



Use this application to amend the boundaries of a zone lot. Denver uses a “zone lot” to designate land area for a building site or establish a use. A newly designated zone lot will meet zoning code requirements for minimum size, required frontage on a public street, and in some cases, limits on what structures or uses can be placed on the lot, as defined by Former Chapter 59 Section 59-25 and Article 1 of the Denver Zoning Code. A zone lot may not always have the same boundaries as the assessor tax parcel used to collect property tax or the underlying subdivision.

### **(1) Check these items before you apply for a zone lot amendment**

- Landmark Preservation—If the zone lot contains a local landmark or is in a historic district, you will need approval from Landmark Preservation before applying for a zone lot amendment.
- Demolition permits—If the proposed zone lot amendment will leave behind an accessory structure (like a garage, shed, or fence) or divide an existing structure between two or more new zone lots, these structures must be demolished before your zone lot amendment application can be approved.
- Tip sheets and sample plans—Use our online resources to help you compile your application package, from understanding base planes to viewing a sample survey (an Improvement Survey Plat, or ISP).

More information is available on the zone lot amendments page at [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning).

### **(2) Request a pre-application meeting**

Discuss development impacts, survey requirements, and other implications before formally applying for a zone lot amendment. This is available to all applicants but is highly recommended for commercial/multifamily projects or when there is an existing structure of any type located on the lot that will remain after the zone lot amendment.

- Email the attached application to [zoningadministration@denvergov.org](mailto:zoningadministration@denvergov.org) with “Pre-App <ADDRESS>” in the subject line.

### **(3) Submit a complete application package**

Email your completed application and all items from the checklist on page 3 to [zoning.review@denvergov.org](mailto:zoning.review@denvergov.org).

- Include your address in the subject line and “zone lot amendment application” in the email subject or body.
- Property owners’ signatures are required for all zone lots being amended. Before submitting, make sure that an owner (or agent with power of attorney) has signed the application on behalf of each zone lot being amended.
- Fee information is available at [www.denvergov.org/DSfees](http://www.denvergov.org/DSfees).
- Once approved, the zone lot amendment survey will be recorded with the Clerk and Recorder.

### **Next Steps**

Your zone lot amendment proposal may be referred to other agencies for review. Your reviewer will provide guidance throughout the review process. During the review, you may be required to reconfigure your assessor tax parcel or obtain a new address. Visit [www.denvergov.org/assessor](http://www.denvergov.org/assessor) for parcel reconfigurations and [www.denvergov.org/survey](http://www.denvergov.org/survey) for a new address.

Once you have an approved zone lot, a valid Denver address, and an aligned tax parcel, you can apply for zoning and building permits. Learn more about permitting at [www.denvergov.org/DS](http://www.denvergov.org/DS).

**Questions?** [ZoningAdministration@denvergov.org](mailto:ZoningAdministration@denvergov.org) or (720) 865-2606. Please allow up to 48 hours for a response.



**Application to Amend the Boundaries of a Designated Zone Lot**

**PRE-APPLICATION MEETING REQUEST (THIS PAGE MUST BE COMPLETE TO PROCESS)**

We will do our best to accommodate your request. Please indicate all preferred days and times. If you have other considerations, please include them below.

Monday    Tuesday    Wednesday    Thursday    Friday    A.M.    P.M.    Any

Preferred Dates: \_\_\_\_\_

Comments:

**DESCRIBE YOUR REQUEST**

**REQUEST APPROVAL TO**  **SPLIT** /  **COMBINE** /  **RECONFIGURE** \_\_\_\_\_ **# ZONE LOT(S) INTO** \_\_\_\_\_ **# ZONE LOT(S)**

Do you plan to develop the new zone lot(s)?  No    Single family    Duplex    Multifamily    Non-residential

Will any structures remain on any zone lot?  No    Yes, what? \_\_\_\_\_

Provide details of any proposed future use or development:

**APPLICANT CONTACT INFORMATION (IF NOT PROPERTY OWNER)**

Name:

Email:

Phone:

Relationship to Owner:

**EXISTING ZONE LOT 1**

Address:

Schedule Number ( visit [www.denvergov.org/property](http://www.denvergov.org/property) ):

Zone District ( visit [www.denvergov.org/zoning](http://www.denvergov.org/zoning) example - U-MX-3 ):

Current Use of Zone Lot ( example - Two-Unit Dwelling ):

Zoning Code Building Form ( example - Urban House or Duplex ):

Lot Type ( check one ):

Interior    Corner    Flag lot

Legal Description ( visit [www.denvergov.org/property](http://www.denvergov.org/property) ):

Zone Lot 1 Owner	Name:	
	Email:	Phone:
	To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.	
	Signature ( Owner or Authorized Agent ): _____	
Full Name ( Print ): _____		Date: _____



