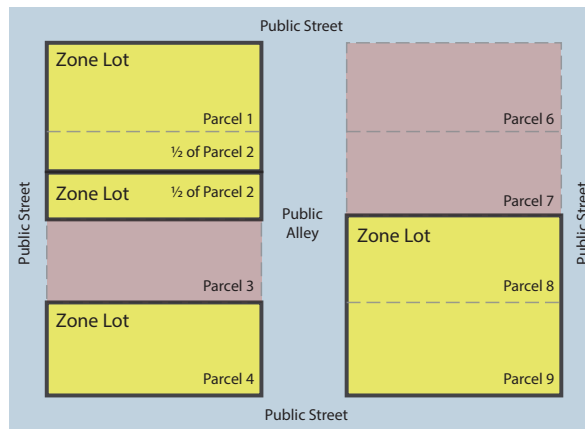


## How do I ensure that my property will maintain its development rights if I do a parcel reconfiguration?

Denver uses a “parcel” to levy and collect property taxes. In comparison, Denver uses a “zone lot” to identify a buildable piece of land in the city.

An approved zone lot will meet zoning code requirements for minimum size, minimum width, required frontage on a public street, and in some cases, limits on structures and uses. A zone lot could have the same boundaries as a single tax parcel but it could also contain multiple tax parcels or only portions of a tax parcel.

Because there are some important differences between creating tax parcels and creating buildable zone lots, it is important to determine whether your proposed parcel reconfiguration will meet zoning standards for development.



*A zone lot can contain one or more Assessor parcels, or portions of Assessor parcels. Additionally, an Assessor parcel can contain one or more zone lots.*

## If you answer “yes” to any one of the questions below, then talk to zoning before submitting your parcel reconfiguration.

- Do you want to create a new, vacant parcel?
- Do you want to combine parcels or parts of parcels (e.g., sell side yard to a neighbor)?
- Will the parcel changes result in one or more smaller parcels that you intend to sell or use for new development?
- Will your parcel(s) be on a private street?
- Will existing buildings remain on one or more of the parcels?
- Will there be any “jogs” in the interior parcel line(s)?
- Will your parcel(s) have narrow street frontage and greater land area farther away from the street (known as a “flag lot”)?

**Exception!** When you are establishing new tax parcels to divide ownership of an existing duplex or triplex structure, but the outside boundaries of the zone lot are not changing, you do not need to consult with zoning.

## Tip: Change your zone lot, then your parcel

Depending on the zoning implications, you likely need to begin by amending the buildable zone lot through a zone lot amendment. Your zone lot amendment application is reviewed by Community Planning & Development staff. The reviewer will indicate if/when it is appropriate to complete a parcel reconfiguration for your proposed zone lot(s).

## Here’s an example...

Bob wants to split his 6,000-square-foot tax parcel into two, 3,000-square-foot parcels so he can build and sell a house on one of the new parcels. Because Bob answered yes to some of the questions in this pamphlet, he checks with zoning first. He discovers that he would have to go through the zone lot amendment process to prepare the land for development, but the zoning code establishes a minimum size of 6,000 square feet for all zone lots in his neighborhood. Therefore, he would not be able to achieve his goal of building a house on his second parcel, because his zone lot would have to remain at 6,000 square feet, regardless of how many tax parcels it contains. In this case, Bob would not pursue a parcel reconfiguration or zone lot amendment because he cannot achieve the outcome he wants.

## Please plan ahead!

The initial review of a zone lot amendment application can take 3 to 4 weeks. Additional time may be necessary to respond to staff’s comments/questions and complete the review.

Completing a parcel reconfiguration through the Assessor’s Office takes about 3 to 6 weeks during most of the calendar year. However, no new parcel reconfigurations are processed during the months of April, November, or December, so please plan ahead. Also, make sure you have valid Denver addresses prior to submitting the parcel reconfiguration form.

