



DUPLEX SPLITS

Are you considering purchasing or selling one-half of a duplex building? The City allows the division of the property underlying the duplex and the structure itself as an exemption from the [Subdivision Regulations of the Wheat Ridge Code of Laws](#), so long as the City's requirements for access to a public street and parking are met. The transfer of property can be accomplished by deed. Here's what the City's Community Development staff recommends:

- An attorney specializing in real estate law should prepare a deed conveying the property to the new owner. The deed should contain a legal description of the property being conveyed.
- The deed must guarantee required parking and access to a public street to each owner by direct access, or through a recorded ingress/egress easement of at least ten (10) feet in width, or parking easements, as may be necessary. See [Wheat Ridge Code of Laws Sec. 26-402.C.6](#).
- A drawing prepared by a professional land surveyor should be included as an exhibit to the deed showing the portion of the lot being conveyed.
- The deed must be in a format acceptable to the Jefferson County Clerk and Recorder's office where it will be recorded. A standard "Bradford" deed form is usually acceptable. These forms are available at most book or stationery stores.

Other items you may want to consider:

- You should consider having a party wall agreement with the other owner. Party wall agreements typically provide guidance for maintenance of the shared elements of the structure such as the common wall, roof, foundation, and shared utility service lines. It can also address architectural issues such as the exterior look of the structure and construction of fences and sheds. Some agreements address items such as the keeping of pets and trash removal.
- You should contact the Building Official regarding structural improvements.
- You should contact the utility providers regarding utility upgrades.
- Before executing the deed, you may want to contact your title company regarding issues related to title of the property.
- You may also want to contact your homeowner's insurance carrier and the Jefferson County Assessor's office to see if there are any property tax implications.

These documents are not reviewed by the City and the City makes no guarantee as to the acceptability of any documents to a title company, attorney or the County Assessor or Clerk and Recorder's Office. It is strongly recommended that you seek the services of a qualified land attorney to prepare and record the proper documents.

For more information regarding zoning on your property or land use development regulations in the City of Wheat Ridge, please contact our office at 303-235-2846.