

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 — Adjacent lots, contiguous by at least 20 feet — Same zoning

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

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

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 #

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 be placed in our file.

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

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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-2nd 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, 2nd 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, 2nd 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, 2nd 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

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

TDS Telecommunications

Randal Lopez
ROW@tdstelecom.com
(435) 319-4596

Comcast Construction Supervisors

Scott Moore
scott_moore@cable.comcast.com
(720) 531-2585

Intermountain Rural Electric Assoc.

Brooks Kaufman
bkaufman@irea.coop
P.O. Drawer A, Sedalia, CO 80135
(303) 688-3100 ext. 5493

Click to view the IREA 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
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
10001 W. Hampden Ave., Lakewood, CO 80227
(303) 716-2043

North of Colfax Ave.

Frank Grady, ROW & Permits
frank.grady@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
10001 W. Hampden Ave., Lakewood, CO 80227
(303) 716-2043

Evergreen Area

Kelli Fries, Front Range Region
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:

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

Septic Permit

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

Well Permit

Colorado Division of Water Resources
1313 Sherman Street
Denver, Colorado
<https://water.state.co.us>
(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