

## GENERAL INFORMATION LOT LINE ADJUSTMENT

### What is the purpose of a Lot Line Adjustment?

A lot line adjustment shifts an existing property boundary between two parcels of land without creating any new parcels.

### How do I apply for a Lot Line Adjustment?

Only the owner(s) of the properties may apply for a lot line adjustment. A representative of the owner(s) may apply if the representative(s) can produce a Power of Attorney to act on the owners behalf. If the two parcels involved are not in common ownership then both owners or their legally appointed representative must sign the application and the plat.

Use the attached form to apply for a lot line adjustment. Submit all the application materials including \$75.00 non-refundable application fee to the City of Alamosa Department of Public Works.

The revised plat showing the lot line adjustment shall be 24" by 36" and scaled appropriately. If more than one sheet is required, an index sheet will be provided. Two mylars of proposed lot line adjustment shall be provided along with 10 paper ½ sized copies. Drawings must include a property owner/representative signature blocks, approval block for the Planning Commission and a stamped signature block completed by a surveyor licensed to do business in the State of Colorado.

Your request for a lot line adjustment will be heard by the Planning Commission through a public hearing. The property will be posted at least 10 days prior to the meeting with information about the hearing allowing interested parties to attend and voice any comments. The hearing is also advertised in the legal notice section of the local newspaper.

The Planning Commission may approve, disapprove, or approve with recommended changes to the lot lined adjustment. If the requesters accept recommended changes they must provide two mylar copies as above reflecting these changes not later than 60 days following Planning Commission action. The City shall file once copy of the approved lot line adjustments mylar within 30 days (60 days if changes are necessary) of the approval action with Alamosa County. The approved changes will not take effect until the drawings are filed with the county.

The applicant or authorized representative will be required to attend all of these meeting to present the request and answer questions.

### How long does the process take?

Planning Commission meets on the fourth Wednesday of each month. In order to meet advertisement requirements and allow review by the City Engineer, the application must be received in the Public Works office 30 days prior to the Planning Commission meeting.

This schedule is based upon the presumption that there are no delays. Meeting schedules may be affected by holiday or unforeseen circumstances which may lengthen the process. If application materials provide insufficient information, Planning Commission or City Council may table action until the information is provided.

**CITY OF ALAMOSA  
APPLICATION FOR LOT LINE ADJUSTMENT**

1. Name(s) of property owner(s): \_\_\_\_\_

2. Mailing address of owner(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Phone number of owner(s): \_\_\_\_\_  
\_\_\_\_\_

4. Applicant information if different from owner. Attach Power of Attorney.

Name : \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

5. Attach revised plat and \$75.00 non-refundable fee.

6. Submit electronic file or revised plat to: [engineer@ci.alamosa.co.us](mailto:engineer@ci.alamosa.co.us)

7. Attach a list of adjacent property owners' names and addresses for notification. (Available at County Assessors Office)

Owner(s)

Applicant(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name                      D                      ate

P                      \_\_\_\_\_  
Print Name                      D                      ate