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.

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.

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 ½” 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 8½” 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 ____________

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: __________________________

June 10, 2015
<table>
<thead>
<tr>
<th>DISTRICT NAME</th>
<th>CONTACT</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WATER:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bald Mountain Water Association</td>
<td>Chuck McAfee</td>
<td>419 Green Mt. Drive, Loveland</td>
<td>667-7278</td>
</tr>
<tr>
<td>East Larimer County (ELCO)</td>
<td>Mike Scheid</td>
<td>232 Link Lane, Fort Collins</td>
<td>493-2044</td>
</tr>
<tr>
<td>Ft. Collins/Loveland</td>
<td>Mike Ditullio</td>
<td>5150 Snead Drive, Fort Collins</td>
<td>226-3104</td>
</tr>
<tr>
<td>Little Thompson Water</td>
<td>Michael Cook</td>
<td>835 East Highway 56, Berthoud</td>
<td>532-2096</td>
</tr>
<tr>
<td>North Carter Lake Water</td>
<td>Barry Dykes</td>
<td></td>
<td>303-517-9982</td>
</tr>
<tr>
<td>North Weld County Water</td>
<td>Don Posselt</td>
<td>33247 Highway 85, Lucerne</td>
<td>356-3020</td>
</tr>
<tr>
<td>Northern Colorado Water</td>
<td>Rich Patterson</td>
<td>4389 E CR 70, Wellington</td>
<td>568-3975</td>
</tr>
<tr>
<td>Pinewood Springs Water</td>
<td>Gabi Benson</td>
<td>183 Cree Court, Lyons</td>
<td>303-823-5345</td>
</tr>
<tr>
<td>Spring Canyon Water</td>
<td>Kevin Barricklow</td>
<td>4908 Shoreline, Fort Collins</td>
<td>226-5605</td>
</tr>
<tr>
<td>Sunset Water District</td>
<td>Willard Wright</td>
<td>1556 Riverside, Fort Collins</td>
<td>484-0764</td>
</tr>
<tr>
<td>West Fort Collins Water</td>
<td>Doug Biggee</td>
<td>2711 N. Overland, LaPorte</td>
<td>484-4881</td>
</tr>
<tr>
<td><strong>WATER/SANITATION:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berthoud Water &amp; Sanitation - S.</td>
<td>Town Clerk</td>
<td>328 Massachusetts, Berthoud</td>
<td>532-2643</td>
</tr>
<tr>
<td>Loveland Sanitation also</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estes Park Water &amp; Sanitation</td>
<td>Bob Goehring</td>
<td>170 MacGregor, Estes Park</td>
<td>586-5331</td>
</tr>
<tr>
<td>Fort Collins Water &amp; Sewer - LaPorte &amp; Mtn. View San. also</td>
<td>Jim Hibbard</td>
<td>700 Wood Street, Fort Collins</td>
<td>221-6681</td>
</tr>
<tr>
<td>Loveland Water &amp; Wastewater</td>
<td>Melissa Morin</td>
<td>200 North Wilson, Loveland</td>
<td>962-3709</td>
</tr>
<tr>
<td>Wellington Water &amp; Sewer</td>
<td>Bill Bodkins</td>
<td>3735 Cleveland, Wellington</td>
<td>568-3381</td>
</tr>
<tr>
<td>Boxelder Sanitation</td>
<td>Patricia Mathena</td>
<td>3201 E Mulberry # Q, Fort Collins</td>
<td>498-0604</td>
</tr>
<tr>
<td>Cherry Hills Sanitation</td>
<td>Charles R. Vessey</td>
<td>512 North Link Lane, Fort Collins</td>
<td>493-6130</td>
</tr>
<tr>
<td>Estes Park Sanitation</td>
<td>Jim Duell</td>
<td>1201 Graves Ave, Estes Park</td>
<td>586-2866</td>
</tr>
<tr>
<td>Upper Thompson Sanitation</td>
<td>Jeffery Hodge</td>
<td>2196 Mall Road, Estes Park</td>
<td>586-4544</td>
</tr>
<tr>
<td><strong>CENTURY LINK:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Collins/Wellington/Lyons/</td>
<td>Engineering Dept.</td>
<td>3702 Automation Way, Ste 106</td>
<td>490-7500</td>
</tr>
<tr>
<td>Longmont</td>
<td>Terry Speer</td>
<td>Fort Collins, CO</td>
<td></td>
</tr>
<tr>
<td>Allenspark/Berthoud/Estes Park/Loveland</td>
<td>Engineering Dept.</td>
<td>2505 1st Ave, Greeley, CO 80634</td>
<td>392-4838</td>
</tr>
<tr>
<td></td>
<td>Jason Garcia</td>
<td>(by appointment only)</td>
<td></td>
</tr>
<tr>
<td>Red Feather</td>
<td>Barb Davis</td>
<td>PO Box 570, Eagle CO 81631</td>
<td>970-328-8288</td>
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<tr>
<td><strong>MISCELLANEOUS:</strong></td>
<td></td>
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</tr>
<tr>
<td>Berthoud Fire Protection District</td>
<td>Steve Charles</td>
<td>275 Mountain Ave, Berthoud</td>
<td>532-2264</td>
</tr>
<tr>
<td>Colorado Division of Highways</td>
<td>Gloria Hice-Idler</td>
<td>1420 2nd Street, Greeley</td>
<td>353-1232</td>
</tr>
<tr>
<td>Division of Water Resources</td>
<td>Jim Hall</td>
<td>810 9th Street, Greeley</td>
<td>352-8712</td>
</tr>
<tr>
<td>Estes Park Fire Department</td>
<td>Scott Dorman</td>
<td>170 MacGregor, Estes Park</td>
<td>577-0900</td>
</tr>
<tr>
<td>Estes Park Light and Power</td>
<td>Reuben Bergsten</td>
<td>170 MacGregor, Estes Park</td>
<td>577-3583</td>
</tr>
<tr>
<td>Loveland Fire Rescue Authority</td>
<td>Carie Dann</td>
<td>410 E 5th St, Loveland</td>
<td>962-2518</td>
</tr>
<tr>
<td>Poudre Fire Authority</td>
<td>Ron Gonzales</td>
<td>102 Remington, Fort Collins</td>
<td>221-6570</td>
</tr>
<tr>
<td>Poudre Valley REA</td>
<td>Engineering Dept.</td>
<td>7649 REA Parkway, Fort Collins</td>
<td>226-1234</td>
</tr>
<tr>
<td>Xcel Energy</td>
<td></td>
<td>1901 E. Horsetooth, Fort Collins</td>
<td>USE THE NORTH DOOR</td>
</tr>
</tbody>
</table>

June 10, 2015
**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
- **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:

### 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.

<table>
<thead>
<tr>
<th>Property Owner(s)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner(s)</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Date:</th>
</tr>
</thead>
</table>
**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): ________________

**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 #: ________________