

November 28, 2007

**Larimer County Planning Dept.
Procedural Guide for
CONDOMINIUM
MAPS**



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

PURPOSE:

The purpose of a Condominium Map is to provide a consistent process for creating condominium units in existing buildings.

APPLICABILITY:

An owner of an existing building seeking to convert that building into condominium units must obtain County Commissioner approval of a condominium map under review criteria listed below.

REVIEW CRITERIA:

To approve a condominium map, the county commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- A. The proposed uses in the condominium units are consistent with existing zoning of the site;
 - B. The site complies with sections 8.5 (landscaping); 8.6 (off-street parking standards); and 10 (signs);
 - C. The condominium map complies with the monumentation and plat preparation standards required by state statute; and
 - D. The applicant has submitted property owners association documents or their equivalent that address the unit owners' rights and responsibilities with respect to parking, loading and access facilities, landscaping, utilities and any other common areas and facilities on the site. The documents must also provide for perpetual maintenance of common facilities by property owners. If property owners fail to adequately maintain the common facilities, the county commissioners may take over maintenance and charge the cost to the property owners until property owners demonstrate they can adequately maintain the property.
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PROCESS:

All applications for Condominium Maps require a Pre-Application Conference and Board of County Commissioner review.

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.
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BUILDING PERMITS – PLEASE NOTE:

A building permit will not be accepted on property that has a valid application pending for review of a Variance, Special Exception, Minor Special Review, Special Review, Site Plan, Rezoning, Subdivision, Conservation Development, Planned Land Division, Minor Land Division, Amended Plat or Condominium Map.

SUBMITTAL REQUIREMENTS for CONDOMINIUM MAPS

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. _____ **Application Form** completed and signed by the property owner(s) and the applicant.
2. _____ **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.
3. _____ **Review Criteria:** Provide a written explanation detailing how the application meets all of the review criteria as stated in Section 5.12.4 of the Land Use Code for this application.
4. _____ **Property Owners Association Documents** or their equivalent that address the unit owners' rights and responsibilities with respect to parking, loading and access facilities, landscaping, utilities and any other common areas and facilities on site. The document must also provide perpetual maintenance of common facilities by property owners.
5. _____ **Utility Check Sheet** which has been reviewed and signed by all utility and ditch companies affected by this condominium map.
6. _____ **Vicinity Map** illustrating roads and significant natural features near the project site submitted on an 8 1/2" x 11" sheet. County and local roads must be labeled so the site can be easily found.
7. _____ **Mineral Rights:** A list of all persons owning the mineral rights of the property to be amended with their most recent mailing addresses. (A signed statement approving the condominium map by mineral owners may be substituted.)
8. _____ **Reduction of Map:** An 8 1/2" x 11" reduction of the map.
9. _____ **Ownership and Encumbrance** - contact a Title Company for this information.
10. _____ **Signed and Completed Code Compliance Records Review Certificate** – you will need to contact the Code Compliance Department at least one week before the submittal deadline to obtain a signed and completed Records Review Certificate.
11. _____ **Application Fee:** see the current Fee Schedule in the Planning Department for the amount. Make checks payable to the Larimer County Planning Department.
12. _____ **Signed Pre-Application Conference Form and submittal checklist** signed by the Planning Department.

13. _____ **Condominium Map:** The map must be prepared by a Colorado licensed land surveyor. The map shall be clearly labeled as a condominium map with the name of the condominium and the section, township, and range in which the condominium is located. The map shall also show all existing structures and contain the following information:
1. The first submittal of the map shall be a blueline copy in the following size: twenty-four (24) inches by thirty-six (36) inches. The final submittal of the map must be delineated in drawing ink on mylar, or other acceptable material, in the following size: twenty-four (24) inches by thirty-six (36) inches. An original mylar drawing of the map (a photo mylar with original signatures is acceptable) and one (1) mylar copy will be required at the time of recording. No portion of the final map shall have "stick on" type material.
 2. The location and distances of all existing structures with relationship to the lot lines.
 3. On curved boundaries and all curves on the map, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall include the following for circular curves:
 - a. Radius of curve.
 - b. Central angle.
 - c. Arc length.
 - d. Chord length and bearing.
 - e. Notation of non-tangent curves with radial bearings shown to all points of non-tangency.
 4. All streets, walkways and alleys shall be designated as such and streets shall be named. Bearings and dimensions shall be given.
 5. All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field
 6. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.
 7. Any covenants on the original plat shall be applicable on the condominium map. The wording for this statement shall be as follows:

The new units created by this action are subject to the same restrictions, covenants, and regulations as set forth in the plat of record of (Subdivision Name).

8. Any and all common elements shall be shown and so noted.

Approval Statements: The map shall contain the following approval statements:

1. CERTIFICATION OF OWNERSHIP AND DEDICATION:

Know all men by these presents that, the undersigned, being all the owner(s) of the following, to wit: Beginning at (complete legal description); containing (to nearest one-hundredth) acres more or less and being subject to any existing easements and/or rights-of-way of record, having by these presents caused the same to be surveyed and platted on this map to be known as _____ (Condominium name). The Condominium Declaration is a declaration for _____ (Condominium name) recorded under Reception No. _____ of the records of the Larimer County Clerk and Recorder. Witness our hands and seals this _____ day of _____, 20____.

Owner(s)

The signature(s) shall be notarized as follows:

State of _____)
) SS
County of _____)

The foregoing dedication was acknowledged before me this _____ day of _____, 20____, by _____.

SEAL _____
Notary Public

My commission expires _____

NOTES:

(A) Where a mortgage or lienholder are involved, the dedication and signature block must be modified accordingly.

