



**Boulder County
Land Use Department
Publications**

Unsubdivided Parcel Merger

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday.

Unsubdivided Parcel Merger

At the request of a Property Owner, the Director may merge two or more Unsubdivided Parcels, one of which shall be a Building Lot, owned by a single property owner. Upon final approval, the merged Parcel will constitute a single Building Lot. A parcel merger is only required when the resulting parcel is less than 35 acres.

Criteria for Parcel Mergers

Where one or more of the Parcels proposed to be merged are not Building Lots and the resultant Parcel is less than 35 acres, the areas that were not legal Building Lots shall not be used for setback or building purposes for the merged lot unless approved through the Subdivision Exemption process.

Owner-Requested Merger Process

1. Application Submittal Checklist

The property owner shall submit a complete Parcel Merger Application Form application for merger and confirmation of addressing including:

- Assessor's Parcel Identification Numbers of affected Parcels
- Building Lot Determinations for each parcel
- Site plan showing the proposed final lot configuration
- Parcel maps
- Recent Parcel Reports for each parcel
- Draft deed that:
 1. Properly describes the merged Parcel (any new metes and bounds must be verified and described by a licensed surveyor.)
 2. Includes the following statement on the face of the deed: ***"This deed is given to merge into one parcel all property described in this deed. The parcels are merged with the property owner's consent per CRS 30-28-139."***
- Additional information that the Director determines is necessary to process the application

2. Deed Recordation

Upon approval by the Director, the Property Owner shall record a Deed in the real property records of the Boulder County Clerk and Recorder and provide a copy of the recorded Deed to the Land Use Department.

3. Final Approval

Upon the Property Owner's compliance with the conditions of approval, the Land Use Department will confirm addressing of the merged Building Lot and send a final approval letter to the Property Owner, describing what portions of the parcel are eligible for building and setback purposes.



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Intake Stamp

Parcel Merger Application Form

Applicant Information:

Applicant/Property Owner		
Mailing Address		
City	State	Zip Code
Phone	Email	

Parcel Information for Parcel Mergers:

Please provide accurate information for parcels proposed to be merged. For additional parcels, please attach sheets as necessary.

Parcel 1

Location/Street Address	Assessor's Tax Account Number (i.e. R001234)
Section-Township-Range (STR) or Subdivision Block and Lot	Parcel Identification Number (PIN)
Additional information you wish to submit (Land Use docket numbers, building permit numbers, related information, etc. Attach correspondence or documents as necessary)	

Parcel 2

Location/Street Address	Assessor's Tax Account Number (i.e. R001234)
Section-Township-Range (STR) or Subdivision Block and Lot	Parcel Identification Number (PIN)
Additional information you wish to submit (Land Use docket numbers, building permit numbers, related information, etc. Attach correspondence or documents as necessary)	

Requested Address for Resulting Parcel: *(please see item 3 on reverse side of this application)*

Location/Street Address of Requested Building Lot Determination

Owner's Signature:

I acknowledge that I have provided the Land Use Department with a complete application with all materials as noted on the reverse side. I recognize that through the merging of Parcels, especially Building Lots less than 35 acres in size, I may lose certain development rights for additional density.

Property Owner's Printed Name:	Property Owner's Signature:
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