be comprised of legal lots.
- _____ One of the two lots shall be less than 35 acres gross.
- _____ If the Public Facility Division Lot will contain an unmanned facility, there is no minimum lot size and the lot shall not be permitted for water or sewer services.
- _____ If the Public Facility Division Lot will contain a manned facility, the lot shall not be less than 1 acre if served by a public water source or 2.5 acres if served by a water well.
- _____ If the Public Facility Division Lot will contain a manned facility, the lot shall be served by an on-site wastewater treatment system (OWTS) or public sewer.
- _____ The other lot shall be at least 1 acre net if served by a public water source or 2.5 acres net if served by a water well.
- _____ The Public Facility Division Lot shall not be further divided by land division process as described in Chapter 24.
- _____ The other lot may be considered as land eligible for future land division utilizing the Minor Subdivision, Rural Land Division, or Public Facility Division processes.
- _____ Access shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code, as amended. When feasible, access between the Public Facility Division lots should be shared to minimize conflict points along with the Weld County maintained roadway. If a shared access is proposed, a separate recorded access and utility easement agreement addressing maintenance shall be submitted.
- _____ A Public Facility Division may be permitted in any Zone District included in Chapter 23, Article III of the Weld County Code.
- _____ No Planning or Building permits shall be issued for any improvements on the Public Facility Division Lot, except for permits related to the public facility.

Signature	Date	Signature	Date
Print		Print	

**LLA to amend an Obsolete Land Division (Recorded Exemptions)
Standards Certification**

Per Section 24-11-20 of the Weld County Code, all the foregoing standards shall be met to apply for an Obsolete Land Division. Please read and initial each item.

- _____ The LLA shall be served by an adequate water source.
- _____ The LLA shall be served by an on-site wastewater treatment system (OWTS) or public sewer.
- _____ The smaller lot(s) of the LLA shall not be less than one (1) acre net in size if served by a public water source or two and one-half (2.5) acres net if served by a water well and shall not be more than thirty-five (35) acres gross.
- _____ The largest lot of any LLA amending a two-lot Amended Recorded Exemption created after August 3, 2010, shall not be less than thirty-five (35) acres net. This provision does not apply if lots are already less than thirty-five (35) acres net.
- _____ In the event any easement is proposed to be modified or vacated, the applicant shall provide evidence that the interests of the easement grantees are protected.
- _____ Lots shall be designated in alphabetical order on the plat and legal description from smallest to largest based on lot size.
- _____ An access is, or can be made, available that provides for safe ingress and egress to a public road. All accesses shall be in accordance with Chapter 8, Article XIV of the Weld County code.
- _____ The original plat notes shall appear on the Amended Recorded Exemption plat; however, updated language and additional notes may be provided by the Department of Planning Services.
- _____ The approval of an LLA may be conditioned or restricted to carry out General Provisions and Conformance Standards of Chapter 24 or to mitigate impacts or address concerns of referral agencies. Conditions and restrictions may include, but are not limited to, creation of conservation easements or other legal mechanisms to encourage agricultural production on the parcels and to maintain irrigation water for the parcels, the utilization of existing housing, and the satisfaction of school district concerns, pursuant to the requirements of Section 30-28-133(4)(a), C.R.S. Conditions of approval shall be met prior to recording the plat, and restrictions may be enforced by means of notes on the plat.

Signature	Date	Signature	Date
Print		Print	

**LLA to amend an Obsolete Land Division (Subdivision Exemptions)
Standards Certification**

Per Section 24-11-30 of the Weld County Code, all the foregoing standards shall be met to apply for an Obsolete Land Division. Please read and initial each item.

- _____ The LLA shall be served by an adequate water source, unless the lot was created for a temporary unmanned use. Lots requiring an adequate water source shall not be less than 1 acre net in size if served by a public water source or 2.5 acres net if served by a water well.
- _____ The LLA shall be served by an on-site wastewater treatment system (OWTS) or public sewer unless the lot was created for a temporary unmanned use.
- _____ If the lot was created for an unmanned facility, there is no minimum lot size and the lot shall not be permitted for water or sewer services.
- _____ The lots shall not be more than 35 acres gross.
- _____ In the event any easement is proposed to be modified or vacated, the applicant shall provide evidence that the interests of the easement grantees are protected.
- _____ The lots shall be designated in ascending numerical order from smallest to largest in lot size, on the plat and legal description.
- _____ An access is, or can be made, available that provides for safe ingress and egress to a public road. All accesses shall be in accordance with Chapter 8, Article XIV of the Weld County Code.
- _____ The original plat notes shall appear on the Amended Subdivision Exemption plat; however, updated language and additional notes may be provided by the Department of Planning Services.
- _____ The approval of an Amended Subdivision Exemption may be conditioned or restricted to carry out General Provisions and Conformance Standards of Chapter 24 or to mitigate impacts of address concerns of referral agencies. Conditions and restrictions may include, but are not limited to, creation of conservation easements or other legal mechanisms to encourage agricultural production on the parcels and to maintain irrigation water for the parcels, the utilization of existing housing, and the satisfaction of school district concerns, pursuant to the requirements of Section 30-28-133(4)(a), C.R.S Conditions of approval shall be met prior to recording the plat, and restrictions may be enforced by means of notes on the plat.

Signature	Date	Signature	Date
Print		Print	

Lot Line Adjustment (LLA) Questionnaire

Answer the following questions per Section 24-7-30.H of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Lot Line Adjustment request.
2. Explain the reason of the proposed layout.
3. Describe the existing and proposed uses of the property.
4. Describe the existing and proposed potable water source
5. Describe the existing and proposed sewage disposal system.
6. Describe existing and proposed improvements.
7. Describe any existing and proposed easements and rights-of-way.
8. Describe the existing and proposed access to the site.
9. Describe the current irrigation practices occurring on the site.
10. Describe the unique physical characteristics of the property, including, but not limited to, topography, water bodies, CRP lands, vegetation, floodplains, geohazard areas, MS4 and airport overlay district.
11. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc. Provide the names and addresses of any owner or operator of any oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc.