

## PROCEDURES FOR LOT COMBINATIONS

1. APPLICANT SENDS A LETTER TO THE VILLAGE OF ANGEL FIRE REQUESTING RELEASE OF EASEMENT BETWEEN LOTS \_\_\_\_\_ & \_\_\_\_\_ (ETC.) IN SUBDIVISION \_\_\_\_\_
2. ALONG WITH YOUR LETTER OF REQUEST, SEND A CHECK TO THE VILLAGE OF ANGEL FIRE FOR \$125.00.
3. ALSO INCLUDE COPIES OF WARRANTY DEEDS VERIFYING THE TITLES TO THE PROPERTIES.
4. AT THE SAME TIME THE LETTER OF REQUEST IS SENT TO THE VILLAGE OF ANGEL FIRE, LETTERS MUST ALSO BE SENT TO THE FOLLOWING:  
KIT CARSON ELECTRIC COOP.  
ATTN: Release of Easement  
PO BOX 578  
TAOS, NM 87571 (PH. 800-688-6780)

### CENTURY LINK (QWEST)

NRE easement@centrylink.com

Personnel at this address will assign an agent to your “project”  
You will get a return email with your project number(s) and  
Contact info for your assigned agent.

### REQUIREMENTS FOR CENTURYLINK & KIT CARSON:

- (1) LETTER STATING SPECIFIC REQUEST FOR RELEASE OF EASEMENT
- (2) PLAT MAP OR SURVEY SHOWING PROPERTIES TO BE COMBINED
- (3) NON-REFUNDABLE CHECK FOR \$100.00 TO CENTURYLINK ONLY
- (4) COPY OF WARRANTY DEEDS

(Note: APPLICANT OBTAINS A NEW PLAT MAP THAT SHOWS THE PIECES OF PROPERTY TO BE COMBINED ONLY IF YOU ARE USING A SURVEY CONSULTANT. YOUR MAP WILL NEED SIGNATURES FROM THE VILLAGE OF ANGEL FIRE, SIGNATURES OF PROPERTY OWNERS, AND SIGNATURE OF A NOTARY. **GET AT LEAST 5 COPIES.**)

\*\*\* YOU WILL GET THESE THREE DOCUMENTS:

- (1) THE VILLAGE OF ANGEL FIRE WILL SEND YOU A SIGNED, DATED, AND NOTRIZED RELEASE THAT DISCHARGES YOUR UTILITY EASEMENT.
- (2) CENTURY LINK (QWEST) WILL PROVIDE A QUIT CLAIM DEED THAT RELEASES THE EASEMENT BETWEEN THE LOTS BEING COMBINED.
- (3) KIT CARSON ELECTRIC COOP WILL PROVIDE YOU WITH A RELEASE THAT DISCHARGES THEIR RIGHT OF WAY EASEMENT

5. YOU SHOULD CONTACT THE COLFAX COUNTY ASSESSOR'S OFFICE TO MAKE SURE ALL OF THE TAXES ARE PAID UP AND CURRENT FOR ALL PROPERTIES
6. ONCE YOU HAVE THESE RELEASE DOCUMENTS, YOU MUST PROVIDE COPIES TO THE VILLAGE OF ANGEL FIRE. KEEP ALL ORIGINALS TO TAKE TO RATON.
7. NEXT, MAKE APPLICATION FOR A NEW CONSOLIDATION DEED. THERE IS A FORM ATTACHED TO THIS PAGE OF INSTRUCTIONS IF YOU WOULD LIKE TO USE IT, OR YOU MAY PROVIDE YOUR OWN APPLICATION. BE SURE TO RE-NUMBER YOUR LOTS: (EX. LOTS 123 AND 124 WILL BECOME LOT 123 AMENDED. KEEP IN MIND THE LOT CONTAINING A BUILDING WILL BE THE NUMBER USED AS THE AMENDED LOT).
8. THEN SUBMIT YOUR NEW DEED APPLICATION REQUEST TO THE COMMUNITY DEVELOPMENT DEPARTMENT FOR THE PLANNING AUTHORITY AND VILLAGE CLERK TO SIGN. ONCE YOU HAVE THIS TAKE IT WITH THE RELEASES TO THE COUNTY CLERKS OFFICE IN RATON. **REMEMBER THAT CERTAIN DOCUMENTS MUST BE SIGNED AND NOTARIZED IDENTICALLY TO BE ACCEPTED BY THE COUNTY CLERK IN RATON.**

\*\*\*\*\* THE COUNTY CLERK'S OFFICE IS IN RATON, NM. PHONE NUMBER: 575-445-5551. THERE WILL BE A CHARGE FOR THE FILING OF THESE DOCUMENTS.

\*\*\*\*\* YOU WILL NEED TO OBTAIN 2 ADDITIONAL COPIES OF YOUR NEW CONSOLIDATION DEED. **BE SURE TO KEEP ANY ORIGINAL DOCUMENTS THAT HAVE BEEN PROVIDED TO YOU.**

9. YOU MUST THEN SEND ONE COPY OF YOUR NEW CONSOLIDATION DEED TO THE FOLLOWING PEOPLE:
  - (1) PLANNING AND ZONING  
VILLAGE OF ANGEL FIRE  
PO BOX 610  
ANGEL FIRE NM 87710 PHONE: 575-377-3232
  - (2) MEMBERSHIP OFFICE  
PO BOX 130  
ANGEL FIRE, NM 87710