



www.larimer.org  
**Planning Department**  
 200 W. Oak Street  
 3<sup>rd</sup> Floor  
 Fort Collins, CO 80521  
 970-498-7683

# 1041 PERMIT APPEAL

## *PUBLIC HEARING PHASE*

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff, review agencies, and the Board of County Commissioners to fully evaluate the 1041 Permit Appeal application. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

**Please Note:** All surrounding property owners within a minimum of 500 feet of the property boundary lines will be notified of this request. Once submitted to the County, all application materials become a matter of public record.

### SUBMITTAL REQUIREMENTS

The following items are required for all 1041 Permit Appeal applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
1.	<b>Application Form</b> – must be signed by <u>all</u> property owners and the applicant	File		
2.	<b>Application Fee</b> – current fee at the time of submittal	File	\$	
3.	<b>Written Appeal Request</b> – the appeal request must include a description of the scope of the proposed activity and evidence that supports the appeal	File, All Referral Agencies		
4.	<b>Review Criteria</b> – written explanation detailing how the appeal meets all of the review criteria as stated in Section 14 of the Land Use Code	File, All Referral Agencies		
5.	<b>Legal Description</b> – include for each parcel (should be on a separate page)	File, Newspaper Notification		

### ADDITIONAL INFORMATION

	<b>Other</b> – information as deemed necessary by the project planner
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## **ADDITIONAL RESOURCES**

**For additional process information and handouts referenced in this guide, please refer to the following:**

1. Development Review Calendar
2. Development Review Fee Schedule
3. 1041 Permit Appeal Process Guide Handout (includes review criteria)
4. Larimer County Land Use Code or view it online at [http://www.larimer.org/planning/planning/land\\_use\\_code/land\\_use\\_code.htm](http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm)

**All of the handouts mentioned in this packet are available at the Larimer County Planning Department located at 200 W Oak St. Fort Collins Colorado.**



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**Development Review Process**

What process are you applying for?

- 1041
- Appeal
- Add-on Agreement
- Amended Plat
- Boundary Line Adjustment
- Condominium Map Review
- Extended Family Dwelling
- Farmstead
- Location & Extent
- Lot Consolidation
- Minor Land Division
- Minor Special Review
- Nonconformities
- Plat Vacation
- Rezoning
- ROW or Easement Vacation
- Site Plan Review
- Special Exception
- Special Review
- Variance
- Wireless Facility
- Other:

**Application Phase**

What process phase are you applying for?

- Admin Review
- Sketch Plan Review
- Public Hearing

# Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

**GENERAL INFORMATION** – Information about people with interest in the project

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contact Person** – will receive correspondence from County staff and referral agencies

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Engineer/Surveyor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT IDENTIFICATION** (list all parcels #'s that pertain to the project):

\_\_\_\_\_

**Signatures required by ALL Property Owners and the Applicant**

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits **will not be accepted** while this application is in process.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Property Owner(s)**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Property Owner(s)**

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at [www.larimer.org](http://www.larimer.org))

\_\_\_\_\_ Date: \_\_\_\_\_  
**Applicant**

→ THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT PRE-APP ←

**PROJECT SITE INFORMATION**

Project Location: Quarter Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Project Address (if available):  
\_\_\_\_\_

Assessor's Parcel Numbers (list all parcels that pertain to the project):  
\_\_\_\_\_

Pre-Application Conference Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Pre-Application Conference attended by: \_\_\_\_\_

Proposed Request: \_\_\_\_\_  
\_\_\_\_\_

Plan Area (if applicable): \_\_\_\_\_ Lot Size(s): \_\_\_\_\_

Related Files: \_\_\_\_\_

Setback Information: \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

→ THIS SECTION IS FOR PLANNING STAFF TO COMPLETE FOR SENDOUT ←

**PROJECT SENDOUT INFORMATION**

Project Title: \_\_\_\_\_ File #: \_\_\_\_\_

Project Location Description: \_\_\_\_\_  
\_\_\_\_\_

Request (Project Description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Access: \_\_\_\_\_ Trips Generated by Proposal: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Notification Area: \_\_\_\_\_

Schedule for Hearing? **Yes** **No** Hearing Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Sign Given: \_\_\_\_\_ Paid \$: \_\_\_\_\_ Check #: \_\_\_\_\_