

## **Request for a parcel(s) split or combination**

If a property owner(s) wants to subdivide or combine a parcel(s) of land, these steps must be followed:

1. The property owner must record a deed, declaration (condominium or townhouse), or Parcel Reconfiguration with the Denver County Clerk and Recorder's Office. A Declaration for Party Wall Agreement is not used by the Assessor's Office in the splitting of a parcel(s).
2. The property owner should seek professional advice for any questions or concerns about preparing a deed.
3. All outstanding taxes on parent parcel(s) must be paid before Assessor's Office processes the request.
4. If the property owner has an Improvement Survey Plat with the new legal description(s), it should be included with the deed or the Parcel Reconfiguration Form as an attachment. Both the deed or the Parcel Reconfiguration Form and the survey should be recorded as one document. If the parcel(s) being split does not have any improvements (buildings), an Improvement Survey Plat is not required, but the new legal description(s) must still be provided by owner. If the creation of a new parcel(s) containing air rights is being requested, then a condominium declaration must be recorded instead of the Parcel Reconfiguration Form.
5. If the owner needs the split or combination to be done as soon as possible, once the deed or Parcel Reconfiguration form has been recorded, a certified copy may be brought to the Assessor's Office on the 4<sup>th</sup> floor. Someone from the G.I.S. Section will make a copy of the deed or form and return the original back to the owner. The splitting of the parcel(s) will take between 6 to 8 weeks to complete.
5. If new addresses are needed in order to obtain a building permit, the owner must obtain the new parcels with the new legal descriptions from the Assessor's Office prior to obtaining the new addresses the Public Works Right of Way Section.

**DENVER ASSESSOR'S PARCEL RECONFIGURATION FORM**  
 **SPLIT** or  **COMBINATION** (check one)

Date: \_\_\_\_\_

Existing Denver Tax Schedule Number(s): \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

Mailing Address of Owner(s): \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number(s) (optional): Owner(s): \_\_\_\_\_

Legal Description(s) of Existing Parcel(s) (Attach complete legal description) as Exhibit A):

Existing Property Address(es): \_\_\_\_\_

Source of Legal Description(s): \_\_\_\_\_

Legal Description(s) of New Parcel(s): (Attach complete legal description(s) as Exhibit B):

New property address(es)\* : \_\_\_\_\_

Source of Legal Description(s): \_\_\_\_\_

**NOTICE**

This form is voluntarily submitted solely for the purpose of requesting that the Denver Assessor's Office issue new tax schedule numbers for the split or combination, as indicated above, of parcels of land owned by the property owner(s) signing below. This document is recorded for the purpose of providing public notice of the intentions of the property owner(s). If the splitting or combining of property involves air rights, a condominium declaration must be recorded with the Clerk and Recorder's Office. Split or combined property may be subject to new valuations or appraisals. The voluntary act of splitting or combining parcels does not create or amend zone lot(s) under the Denver Zoning Ordinance. The property owner(s) are advised to consult with Denver's Department of Community Planning and Development as to zone lot amendments.

The development and use of split or combined parcels must conform with all Denver zoning, building, fire, public works, subdivision, and other ordinances or rules and regulations applicable to the parcels. IT IS SOLELY THE RESPONSIBILITY OF THE PROPERTY OWNER(S) OR THEIR SUCCESSORS IN INTEREST TO DETERMINE WHAT APPROVALS OR PERMITS MUST BE OBTAINED FROM OTHER CITY DEPARTMENTS AND AGENCIES PRIOR TO UNDERTAKING ANY DEVELOPMENT OR USE OF SPLIT OR COMBINED PARCELS. To the extent that the splitting or combining of the parcels has resulted in a violation of a Denver ordinance, rule or regulation or has resulted in the parcels not being able to meet an ordinance, rule, regulation or permit requirement, the use or development of the parcels may be restricted or denied. The voluntary act of splitting or combining parcels does not constitute a legal justification, for the property owner(s) or their successors in interest, for obtaining a variance or exception from any ordinance, rule, regulation or permit requirement.

An improvement survey plat is required for any parcel splits where there are existing structural improvements.

**Assessor will not process without the signature(s) of the property owner(s). Please sign and notarize. The form must be recorded with the Office of the Clerk and Recorder for the City and County of Denver.**

**\*If a building permit is needed, the new parcels with their legal descriptions must be obtained from the Assessor's Office prior to obtaining new or additional addresses.**

**\*New or additional addresses need to be obtained from the Public Works Right of Way Section.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name (and Title for Entities)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name (and Title for Entities)

State of Colorado )  
 ) s s.  
 City and County of Denver )

The foregoing instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2012, by \_\_\_\_\_ as Property Owner.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_