



Assessor's Department  
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## BOUNDARY LINE ADJUSTMENT PROCEDURE

Pursuant to C.R.S. 38-44-112, any uncertain boundary that is in dispute may be determined and permanently established by written agreement of all parties accompanied by a surveyed map thereof that shall be recorded. This boundary line adjustment (BLA) procedure applies to property owners who wish to amend the adjoining boundaries between adjacent "metes and bounds" parcels in unincorporated Garfield County. If one of the properties is a lot located within a recorded subdivision or a platted lot, that owner shall also be required to seek approval from the Board of County Commissioners for an amended plat which is more fully defined in Article 5 of the Garfield County Land Use and Development Code.

SUBMITTAL AND PROCESS INFORMATION	
<input type="checkbox"/> Attend Pre-BLA meeting with Garfield County Assessor's office  Staff Reviewed on _____ (date) by _____ (name of reviewer)	Meet with administrative staff in Assessor's office to review proposed BLA. <b>Assessor shall provide no legal advice. If legal advice is needed, applicant shall seek its own counsel.</b>
<input type="checkbox"/> Draft Letter of Explanation	Describe the BLA, including without limitation, the parcel numbers for the disputed boundary.
<input type="checkbox"/> Execute Boundary Line Adjustment Affidavit	Make sure all signatures are notarized.
<input type="checkbox"/> Prepare Legal Description of Land Being Conveyed Labeled "Exhibit A" to attach to Affidavit	Attach to the Affidavit as Exhibit A. It must legally describe the land being conveyed.
<input type="checkbox"/> Prepare Surveyed Map of Land Being Conveyed	Surveyed map is required by statute. If the map is prepared by a licensed professional land surveyor, monuments shall be set for any line, corner, or boundary included in the agreement pursuant to C.R.S. 38-44-112.

<input type="checkbox"/> Prepare Deed for Property Being Conveyed	<p>The deed, normally a quit claim deed, must transfer the land being conveyed (Exhibit "A") with a statement noting the Garfield County Assessor Parcel Number to which the Exhibit "A" parcel is being merged.</p> <p>For Example: at the end of the legal description for the land being conveyed (Exhibit "A") state: "said parcel is to be merged with a tract of land presently identified as Parcel no. _____ in the records of the Garfield County Assessor's records, and said parcel cannot be sold separately from the merged tract of land."</p> <p>The quit claim deed must merge Exhibit "A" with the parcel to which the land is being added. The Exhibit "A" parcel cannot be sold separately at a later date.</p>
<input type="checkbox"/> Final Meeting with Assessor's Office  Staff Reviewed on _____ (date) by _____ (name of reviewer)	Review final BLA documents with administrative staff in Assessor's office prior to recording of documents to verify completeness.
<input type="checkbox"/> Record the Letter of Explanation, Affidavit and Exhibit A as one recorded document	Record in the Garfield County Clerk and Recorder's office.
<input type="checkbox"/> Record Surveyed Map	Record in the Garfield County Clerk and Recorder's office.
<input type="checkbox"/> Record Quit Claim Deed for Property Being Conveyed	Record the quitclaim deed for the property being conveyed.



## BOUNDARY LINE ADJUSTMENT AFFIDAVIT

The undersigned affiants being first sworn upon thereof, depose and state as follows:

- 1) We are the owners of the following real properties in the unincorporated area of Garfield County:

Property Owner #1: Reception no.\_\_\_\_, Book no.\_\_\_\_, Page no. \_\_\_\_\_ in the records of the Clerk and Recorder, Garfield County also known as Parcel No. \_\_\_\_\_ in the Garfield County Assessor records.

Property Owner #2: Reception no.\_\_\_\_, Book no.\_\_\_\_, Page no. \_\_\_\_\_ in the records of the Clerk and Recorder, Garfield County also known as Parcel No. \_\_\_\_\_ in the Garfield County Assessor records.

- 2) We are desirous of adjusting the boundary lines of our parcels and/or lots and sign this Affidavit in accordance with the Garfield County Land Use and Development Code.
- 3) Property # \_\_\_ wishes to convey land to Property # \_\_\_\_\_. Said land being conveyed is described in Exhibit A which is attached hereto and incorporated herein by reference.
- 4) We hereby represent that no new parcels or lots will be created and therefore, that Garfield County will not be required to issue any building permits, other than what it would be required to issue for the already existing parcels or lots.
- 5) We hereby represent that none of the parcels or lots involved in this boundary line adjustment are part of a previously platted subdivision of record. If one of the lots to be amended is a lot in a previously recorded subdivision, then a Final Plat Amendment is required which is more fully defined in article 5 of the Garfield County Land Use and Development Code.
- 6) We hereby represent that upon completion of this boundary line adjustment neither of the parcels or lots are less than 35 acres.
- 7) We hereby represent that the boundary line adjustment made reference to herein will not cause the loss of access by road or to utilities, to any parcel or lot involved.
- 8) We hereby represent that the boundary line adjustment being made will not result in any of the parcels or lots involved being less than the minimum lot size in their applicable zone district allowed as a result of the boundary line adjustment or create any non-conforming setbacks for any existing structures.
- 9) We hereby represent that a copy of the Affidavit will be recorded with the Garfield County Clerk and Recorder.



## **EXHIBIT A**

ATTACH Legal Description  
of land being conveyed