

# UNITY OF TITLE ALTERNATIVE

## SUBMITTAL CHECKLIST

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 under the specific application. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file, unless otherwise specified.

The unity of title alternative is available to owners of property that consist of two or more adjoining lots that have been historically used as one parcel and for which there would be little value in processing a lot merger. To be eligible for a unity of title alternative, the collective property must be under common ownership, be in a single zone district, be individually undevelopable due to a nonconforming lot size or square footage, and either contain existing structures located on or over a property line or consist of lots that were created prior to the establishment of the City's subdivision procedures.

### I. Checklist

1. **Application Fee** of \$120.00 paid prior to approval of the unity of title alternative.
2. **Application:** Complete the application form provided with this checklist.
3. **Ownership Documentation** including an Encumbrance Report, Title Certification or other documentation identifying ownership of the properties included within the unity of title request.
4. **Property Deeds** for properties that include either a metes and bounds description or a portion of a lot. The deeds must show that the lot was created prior to the establishment of the City's subdivision procedures on May 15, 1967.

# APPLICATION

<b>Property Owner Contact Information</b>			
Owner:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:		Preferred Method of Contact	Phone                      Email
<b>Property Information</b>			
Property address			
Legal Description of lots to be included in the Unity of Title			
Purpose	Expansion of an existing structure New structure Change in use of existing structure		
Description of Request			
Zoning District			
<b>Building Permit</b>			
<i>If a building permit has been submitted, please indicate the following information</i>			
Building permit number			