

**DENVER ASSESSOR'S PARCEL RECONFIGURATION FORM
INSTRUCTIONS**

This process is strictly voluntary on the part of the Assessor's Office. Staff may deny a Parcel Reconfiguration Request at their discretion.

NOTE: All outstanding taxes on parent parcel(s) must be paid before Assessor's Office the request. Please contact Treasury Division's Special Accounts Section at 720-913-9500 with any concerns.

1. Ownership on all currently established parcels must be identical. All owners on record must be listed and sign this form. If an owner(s) provides a contact email Assessment staff will send new parcel record(s) information to this email when new records have been established.
2. An Improvement Survey Plat or Improvement Location Certificate with the new legal description(s) must be included with the Parcel Reconfiguration Form. Record the Parcel Reconfiguration Form and the Survey Plat as one document, with the Survey Plat recorded in its original, large format size. *

A Survey Plat is not required for a parcel combination; however, owner is required to provide the legal descriptions for the current, existing parcels and for the end-result combined parcel.

If the requested new parcel(s) contains air rights, a condominium declaration must be recorded instead of the Parcel Reconfiguration Form.

3. Addresses for new parcels must be obtained from the Public Works Right of Way Section prior to submitting the Parcel Reconfiguration Request form. If more than 4 new addresses are required, addresses should be listed on the accompanying Survey Plat or additional sheet. The Public Works Right of Way Section may be contacted at 720-865-3002. PLEASE NOTE: Requests that do not have necessary and valid addresses will not be processed.
4. The property owner must record the Parcel Reconfiguration Form with the Denver County Clerk and Recorder's Office. It is solely the owner's responsibility to ensure recorded documents are recorded legibly. *

** Assessor's Office will not process recorded documents with illegible legal descriptions. Documents required to process parcel reconfigurations that are recorded with illegible legal descriptions will need to be rerecorded.*

IMPORTANT! Please Read

- 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.
- Please allow enough time for this process within your schedule. The reconfiguration of parcels will take up to 8 weeks for new parcel number assignments. This does not include the time-period for process completion.
- Parcel Reconfiguration Request forms will be processed in the order that they are recorded through the Clerk & Recorder's Office. Assessor's Office staff will not accept reconfiguration request forms submitted directly to the Assessor's Office.
- Assessor's Office staff cannot provide legal guidance, and will not review documents prior to recording. The property owner should seek professional advice for any questions or concerns about preparing legal document(s). It is the owner's responsibility to ensure that recorded documents and legal descriptions meet criteria for establishing tax parcels to fulfill the functions of the Assessor's Office.