

# Property Merger or Termination/Amendment Application



100 Jefferson County Pkwy  
Suite 3550  
Golden CO, 80419  
303-271-8700  
planning.jeffco.us  
pzweb@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-line at [planning.jeffco.us](http://planning.jeffco.us). Make checks payable to Jefferson County Treasurer.

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

Jared Pahl  
jared.pahl@tdstelecom.com  
(541) 876-6723

#### 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  
water.state.co.us  
(303) 866-3581

#### Addressing Information

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