DENVER ASSESSOR’S PARCEL RECONFIGURATION FORM
(up to 4 new parcels maximum)
PLEASE READ ATTACHED INFORMATION SHEET!

☐ SPLIT  ☐ COMBINATION

Date: ______________

1. PROVIDE SCHEDULE NUMBER FOR PARCEL(S) AND OWNER INFORMATION

Current Schedule Number(s):  _________________________________________

Owner/Entity Name: ____________________________________________

Additional Owner Name: __________________________________________

Email Address: † ____________________________________________

Mailing Address:  _________________________________________

Telephone Number:  _________________________________________

† Owner may provide email address and we will send new parcel records (new schedule numbers and legal descriptions) after they’ve been established. Please note: values and land area will not be available until the process has been completed by the appraisal staff.

2. ATTACH CURRENT & NEW LEGAL DESCRIPTIONS OR IMPROVEMENT SURVEY PLAT*

*Improvement Survey Plat must contain current and new legal descriptions
* Improvement Survey Plat must be recorded along with this form and in ORIGINAL PLAT SIZE
*An Improvement Survey Plat is not required for a combination request, but the owner must supply the legal description for the end-result combined parcel, in addition to legal descriptions for existing parcels.

3. LIST ADDRESSES AS ISSUED BY DENVER’S ADDRESSING GROUP

Please Note: Assessor’s Office will not process reconfiguration request without assigned addresses from Public Works Right of Way Section.

ALL new parcels, including separated Garage Parcels, require valid addresses assignments.

Address 1:  _______________________ Address 5 (Garage):  _______________________
Address 2:  _______________________ Address 6 (Garage):  _______________________
Address 3:  _______________________ Address 7 (Garage):  _______________________
Address 4:  _______________________ Address 8 (Garage):  _______________________

NOTICE

THIS FORM IS INTENDED FOR RECONFIGURATION OF 4 PARCELS MAXIMUM!
Reconfiguration requests exceeding this limit will not be processed.

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. Parcels for townhome projects must be reconfigured by a recorded townhome declaration. 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.

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.

___________________________ Notary Public
My commission expires: _________________
DENVER ASSESSOR’S PARCEL RECONFIGURATION FORM

INSTRUCTIONS (up to 4 new parcels maximum)

This process is strictly voluntary on the part of the Assessor’s Office, and staff may deny a Parcel Reconfiguration Request form at their discretion.

Assessment Staff will not accept reconfiguration request forms submitted to the Assessor’s Office. Parcel Reconfiguration Request forms will be processed in the order that they are recorded and through the Clerk & Recorder’s Office.

The reconfiguration of parcels will take between 6 to 8 weeks to complete. Please allow enough time for this process within your schedule. Assessor's Office staff will not make any exceptions to this policy. The new parcel(s) won't be available on the Denvergov website until appraisal staff has reviewed; however, if an email is provided on the form, The Assessor's Office will email you the database records for the new parcels after new parcel numbers have been established, approximately 3 to 4 weeks after form has been recorded.

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.

NOTICE

THIS FORM IS INTENDED FOR RECONFIGURATION FOR 4 NEW PARCELS MAXIMUM!

Reconfiguration requests exceeding this limit will not be processed.

Property owner(s) must adhere to the following steps in order to subdivide or combine a parcel(s) of land involving a maximum of 4 parcels for splits:

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

2. The property owner must record the Parcel Reconfiguration Request form with the Denver County Clerk and Recorder's Office. Reconfigurations involving more than four new parcels will not be processed: parcels for townhome projects must be reconfigured by a recorded townhome declaration; condominiums must be reconfigured per recorded condominium declaration. Parcels deemed part of a resubdivision process will be referred back to the owner to follow up with the Denver Engineering’s Surveying section.

NOTE: A Declaration for Party Wall Agreement is not used by the Assessor’s Office in the splitting of a parcel(s).

3. Ownership on all currently established parcels must be identical.

4. Addresses for new parcels must be obtained from the Public Works Right of Way Section prior to submitting the Parcel Reconfiguration Request form. The Public Rights of Way Section may be contacted at 720-865-3002. Requests that do not have necessary and valid addresses will not be processed.

5. An Improvement Survey Plat with the new legal description(s) must be included with the Parcel Reconfiguration Form as an attachment. The Parcel Reconfiguration Form and the Improvement Survey Plat must be recorded as one document, with the Improvement Survey Plat recorded in its original, large format size. Parcel Reconfiguration Request forms with illegible Improvement Survey Plats will not be processed.

6. An Improvement Survey Plat is not required for a parcel combination; however, the legal descriptions for the current, existing parcels and for the end-result combined parcel must be provided by owner.

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

7. Assessment personnel 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 any legal document(s).