

# Property Merger or Termination/Amendment Application



100 Jefferson County Parkway  
Suite 3550  
Golden CO, 80419  
303-271-8700  
planning.jeffco.us  
pzpermits@jeffco.us

Permit Number (for Jeffco employee use only): \_\_\_\_\_ MA

To qualify for a property merger all lots or properties being merged must be:

- Legal parcels
- Same ownership, including tenancy
- Adjacent lots, contiguous by at least 20 feet
- Same zoning
- Current on taxes and no back taxes owed

To qualify for a Termination or Amendment of a property merger, see [Land Development Regulation, Section 20 Requirements, B4](#).

Fees can be found [on our website](#). Make checks payable to Jefferson County Treasurer.

Submit this permit and all supporting documents to [pzpermits@jeffco.us](mailto:pzpermits@jeffco.us)

Is there a building permit or vacation in conjunction with this property merger? Yes No

If yes: BP Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

A completed Property Merger Agreement shall be submitted prior to the Certificate of Occupancy or the Final Inspection of your building permit.

\_\_\_\_\_  
Address or Parcel ID# of the subject property City State Zip

## Applicant Details

Staff will send the property owner(s) an agreement to their mailing address.

\_\_\_\_\_  
Property Owner Phone Number

\_\_\_\_\_  
Owner's Mailing Address City State Zip

This application is being submitted by a Representative:

\_\_\_\_\_  
Representative Phone Number

\_\_\_\_\_  
Representative's Mailing Address City State Zip

## Request to Merge, Terminate, or Amend

### Reason for Property Merger Request:

Example: Lots 1,2,3, of Block 2 in Joe Subdivision OR Parcel ID# for Metes and bounds descriptions, as described in my current deed at Reception #

If approved by Planning and Zoning, the Owner authorizes and hereby requests the County Assessor to combine the contiguous parcels described onto one schedule number for purposes of assessment and taxation, if such combination is deemed appropriate by the County Assessor. The Owner further acknowledges that the Assessor's Office will combine tax parcels into one tax bill to the extent possible, but such action may not be permissible in all cases and the Owner may continue to receive multiple tax bills for the parcels described herein. (sign on page 2)

# Property Merger or Termination/Amendment Application

Request to Merge, Terminate, or Amend (continued)

Permit Number: \_\_\_\_\_ MA

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Planner \_\_\_\_\_

## Process

1. Staff will review the application/submittal materials and advise of any errors or omissions.
2. The owner will be mailed a Merger Agreement to review, sign, notarize and return to Jefferson County Planning and Zoning.
3. Once the completed agreement is returned, the Planning Director will review/sign and staff will record the document (and any affidavits) with the Jefferson County Clerk and Recorder's Office. The original agreement will become part of the formal property record.

Yes, I would like a copy of the recorded agreement emailed to me at: \_\_\_\_\_

## To be Completed by Front Counter Planner

**Submit the following supporting documents to the Planning & Zoning Department. Not all supporting documents may be necessary.**

Current, recorded Warranty Deed(s), Quit Claim Deed(s), etc. for all land involved in the request. For land not platted (metes and bounds or portions of lots), a deed recorded prior to May 5, 1972 is required in addition to the current Warranty deed. (The appropriate deeds can be obtained from the Clerk & Recorder's office (second floor).

Operating Agreement if the owner on the deed is a LLC (Limited Liability Company).

Proof of Certificate of Trust if ownership is within a Trust.

### Platted Easements

#### Platted easements, (DEDICATED), not building over

1. Utility companies request to be notified of a proposed merger. Use our utility contact list to notify all affected utility services. Then provide Planning and Zoning their response, typically referred to as a Letter of No Objection. Some utilities may request a copy of the plat, see the Clerk and Recorder (second floor).

#### Platted easements, (DEDICATED), building over

If there is an existing structure or if it is desired that a structure be built over a platted easement that is dedicated to the County, this easement needs to be vacated by a Commissioner's deed, in conjunction with the Property Merger process. The Commissioner's deed will remove the County's interest in the easement. Please provide the following to have the easement vacated:

1. Letters of No Objection from utility companies, stating they have no objection to vacating the easement.
2. A site plan or ILC to scale, showing the platted easement and structure.

*Note: This will go to a public hearing for approval and you will get a copy of the final, recorded Commissioner's deed in the mail.*

#### Platted easements, (RESERVED), not building over

1. Utility companies request to be notified of a proposed merger. Use our utility contact list to notify all affected utility services. Then provide Planning and Zoning their response, typically referred to as a Letter of No Objection. Some utilities may request a copy of the plat, see the Clerk and Recorder (second floor).
2. Affidavit of Understanding. This will be mailed with your Merger Agreement after you submit this application.