2. SURVEYOR'S CERTIFICATE:

I, (surveyor's name), a duly registered land surveyor in the State of Colorado, do hereby certify that this condominium map of (condominium name) truly and correctly represents the results of a survey made by me or under my direct supervision.

Surveyor /Seal

3. BOARD OF COUNTY COMMISSIONERS APPROVAL:

Approved by the Larimer County Board of County Commissioners this _____ day of _____, 20____. All dedications are hereby accepted on behalf of the public. This approval does not constitute acceptance of responsibility by the County for construction, repair, or maintenance of any streets, highways, alleys, bridges, rights-of-way or other improvements designated on this map.

Chairman

ATTEST:

Clerk of the Board

PRIOR TO RECORDING, THE FOLLOWING INFORMATION MUST BE SUBMITTED:

1. _____ **Recording Fees** will be required at the time of recording. Make checks payable to the Larimer County Clerk and Recorder. **Please see note below.**

Please note: Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all prior year taxes have been paid. Please make sure that all prior year property taxes have been paid on all parcels before submitting the final mylars.

Prior to the plat being signed by the Board of County Commissioners, the Larimer County Planning Department will verify with the Larimer County Treasurer Department that all prior year taxes have been paid on all parcels on the final plat.

If the taxes have not been paid, the applicant will be notified of such by the Larimer County Planning Department. The final plat may not proceed to the Board of County Commissioners for signature until proof has been submitted to the Larimer County Planning Department that all prior year taxes have been paid.

2. _____ **Map:** The final submittal of the map must be delineated in drawing ink on mylar, or other acceptable material, in the following size: twenty-four (24) inches by thirty-six (36) inches. An original mylar drawing of the map (a photo mylar with original signatures is acceptable) and one (1) mylar copy. No portion of the final map shall have "stick on" type material.

UTILITIES CHECK SHEET

PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.

Applicant Name & Address: _____

Landowner's Name & Address: _____

Engineer/Surveyor Name & Address: _____

WATER DISTRICT: _____

Comments:

Signed: _____ Date: _____

SANITATION DISTRICT: _____

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: _____ Date: _____

CENTURYLINK: Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: _____ Date: _____

POUDRE VALLEY REA: Contact the Engineering Department, 7649 REA Parkway, Fort Collins

Comments:

Signed: _____ Date: _____

XCEL ENERGY: 1901 East Horsetooth Road, Fort Collins

Comments:

Signed: _____ Date: _____

DITCH COMPANY: _____

Comments:

Signed: _____ Date: _____

DISTRICT NAME	CONTACT	ADDRESS	PHONE
WATER:			
Bald Mountain Water Association	Chuck McAfee	419 Green Mtn. Drive, Loveland	667-7278
East Larimer County (ELCO)	Mike Scheid	232 Link Lane, Fort Collins	493-2044
Ft. Collins/Loveland	Mike Ditullio	5150 Snead Drive, Fort Collins	226-3104
Little Thompson Water	Michael Cook	835 East Highway 56, Berthoud	532-2096
North Carter Lake Water	Barry Dykes		303-517-9982
North Weld County Water	Don Posselt	33247 Highway 85, Lucerne	356-3020
Northern Colorado Water	Rich Patterson	4389 E CR 70, Wellington	568-3975
Pinewood Springs Water	Gabi Benson	183 Cree Court, Lyons	303-823-5345
Spring Canyon Water	Kevin Barricklow	4908 Shoreline, Fort Collins	226-5605
Sunset Water District	Willard Wright	1556 Riverside, Fort Collins	484-0764
West Fort Collins Water	Doug Biggee	2711 N. Overland, LaPorte PO Box 426, LaPorte	484-4881
WATER/SANITATION:			
Berthoud Water & Sanitation - S. Loveland Sanitation also	Town Clerk	328 Massachusetts, Berthoud	532-2643
Estes Park Water & Sanitation	Bob Goehring	170 MacGregor, Estes Park	586-5331
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Jim Hibbard	700 Wood Street, Fort Collins	221-6681
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709
Wellington Water & Sewer	Bill Bodkins	3735 Cleveland, Wellington	568-3381
Boxelder Sanitation	Patricia Mathena	3201 E Mulberry # Q, Fort Collins	498-0604
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544
CENTURY LINK:			
Fort Collins/Wellington/Lyons/ Longmont	Engineering Dept. Terry Speer	3702 Automation Way, Ste 106 Fort Collins, CO	490-7500
Allenspark/Berthoud/Estes Park/Loveland	Engineering Dept. Jason Garcia	2505 1 st Ave, Greeley, CO 80634 (by appointment only)	392-4838
Red Feather	Barb Davis	PO Box 570 Eagle CO 81631	970-328-8288
MISCELLANEOUS:			
Berthoud Fire Protection District	Steve Charles	275 Mountain Ave, Berthoud	532-2264
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232
Division of Water Resources	Jim Hall	810 9 th Street, Greeley	352-8712
Estes Park Fire Department	Scott Dorman	170 MacGregor, Estes Park	577-0900
Estes Park Light and Power	Reuben Bergsten	170 MacGregor, Estes Park	577-3583
Loveland Fire Rescue Authority	Carie Dann	410 E 5 th St, Loveland	962-2518
Poudre Fire Authority	Ron Gonzales	102 Remington, Fort Collins	221-6570
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234
Xcel Energy		1901 E. Horsetooth, Fort Collins USE THE NORTH DOOR	225-7840



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
- ☐ Public Site Plan
- ☐ 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 #: _____