



DENVER ASSESSOR'S PARCEL RECONFIGURATION FORM
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*

*Survey Plat must contain current and new legal descriptions
*Survey Plat must be recorded along with this form and in ORIGINAL PLAT SIZE (typically, 36 inches by 24 inches)
*A 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 requests without assigned addresses from Public Works Right of Way Section.
ALL new parcels, including separated Garage Parcels, require valid addresses assignments.
If you have more than 4 new addresses, the new assigned addresses must be included either on the survey or additional sheet with this recording.

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

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.

Assessor will not process without the signature(s) of the property owner(s). Please sign and notarize. The form, and substantiating documents, must be recorded with the Office of the Clerk and Recorder for the City and County of Denver. Assessor's Office will not process recorded documents which are illegible.

Signature _____

Printed Name (and Title for Entities) _____

Signature _____

Printed Name (and Title for Entities) _____

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

The foregoing instrument was acknowledged before me on the ____ day of _____, 20__,
by _____, _____ as Property Owner(s).

Witness my hand and official seal.

____ Notary Public

My commission expires: _____

**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. A 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.