

Required Land Use Permits (Type I Process ²)	Code Section	Fees ¹
Lot Consolidation	MCC 39.9200 Consolidation of Lots and Parcels	\$551

¹ Land Use Planning’s complete fee schedule can be found at <https://multco.us/landuse/land-use-planning-fees/>

² See MCC 39.1105 Summary of Decision Making Processes for more information about process procedures

KEY ISSUES: LAND USE

1. The Pre-Filing Meeting request form characterizes the proposed project as a lot consolidation.
2. In order for the County to be able to approve any land use application for development or building permits, the property must be in full compliance with all applicable codes [39.45451250]. Full Compliance means the property is a Lot of Record, any structures on site were properly reviewed or permitted, and any conditions from previous land use decisions have been satisfied.
 - a. Lot of Record: As part of land use case T2-2021-14361, the County determined that the property is not a legal Lot of Record. Completion of the Lot Consolidation request would correct any potential issues and the resulting consolidated property would be a Lot of Record.
 - b. Permits: As part of the Lot Consolidation application, copies of any permit records in either the applicant’s or the property owner’s possession should be included. This will assist the County in reviewing the various buildings on the property.

Lot Consolidation (Type I – Land Use Permit)

3. Consolidation of multiple lots created by “metes and bounds” deed descriptions may be approved under a Type I review if both of the subject parcels proposed for consolidation were created by deed instruments prior to October 19, 1978, (the effective date of Ord. 174) as follows:
 - a. An application and fee must be submitted to the Land Use Planning office. The contents of the application shall include maps, copies of all current deeds, a title report, an affidavit signed by the owner that verifies that the owner has the authority to consolidate the parcels, and any supplementary material that is determined by the Planning Director to be necessary and relevant to demonstrate compliance with the standards in MCC 39.9200(C)(1)(b).
 - b. The Planning Director will provide a written report verifying that:
 - i. The subject parcels are in the same ownership and there are no financing or ownership obstacles to completing the consolidation;
 - ii. The parcels to be consolidated are either existing Lots of Record or the act of consolidation will correct a past unlawful land division.
 - c. You will need to submit to the Planning Director a copy of an unrecorded deed that conforms to the requirements of the Director’s report. Following, you will need to record the approved deed that accurately reflects the approved parcel consolidation.

- d. You will need to provide a tentative plan map showing the property lines that are to be removed for review by Land Use Planning and the County Surveyor prior to recording the final map with the County Recorder.

NEXT STEPS:

1. **Type 1 Application Form:** When filling out the General Application Form, you must state the applications you are requesting at the bottom of the form. An example would be “We are requesting a Lot Consolidation of two properties known as 2N1W21-01100 and 2N1W21-01200.” In addition, all property owners must sign the form. If not all property owners will fit on the form, you may provide a Letter of Authorization with additional property owners’ signatures. [MCC 39.1115]
2. **Application Narrative:** You will need to prepare a written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section [see the ‘Summary of Applicable Permits, Codes...’ section of these notes]. In your narrative, list the code reference you are responding to, then your response to that criterion. At the end of your response, you may reference any documents (i.e. Site Plan) included in your application that support your response. An example of the narrative format is shown below:

Significant Environmental Concern – wetland (SEC-w) Permit:

MCC 39.12345(A)(1): All required site plans and information listed in (A)(1) are included in this application. See Exhibits 4 – 12.

MCC 39.12345(B)(2): The proposed lot consolidation will not affect the fish and wildlife resources, flood storage, water quality or visual amenities characteristic of the wetlands in their pre-development state. See the Mitigation and Monitoring Plan included as Exhibit 2.

MCC 39.12345(C)(3): The design, bulk, construction materials, color and lighting of building, structures and signs shall be compatible with the character and visual quality of areas of significant environmental concern. See Exhibits 3.1-3.5 for a list of proposed building materials and conceptual building/structure elevations.

3. **Site Plan(s) / Building Plan(s):** Prepare your site plan(s) and building plan(s) according to the requirements listed in the ‘Application Checklist’ below and the various permit sections. Please note that additional requirements apply for certain permit types (i.e. SEC-s). The applicable code sections for each permit type outline any additional site plan / building plan requirements. Please make sure that your plan clearly identifies what is existing and what is proposed.
4. **Other Documents:** Prepare all other documents, including those documents listed in the ‘Application Checklist’ below. Make sure your service provider forms include all documents returned to you by the service provider after they complete their review.

APPLICATION SUBMITTAL

Please refer to the checklist below as you prepare to submit your application packet. The following website contains all Application and Service Provider forms: <https://multco.us/landuse/application-materials-and-forms/>.

To submit an application packet, email your materials to LUP-Submittals@multco.us. We will send you a digital invoice via email and you will need to pay with a credit or debit card. Your application is not “submitted” until such time as we receive full payment of your invoice.

Application Checklist		Required	Included
1.	Completed Type I Application Form: signed by all property owners and the applicant along with the required fee(s). Remember to state what applications you are requesting.	X	
2.	Narrative: Written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section. List the code reference you are responding to in your narrative, then your response to that criterion. Applicable criteria you must address in your narrative are previously listed in these notes. Reference in your narrative any supporting documents you are attaching (including required site map) to demonstrate how your proposal meets a particular code criterion.	X	
3.	<p>Scaled Site Plan: The site plan shall be drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1’= 1/2” or 1’ = 1/8”). The site plan for shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boundaries, dimensions, address and size of the subject parcel; <input type="checkbox"/> Date, north arrow, scale; <input type="checkbox"/> Location of watercourses or drainage features on or near the property. <input type="checkbox"/> Location, size, and label of all proposed and existing buildings and structures; distances from buildings and structures to property lines (measured to nearest point of the building); and buildings to be removed; <input type="checkbox"/> Location of the existing well and septic system (tank, drain field & replacement field) and storm water system (existing and/or proposed); <input type="checkbox"/> Contour lines and topographic features such as ravines or ridges; <input type="checkbox"/> Proposed fill, grading, site contouring or other landform changes; <input type="checkbox"/> Location and predominant species of existing vegetation on the parcel, areas where vegetation will be removed, and location and species of vegetation to be planted, including landscaped areas; <input type="checkbox"/> Location and width of existing and proposed driveways, and service corridors; <input type="checkbox"/> Location of abutting public right-of-way with distances from the right-of-way line to the centerline of the adjoining road; and <input type="checkbox"/> Location and width of existing, proposed, and/or altered access points/driveway cuts to the property. 	X	
4.	Unrecorded Deed: That conforms to the requirements of the Director’s report that accurately reflects the approved parcel consolidation.	X	

APPLICATION COMPLETENESS

Once an application is submitted, it will be assigned to a planner. The planner has 30 days, by state law, to determine whether the application is complete. If an application is incomplete, the

applicant has 180 days, by state law, to submit the requested additional information to make the application complete. If your application is found to be incomplete, we request that you submit the additional information required in one packet rather than trickling information in. This avoids confusion as to whether or not you intend to submit additional information, and allows us to act on your application more quickly.

ADDITIONAL ASSISTANCE

Please contact staff planner Rithy Khut at (503) 988-0176 or via email at rithy.khut@multco.us with any questions regarding your application or the notes. If your planner is out for the day or on vacation, please send them an email and they will respond as soon as they are able when they return. Once you are ready to submit your application, please send it to LUP-submittals@multco.us. Additional fees may need to be paid after the conclusion of the land use process to ensure compliance with conditions of approval and to allow the project into building plan check.