



## Information Sheet: Lot Clusters

Clustering lots removes lot lines between two or more adjacent lots. In order to complete a Lot Cluster, you will need to follow the steps below:

1. **SUBMIT A COMPLETE APPLICATION.** Including:
  - a. Recorded Warranty Deeds
  - b. Tax certificate for proof of taxes paid
  - c. Homeowners Association Approval – Include written approval from an HOA (if applicable).
  - d. **CONSENT BY UTILITIES.** As applicable, notarized letters of consent to the lot cluster from utility companies whose facilities are located in legal easements on or adjacent to the proposed clustered lots and a copy of the easement agreements, if such agreements exist.
    - i. **NOTIFY UTILITIES.** You will be required to contact the utility providers in your area and have them either vacate the utility easements, or consent to the lot cluster, if any utility easements exist. For your convenience, below are phone numbers and links to utility companies that serve properties in Gunnison County. It is up to you to determine which utilities need to be contacted. There may also be other municipal or county facilities that serve your property, which we will determine that at the time of your submittal.
  - e. **CONSENT OR SUBORDINATION BY LIEN HOLDERS.** As applicable, notarized letters of consent or a signed and notarized subordination to the lot cluster from lien or mortgage holders of the individual pre-clustered lots.
2. **SUBMIT A COMPLETED “LOT CLUSTER AGREEMENT AND DECLARATION” FORM WITH NOTARIZED SIGNATURES.** – This form must be completed with notarized signatures in order to be brought before the Board of County Commissioners for their signature. z
3. **PAY APPLICATION FEE**
4. **SITE PLAN.** The site plan shall include the following:
  - a. **LOTS TO BE CLUSTERED.** The lots whose shared boundaries will be vacated by the Lot Cluster Agreement, the name of subdivision in which the lots are located, if applicable, and the numbers of the lots.
  - b. **ADJACENT LOTS.** The lots immediately adjacent to all boundaries of the lots that will be clustered.
  - c. **ROADWAYS.** Platted development, County or other public, state or federal roadways adjacent to the proposed clustered lots.
  - d. **EASEMENTS.** Location of legal easements, including trails, adjacent to and across the proposed clustered lots.

<p><b><u>HOLY CROSS ENERGY</u></b> 970-945-5491</p>	<p><b><u>ATMOS ENERGY</u></b> 970-641-2729 719-275-3338 888-286-6700</p>	<p><b><u>GUNNISON COUNTY ELECTRIC ASSOCIATION (GCEA)</u></b> 970-641-3520 800-726-3523 <a href="mailto:gcea@gcea.coop">gcea@gcea.coop</a></p>
<p><b><u>CENTURY LINK</u></b> <a href="mailto:nre.easement@centurylink.com">nre.easement@centurylink.com</a></p>	<p><b><u>VISIONARY BROADBAND</u></b> 108 Tomichi Ave. Gunnison, CO 970.642.1100</p>	<p><b><u>SPECTRUM</u></b> 833-949-0036</p>
<p><b><u>EAST RIVER REGIONAL SANITATION DISTRICT &amp; SKYLAND METROPOLITAN DISTRICT</u></b> 350 Country Club Dr. # 2A Crested Butte, CO 970-349-7411</p>		

**STAFF REVIEW.** The Community Development staff will review for completeness. Once the application has been deemed complete it will be reviewed by the Director of Community Development and the County Attorney. If they determine the application complete, it will be put on a Board of County Commissioners (BOCC) meeting agenda for their consideration. If the BOCC approves the request, the *Lot Cluster Declaration and Agreement* will be signed by the BOCC and you will then be responsible to have the *Lot Cluster Declaration and Agreement* recorded. You may send our office the fee to record your lot cluster and we will have it recorded. **The lot cluster is not complete until it is recorded in the County Clerks records.**



**NOTICE REGARDING U.S. FISH AND WILDLIFE SERVICE DETERMINATION THAT GUNNISON SAGE-GROUSE IS A THREATENED SPECIES**

- The U.S. Fish and Wildlife Service has determined, effective December 22, 2014, threatened species status under the Endangered Species Act of 1973, as amended, for the Gunnison Sage-grouse.
- Gunnison County approval of this County permit is not U.S. Fish and Wildlife Service approval of any activity described or authorized by this County permit.
- Gunnison County is not and does not act as your representative with regard to consultation with the U.S. Fish and Wildlife Service or performance of U.S. Fish and Wildlife Service requirements.