



BOUNDARY LINE ADJUSTMENT, LOT MERGER and SIMPLE PLATS

SUBMITTAL CHECKLIST

This application is to 1) modify or move the boundary between two or more lots, tracts, outlots or parcels, 2) combine two or more adjoining lots, tracts, outlots or parcels that have the same zoning designation or 3) convert a property described as a metes and bounds or an annexed parcel that is not proposed for subdivision into a legal lot of record. This application does not allow for the creation of new lots. The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City’s Development Center (DC) website. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

1. **Concept Review Meeting.** A concept review meeting is not required with this application. If a meeting was held, please specify the date: _____
2. **Application Checklist.** Complete this checklist with boxes checked verifying submittal of the required information.
3. **Application.** Complete and sign the *Application* form on the City’s DC website.
4. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
5. **Title Commitment** or title information binder verifying the record title owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the application submittal to the city. An ownership and encumbrance report does not qualify as a title commitment.
6. **Final Plat** prepared in compliance with the *Final Plat Mapping Requirements* available on the City’s DC website.

7. **Site Plan** drawn to scale, including the items below. This item is not required if the plat is being processed concurrently with a Site Development Plan.
- a. Existing and proposed lot lines;
 - b. The location of all existing and proposed improvements and structures, including sidewalks, curbs and gutters, access(s), and dimensions to existing and new property lines, and an indication of any such improvements and structures that will be installed, re-located, or removed;
 - c. The location and size of all existing and proposed public and private utilities, including all mains, service lines, fire hydrants, fire-sprinkler lines, meters, buried cables, transformers, poles, and other above ground facilities;
 - d. The location and dimensions of all existing and proposed easements and rights-of-way, indicating if the easements and rights-of-way are to be dedicated, vacated, or otherwise altered;
 - e. The location of existing and proposed landscape improvements, including existing trees, environmentally sensitive areas, wetlands, natural features and proposed bufferyards and an indication of any such landscaping or environmentally sensitive areas that is proposed to be relocated or removed.
8. **Civil Construction Plans Checklist** entitled *Requirements for Civil Construction Plans* available on the City's DC website. If not included, please indicate reason below:

9. **Civil Construction Plans**, complying with the checklist requirements. Sheets shall be numbered sequentially beginning with 1. If not included, please indicate reason below:

10. **Water Meter Justification Letter** required for all commercial, industrial, irrigation and multi-family (3-units and greater) water meters. Information needed for the justification letter is provided in Section 4.4.6 of the Water and Wastewater Development Standards.