**EXISTING ZONE LOT 2 (IF APPLICABLE)**

Address:		Schedule Number ( visit <a href="http://www.denvergov.org/Property">www.denvergov.org/Property</a> ):	
Zone District ( visit <a href="http://www.denvergov.org/zoning">www.denvergov.org/zoning</a> example - U-MX-3 ):		Current Use of Zone Lot ( example - Two-Unit Dwelling ):	
Building Form ( example - Urban House or Duplex ):		Lot Type ( check one ): <input type="checkbox"/> Interior <input type="checkbox"/> Corner <input type="checkbox"/> Flag lot	
Legal Description: ( visit <a href="http://www.denvergov.org/Property">www.denvergov.org/Property</a> )			
Zone Lot 2 Owner	Name:		
	Email:	Phone:	
	To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.		
	Signature ( Owner or Authorized Agent ): _____		
Full Name ( Print ): _____ Date: _____			

**PROPOSED ZONE LOT 1**

New Address:
Legal Description:

**PROPOSED ZONE LOT 2**

New Address:
Legal Description:

Attach a separate sheet to submit information, including owner signatures, for additional existing or proposed zone lots.

**Submittal Checklist**

Your review will begin once all items listed below have been received. Include addresses on all pages submitted.

- Completed zone lot amendment application
- Improvement Survey Plats (ISPs) containing the information listed on page 4 (Either submit one ISP that shows both the existing and proposed zone lots, or submit a separate ISP for each)
- Power of attorney, if acting as an agent for the property owner, or proof of ownership for corporate entities (e.g., articles of organization listing owners)
- Building elevations showing base and bulk planes if any part of a single-family or duplex dwelling, or accessory structure (including eaves, overhangs, etc.), will be 5 feet or less from a new zone lot line. Elevations are also required if any part of a structure is, or will be, within 1 foot of the bulk plane.
- If an existing structure will remain on an amended zone lot, submit the calculated building coverage of each zone lot using the assigned building form’s maximum building coverage standard; from the zoning code.



**Minimum requirements for Improvement Survey Plats (ISP)**

All ISPs must be prepared by a Colorado-registered professional land surveyor. ISPs must be complete, accurate, and consistent with the Colorado Revised Statutes for land surveyors. **Boundary surveys or survey certificates will not be accepted.** Staff may request additional information depending on the specific project.

**ISPs must include all items below, for both existing and proposed zone lots:**

- A fully dimensioned ISP showing all existing structures, if any exist.
- Existing and proposed zone lot information, shown in both graphic and written form (legal descriptions) and including the total zone lot area.
- Zoning calculations and information, including zone lot width and area, zone district, **and building form\***
- Drawn to a commonly recognized scale. Drawings that are subsequently reduced/ scanned and cannot be verified for dimensions cannot be reviewed.
- When showing vacated public alleys, drives, or other right-of-way (ROW) as part of the zone lot, submit a deed and title policy that clearly shows ownership of all or a portion of the vacated ROW

**ISPs for zone lots that are not vacant (structures/fences exist) must also include the items listed below for both existing and proposed zone lot conditions:**

- Use, location, height, and material of all structures (including fences, sheds, etc.). Height must be measured from the zoning base plane(s) - see Tip Sheet #2.
- Setback dimensions for all structures from all zone lot lines
- Locations and dimensions of all building eaves, projections, and overhangs, measured from the exterior surface of the wall
- Front and rear spot grade elevations at the zone lot depth line (e.g., 65%/35% or 80%/20%)
- Area of each structure's footprint
- Reference lots to establish a block-sensitive primary street setback - see Tip Sheet #1.

Visit [www.denvergov.org/commercialzoning](http://www.denvergov.org/commercialzoning) to find zoning tip sheets for zone lot amendments.

*\*A building form must be declared or one will be assigned by staff.*

**STAFF APPROVAL - FOR INTERNAL USE ONLY BELOW THIS LINE**

Amended zone lot(s) must comply with the following requirements:

- USE \_\_\_\_\_  BUILDING FORM \_\_\_\_\_  WIDTH \_\_\_\_\_  AREA \_\_\_\_\_
- SETBACKS  SDP  STRUCTURE (LEGAL STATUS)  OPEN SPACE / LOT COVERAGE
- FRONTAGE  BULK CONTROL  ACCESSORY USE(S)  PARKING/LOADING
- APPROVED  DENIED - For the following reason(s): \_\_\_\_\_

Signature ( Zoning Administrator or Delegee ) \_\_\_\_\_

Full Name ( Print ) \_\_\_\_\_ Date \_\_\_\_\_

20\_\_\_\_-ZLAM-000\_\_\_\_\_

20\_\_\_\_-ZLMASTER-000\_\_\_\_\_