

November 1, 2012

*Larimer County Planning Dept.
Procedural Guide for*

ADD-ON AGREEMENTS



PLEASE NOTE: A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTING THIS APPLICATION.

PURPOSE:

The purpose of an Add-On Agreement is to allow existing, contiguous legal lots not in a platted subdivision to be combined into one parcel.

APPLICABILITY:

Contiguous legal lots can be combined by Add-On Agreement except:

- Lots in recorded Subdivisions, Planned Unit Development or Minor Residential Development approved under previous Subdivision regulations.
 - Lots in recorded Subdivisions, Planned Land Divisions, Conservation Developments or Minor Land Divisions.
 - Lots in an approved exemption, whether recorded or not.
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REVIEW CRITERIA:

To approve an add-on agreement, the planning director must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- A. The lots being combined are legal lots as defined in the definitions section. An illegally-created lot can be combined with one or more existing legal lots, if the planning director determines the resultant lot or lots are consistent with the intent and purpose of this code;
 - B. The add-on agreement will not adversely affect access, drainage or utility easements or rights-of-way serving the property or other properties in the area; and
 - C. The add-on agreement will not result in a nonconformity. For example, an add-on agreement that results in two principal buildings on one lot is not allowed.
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PROCESS:

All applications for Add-On Agreements require a Pre-Application Conference and review by the Planning Director. The decision of the Planning Director can be appealed in writing to the Board of County Commissioners under Section 22 of the Land Use Code.

SUBMITTAL INSTRUCTIONS:

- A Pre-Application Conference is required prior to submitting this application.
- The quantities of any required submittal items shall be as determined at the Pre-Application Conference.
- Applications may be submitted on any working day. All applications must be complete. Any application, which is not complete, will not be accepted, processed, or scheduled for review. If **all** of the items required to be submitted (as determined at the Pre-Application Conference) are not included in the application, you will be informed to pick up your application materials and re-submit at a later date.

SUBMITTAL REQUIREMENTS for ADD-ON AGREEMENTS

The applicant and their consultant(s) are responsible for assuring that the project meets the requirements and standards of the Land Use Code and the County Zoning District(s) for the subject property.

All submitted documents must include the project name, the date it was prepared and by whom.

Incomplete submittals will be returned to the applicant and processing will not start until a complete application is received.

Please Note: Based upon the Planning Staff's understanding of the proposal during the Pre-Application Conference, some of the following submittal information may not be required or the level of detail reduced. Some deviations from the submittal requirements may be required at a later date if requested by a referral department or agency.

- _____1. **Add-On Agreement Form** signed and dated by the property owner(s) and lienholders and signed, dated, and sealed by a Notary Public.
- _____2. **Application Form** completed and signed by all property owner(s) and the applicant.
- _____3. **Project Description:** A complete, detailed written project description is essential to the timely, effective review of a development proposal. Project review can be delayed if County staff and reviewing agencies are unable to determine what is being requested and how specific standards will be met.
- _____4. **Review Criteria:** Provide a written explanation detailing how the application meets all of the review criteria as stated in the Land Use Code for this application.
- _____5. **Deeds or legal descriptions** of the parcels to be combined in their current configuration.
- _____6. **Deed** with the legal description of the resultant parcel (obtainable from a surveyor) for recording. The deed should state that it is for the purpose of combining parcels pursuant to the Add-On Agreement.
- _____7. **Ownership and Encumbrance** - contact a Title Company for this information.
- _____8. **Application Fee:** see the current Fee Schedule in the Planning Department for the amount. Make checks payable to the Larimer County Planning Department.
- _____9. **Signed Pre-Application Conference Form and submittal checklist** by the Planning Department.
- _____10. **Recording Fees:** will be required at the time of recording. Make checks payable to Larimer County Clerk and Recorder.
- _____11. **Evidence of Eligibility:**
 - For parcels greater than 35 acres:** One copy of deeds or other legal documents that created the subject parcels and evidence that no parcel less than 35 acres remains or resulted from the creation.
 - For parcels less than 35 acres:** One copy of deeds or other legal documents which clearly demonstrate that the subject parcels are the parcels that existed on May 5, 1972, or evidence that the subject parcels were previously approved by Larimer County.

PRIOR TO THE RECORDING OF THE ADD-ON AGREEMENT:

1. Before recording of the Add-On-Agreement Documents, all prior year taxes must be paid on all parcels related to the Add-On-Agreement. Please make sure that all prior year property taxes have been paid on all parcels before submitting the final documents.

Prior to the recording of the Add-On-Agreement, the Larimer County Planning Department will verify with the Larimer County Treasurer Department that all prior year taxes have been paid on all parcels related to the Add-On-Agreement.

If the taxes have not been paid, the applicant will be notified of such by the Larimer County Planning Department and the Add-On-Agreement will not be recorded until proof has been submitted to the Larimer County Planning Department that all prior year taxes have been paid.

(Space above this line used for Recording Data)

**LARIMER COUNTY
ADD-ON AGREEMENT**

WE, the undersigned, being all of the owners/purchasers/lienholders of two parcels of land, both of which are described on surveys and/or descriptions which are attached hereto as Exhibits "A" and "B" and incorporated herein by this reference for good and valuable consideration, the receipt of which is hereby acknowledged, hereby agree as follows:

1. Both parcels shall be combined and be hereafter considered as a single parcel of land for purposes of the Larimer County Land Use Code.
2. Said Single parcel shall not again be divided into two or more parcels without compliance with the provisions of said Larimer County Land Use Code.
3. This Agreement shall be binding on the parties' heirs, successors, assigns, and personal representatives.

Owner(s) of parcel described in Exhibit "A"

Owner(s) of parcel described in Exhibit "B"

STATE OF COLORADO)
) SS
COUNTY OF LARIMER)

Acknowledged, subscribed, and sworn to before me this _____ day of _____ 20 _____,

by _____

My Commission Expires: _____ Notary Public _____

REVIEWED AND APPROVED this _____ day of _____ 20____ by the Larimer
County Planning Department

Authorized Employee

This agreement is not valid or effective unless approved by the Larimer County Planning Department and recorded by the Larimer County Clerk and Recorder. This agreement, once effective, shall be binding upon all heirs, successors, assigns and personal representatives



www.larimer.org

Planning Department

200 W. Oak Street
3rd Floor
Fort Collins, CO 80521
970-498-7683

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)

_____ 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 #: _____