

**TOWN OF BUENA VISTA  
LOT LINE ADJUSTMENT/ELIMINATION  
APPLICATION  
Code Section – Article III, Section 17-26**

<b>For Town Use Only</b>
Date App. Received: _____
Fee \$: _____
Deposit Paid \$: _____

**Important - Please Read The Following Information Carefully**

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Buena Vista Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of Buena Vista municipal offices at a nominal cost. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit **all** of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of application. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.*

**Has this property ever been subject to a lot line adjustment or elimination?**  No  Yes – Date \_\_\_\_\_

Comments: \_\_\_\_\_

**APPLICANT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Owner  Agent

Mailing Address: \_\_\_\_\_

Mailing Address for Notices, if different from above: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**PROPERTY SUBJECT TO APPLICATION**

Street Address: \_\_\_\_\_

Practical Property Description: \_\_\_\_\_

Legal Description (may attach): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF APPLICATION**  Lot Line Adjustment  Elimination of Lot Line

**DESCRIPTION OF REQUEST** (include change in number lots and lot area, type of land use(s), (e.g., residential, commercial, etc.):  
Attach additional sheet(s) as necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Acreage or Square Feet of Parcels: \_\_\_\_\_

Proposed Changed Acreage or Square Feet of Parcels: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Surrounding Zoning – North: \_\_\_\_\_, South: \_\_\_\_\_, East: \_\_\_\_\_, West: \_\_\_\_\_,

Present Use of Subject Property: \_\_\_\_\_

Uses Surrounding Subject Parcel - North: \_\_\_\_\_, South: \_\_\_\_\_, East: \_\_\_\_\_,  
West: \_\_\_\_\_

**UTILITY INFORMATION**

**Existing** utility main lines currently serving subdivision property:

Water  Sewer  Electric  Gas

**Proposed** changes to utilities:

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Electric \_\_\_\_\_

Gas \_\_\_\_\_

**ACCESS INFORMATION**

Existing access to property: \_\_\_\_\_

**OWNERSHIP/MINERAL INTERESTS**

Property owner(s) if different from applicant (inclusive of mineral owners/lessees in accordance with C.R.S. § 24-65.5-103.):

Name	Mailing Address	Telephone
1.		
2.		
3.		
4.		

Attach additional sheets if necessary.

**NOTE:** In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the costs of same, inclusive of land planning, engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services will be required at the time of application.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief and that the property subject to this application has not previously been subject to a subdivision exemption. **I also acknowledge that I must notify all owners of any severed mineral estates associated with the real property subject to this application in accordance with C.R.S. § 24-65.5-103.**

\_\_\_\_\_  
Date: \_\_\_\_\_

Applicant

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**For Town Use Only**

**Application Procedures**

Meeting with Development Coordinator. Date: \_\_\_\_\_

**Application Checklist**

Complete,  Incomplete – Comments: \_\_\_\_\_

Proof of ownership (deed) for project property. – Comments: \_\_\_\_\_

Written authorization from property owner(s) for agent (if applicable) – Comments: \_\_\_\_\_

Exemption plat - 2 Copies – Comments: \_\_\_\_\_

Illustration of all adjusted Lot lines and lots – Comments: \_\_\_\_\_

The location of property with respect to surrounding properties and streets – Comments: \_\_\_\_\_

The locations and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.

Comments: \_\_\_\_\_

The location of existing streets, easements, water bodies, streams, and other pertinent features such as railroads, buildings, parks, cemeteries, drainage ditches, and bridges, as determined by the Board of Trustees.

Comments: \_\_\_\_\_

The location and width of all existing and proposed streets and easements, alleys, and other public ways, and easement and proposed street rights-of-way and building set-back lines.

Comments: \_\_\_\_\_

The locations, dimensions, and areas of all proposed or existing lots.

Comments: \_\_\_\_\_

The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation.

Comments: \_\_\_\_\_

The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider if other than the owner, and the name and registration number of the land surveyor who prepared the plat.

Comments: \_\_\_\_\_

The date of the map, approximate true north point, scale, the basis of bearing and title of the subdivision.

Comments: \_\_\_\_\_

Sufficient data acceptable to the Town Engineer to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.

Comments: \_\_\_\_\_

Names of the subdivision and all new streets as approved by the Board of Trustees,

Comments: \_\_\_\_\_

Indication of the use of any lot (single-family, two-family, multi-family, townhouse) and all uses other than residential proposed by the subdivider.

Comments: \_\_\_\_\_

Blocks shall be consecutively numbered in numerical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered consecutively throughout the several additions.

Comments: \_\_\_\_\_

All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order within each block.

Comments: \_\_\_\_\_