#### Platted easements, (RESERVED), building over

1. Quiet Title – This is our 1st recommendation and is the best process when working with reserved easements. This is a court action that removes claim of title by another party. The owners will need to consult an attorney with experience in land law.

OR

1. Release of easement documents, Quit Claim deeds, or Letters of No Objection, provided by all of the appropriate utility companies. Use our utility contact list to notify all affected utility services. Some utilities may request a copy of the plat, see the Clerk and Recorder (second floor).
2. Affidavit of Understanding. This will be mailed with your Merger Agreement after you submit this application.

*Note: The property owner should use discretion when determining which utility companies have an interest in the reserved easements on their property. Utility service areas may change or new companies may develop posing risk to property owners with reserved easements even after Release of Easements, Quit Claim Deeds or Letters of No Objection are obtained.*

## Utility Contact Information



100 Jefferson County Parkway  
Suite 3550  
Golden CO, 80419  
303-271-8700  
[planning.jeffco.us](mailto:planning.jeffco.us)  
[pzpermits@jeffco.us](mailto:pzpermits@jeffco.us)

### Easement/Right-Of-Way

To obtain information on letters of no objection, release of easements, vacation and encroachment upon utility easements, contact the following:

#### Century Link

Century Link Network Real Estate Department  
[nre.easement@centurylink.com](mailto:nre.easement@centurylink.com)

#### TDS Telecommunications

Randal Lopez  
[ROW@tdstelecom.com](mailto:ROW@tdstelecom.com)  
(435) 319-4596

#### Comcast Construction Supervisors

Scott Moore  
[scott\\_moore@cable.comcast.com](mailto:scott_moore@cable.comcast.com)  
(720) 531-2585

#### CORE Electric Cooperative

Brooks Kaufman  
[bkaufman@core.coop](mailto:bkaufman@core.coop)  
5496 US-85, Sedalia, CO 80135  
Main: (800) 332-9540  
Direct: (720) 733-5493  
Mobile: (303) 912-0765

[CORE Electric Easement/Right-of-Way Inquiry Form \(PDF\)](#)  
or a hard copy can be provided if not viewing online

#### United Power

Steve Barwick, ROW Specialist  
[sbarwick@unitedpower.com](mailto:sbarwick@unitedpower.com)  
500 Cooperative Way, Brighton, CO 80603  
(303) 637-1234, Cell: (307) 351-3787

#### Xcel Energy Right-of-Way & Permits

##### **Public Service Co. of Colorado - Operating Entity**

##### **Main Office**

Robyn Martinez, ROW & Permits  
[robyn.m.martinez@xcelenergy.com](mailto:robyn.m.martinez@xcelenergy.com)  
10001 W. Hampden Ave., Lakewood, CO 80227  
(303) 716-2043

##### **North of Colfax Ave.**

Brett McGrath, ROW & Permits  
[brett.p.mcgrath@xcelenergy.com](mailto:brett.p.mcgrath@xcelenergy.com)  
5460 West 60th Ave., Arvada, CO 80003  
(303) 425-3874

##### **South of Colfax Ave.**

Robyn Martinez, ROW & Permits  
[robyn.m.martinez@xcelenergy.com](mailto:robyn.m.martinez@xcelenergy.com)  
10001 W. Hampden Ave., Lakewood, CO 80227  
(303) 716-2043

##### **Evergreen Area**

Kelli Fries, Front Range Region  
[kelli.fries@xcelenergy.com](mailto:kelli.fries@xcelenergy.com)  
P.O. Box 640, Evergreen, CO 80437  
(303) 445-4540  
Fax: (303) 445-4572

### Well & Septic

To obtain information on septic systems, wells and addresses, contact the following:

#### Septic Permit

**Jefferson County Public Health**  
645 Parfet Street  
Lakewood, Colorado  
[publichealthelanduse@co.jefferson.co.us](mailto:publichealthelanduse@co.jefferson.co.us)  
(303) 232-6301

#### Well Permit

**Colorado Division of Water Resources**  
1313 Sherman Street  
Denver, Colorado  
<https://dwr.colorado.gov/>  
(303) 866-3581

#### Addressing Information

**Jefferson County Planning and Zoning**  
100 Jefferson County Pkwy., Suite 3550  
Golden, CO 80419  
<https://planning.jeffco.us>  
(303) 271-8700

**Please contact your serving Water & Sanitation District for both vacation and encroachment of easements.**