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## Lot Consolidation

This guide describes the Lot Consolidation process. It should be used in conjunction with the City of Trinidad Municipal Code (See Chapter 14 Land Use Code), City of Trinidad Comprehensive Plan, and the guide to Pre-Application Review.

### Purpose

The purpose of a lot consolidation is to allow administrative review to remove interior lot lines of a parcel comprised of two (2) or more separate lots with contiguous ownership. A lot line consolidation must be recorded with the County Clerk & Recorder within ninety (90) days of approval or the approval shall be considered null and void. Lot line consolidations shall run with the land unless and until amended.

### Definition & Criteria

Lot Line Consolidations are among the least complex types of subdivision applications. These applications allow the removal of interior lot lines of a parcel comprised to two or more separate lots with contiguous ownership. They are processed in one step – a Final Plat plan showing details of the existing and proposed conditions on the site, including lot lines, utilities, and street systems.

Lot Line Consolidations, may be administratively granted if they meet the following two conditions:

- ❖ The consolidation shall affect five (5) or less lots. Lot line consolidation that affect more than five (5) lots shall be processed in accordance with the final plat section of the Land Use Code.
- ❖ Lot line consolidation shall comply with all other applicable requirements of the Land Use Code.

Lot Line Consolidations are reviewed by the Planning Division according to the following criteria:

- ❖ Conformity with the Code. The proposed lot line elimination conforms to all applicable requirements of the City's Code, including area standards of the zone district(s) in which it is located, as modified by any variance for the property.
- ❖ Conformance with other applicable regulations. The proposed lot line elimination conforms to any other applicable regulations and requirements including but not limited to provisions of state law, the City's Code, and any requirements set by any capital improvement plan or program, or any approved Subdivision Improvements Agreement or Development Agreement for the property.
- ❖ Compatibility with surrounding area. The proposed lot line elimination shall be compatible with the character of existing land uses in the area and shall not adversely affect the future development of the surrounding area.

## REVIEW PROCESS

Step 1: Submit Application Package. The application shall include:

1. Land Use Application Form.
2. Development Review Fee of \$350.00.
3. Proof of Ownership.
4. Lot Line Consolidation Criteria Statement. Provide a written description of how the lot line elimination request addresses the lot line consolidation review criteria.
5. Lot Line Consolidation Exhibit. A certified, stamped lot line consolidation exhibit shall be prepared by a professional land surveyor and provide the following information:
  - a. Contents. All information required for final plats in this Chapter, and any additional information as determined necessary by the Director.
  - b. Additional submittals. The Director may require additional materials if she/he determines that such materials are necessary to evaluate potential project impacts. These may include but not be limited to a statement of approval from any entities in regard to existing protective covenants or HOA regulations.

Step 2: Application Certification of Completion. Within a reasonable period to time, Staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the revised application to the Planning Division.

Step 3: Refer Application (if applicable). Staff shall circulate the complete application to referral individuals, mineral interest owners, if applicable, and agencies (collectively, "Referral Parties"). As part of the review process, Referral Parties are notified and have the opportunity to respond in writing. This referral period is 21 days. Failure of a Referral Party to respond within the prescribed time period shall indicate consent to the contents of the application.

Step 4: Staff Decision and Action. Staff shall review the application and submit recommendations and comments to the applicant. Staff shall make a decision based on the lot line consolidation criteria for approval. The decision shall be in writing and shall clearly state reasons for a denial or for conditions of approval, if any.

Step 5: Post Approval Actions. The applicant shall submit a digital copy of the approved lot consolidation plat and three (3) original Mylars of the lot consolidation plat with the appropriate signatures to the Planning Division. Approval of a lot consolidation shall be final when the Director's signature has been affixed on the lot consolidation plat to be recorded by the Planning Division in the office of the County Clerk and Recorder. The recording fee shall be paid by the applicant.