

**November 28, 2007**

**Larimer County Planning Dept.  
Procedural Guide for  
General Development  
Plans**



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

**GENERAL DEVELOPMENT PLANS:**

General Development Plans (GDP's) are of two types: single phase GDP's and multi-phase GDP's. All applications for Subdivision, Conservation Development and Planned Development to be completed in more than one phase require a General Development Plan review by the Planning Commission and the County Commissioners. Single phase project GDP's are optional to the applicant. GDP's are an opportunity for the applicant to go to the Planning Commission and Board of County Commissioners, via public hearing, to find out if the general concept of the proposed land division is acceptable to them. Their purpose is to look at the entire project and make sure that the major systems (e.g. drainage, traffic circulation, etc.) will work for the entire site.

Any GDP approval is highly qualified – it indicates that the general concept of the land division is acceptable, but any further approvals of the project are subject to meeting the requirements of the Land Use Code, conformance to the approved GDP, and a satisfactory response to any issues raised in the GDP process. Approval of a General Development Plan does not create a vested right or guarantee Preliminary Plat approval. It indicates a commitment by the County to approve a Land Division application if all the requirements of the Code and conditions of approval of the General Development Plan are successfully addressed by the applicant. The submittal requirements, as listed below, are intended to provide adequate information to determine if the project is appropriate for the location but limit the cost of preparing these materials as much as possible. The applicant may choose to combine General Development Plan review with Preliminary Plat review for the first phase of a multi-phase project. Each General Development Plan approval must include a time limit for completion of the project not to exceed 3 years.

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**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 must be submitted prior to 12:00 noon on the submittal deadline day or it will not be accepted. Submittal deadline days are published annually by the Planning Department. The submittal deadlines correspond to hearing and meeting dates and the legal notices necessary for those dates.

They are also necessary to give the County staff and referral agencies the required amount of time to comment on the proposal before a complete staff report can be prepared for meetings or hearings.

- 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. Late materials will not be accepted.

# SUBMITTAL REQUIREMENTS for GENERAL DEVELOPMENT PLANS

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:** Updated written version of project description based on the results from Sketch Plan Review
3. \_\_\_\_\_ **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.
4. \_\_\_\_\_ **Site Inventory Map(s):** - Updated Site Inventory Map(s) based on the results from Sketch Plan Review
5. \_\_\_\_\_ **General Development Plan:** The size must be 24" x 36" and the scale should be 1"=100' unless lots are greater than 5 acres for which 1"=200' will be accepted. ALL PLANS MUST BE FOLDED to fit inside of a 9" x 12" envelope. **The general development plan must include the following information on the actual plan document and not as supplemental information: (if needed, the plan may be on more than one sheet)**
  - \_\_\_\_\_ A. **Layout** of all lots with scaled dimensions and approximate lot sizes, streets, parks, open space, residual land, and water and sewer lines.
  - \_\_\_\_\_ B. **Features** of the property including both existing and proposed structures, buildings, roads, and all natural or manmade features. Please note any existing features to be changed or removed.
  - \_\_\_\_\_ C. **Topographic contours** - interval levels will be determined at the Pre-Application Conference.
  - \_\_\_\_\_ D. **Legal Description** in typed paragraph form **and** indicated along the site boundaries, including perimeter ties and monuments.
  - \_\_\_\_\_ E. **Access (existing, proposed and emergency)** to the site clearly shown and labeled (such as County Road \_\_\_\_, State Highway \_\_\_\_, Access Easement, etc.) Right-of-way widths (existing and proposed) and road surface widths must also be shown.
  - \_\_\_\_\_ F. **Easements:** Location, type, and size of any utility, access or irrigation easements labeled with the name of the owner and any known entity or ditch company which utilizes the easement.

- \_\_\_ G. **Vicinity Map** showing natural and manmade features for the site and the surrounding area in a one mile radius. LABEL ALL ROADS. Scale should be 1"=2000' or similar.
- \_\_\_ H. **Adjacent Development:** Development adjacent to the property boundaries (including subdivisions, MRDs, Exemptions, as well as metes and bounds property) must be indicated on each boundary.
- \_\_\_ I. **Hazard Areas** including floodplains, slopes greater than 20% and Class 3-7 Geologic Hazards and Wildfire Hazards as shown on the Larimer County Hazards Maps shall be shown on the plan.
- \_\_\_ J. **Roads and Parking Areas**
- \_\_\_ K. **Drainage Facilities** (existing and proposed)
- \_\_\_ L. **Storage Areas**
- \_\_\_ M. **Landscape Screening and Buffer Areas**
- \_\_\_ N. **Notes** on the plan indicating the following information:
  - \_\_\_ 1. Boundaries of the total development area with dimensions;
  - \_\_\_ 2. True north indicated;
  - \_\_\_ 3. Section-Township-Range;
  - \_\_\_ 4. Scale;
  - \_\_\_ 5. Zoning, existing and proposed;
  - \_\_\_ 6. Acreage of developable\* land;
  - \_\_\_ 7. Acreage of total development;
  - \_\_\_ 8. Type and number of lots proposed for each type of use (residential, open space, etc.) and resulting acreages;
  - \_\_\_ 9. Number of proposed dwelling units;
  - \_\_\_ 10. Acreage of residential lots;
  - \_\_\_ 11. Density (dwelling units per acre of developable land) and intensity of proposed development;
  - \_\_\_ 12. Amount of building area for all non-residential uses, (e.g. retail = 100,000 sq. ft., office=20,000 sq. ft.)
  - \_\_\_ 13. Water supply proposed;
  - \_\_\_ 14. Sewage disposal method proposed;
  - \_\_\_ 15. Irrigation water availability;
  - \_\_\_ 16. Number of parking stalls;
  - \_\_\_ 17. Name of the development - **please note: the name of the development should be chosen carefully and not changed during the course of the project;**
  - \_\_\_ 18. Preparation Date, Prepared By.

- 6. \_\_\_ **Reduced Plan:** A copy of the plan document(s) submitted on an 8 1/2" x 11" sheet.
- 7. \_\_\_ **Vicinity Map:** A copy of the vicinity map submitted on an 8 1/2" x 11" sheet.
- 8. \_\_\_ **Affected Property Owners List (3 copies):** The names and addresses of all property owners within a minimum of 500 feet of the property boundaries (the exact distance to be determined at the Pre-Application Conference). Records of the County Assessor must be used to determine the names and mailing addresses of those to be notified. **These names and addresses must be typed on mailing labels with an affidavit submitted attesting to the accuracy of the mailing list.**

\*Developable land is defined as any part of land not in a floodway and not under water.

9. \_\_\_\_\_ **Legal Description** typed on a 8 ½" x 11" paper. This must be a boundary description certified by a licensed surveyor. If the applicant is proposing different zoning for parts of the development, separate boundary descriptions are needed for each zoning area.
10. \_\_\_\_\_ **Growth Management Area Form 1 – Annexation Eligibility** – completed and signed by the applicant and the City Planning Staff if the project is located in a Growth Management Area. **(Note to County Planning Staff: GMA Form 1 should be required if concept/sketch plan review was waived or if a large amount of time has lapsed between concept/sketch plan and this submittal).**
11. \_\_\_\_\_ **Neighborhood Meeting Report** (See Section 12.2.5). **Please note:** If the project is in the LaPorte Planning Area, please send written notice of the neighborhood meeting date to the members of the LaPorte Area Planning Advisory Committee. The names and addresses of the current members may be obtained on the Larimer County web site at [www.larimer.org/boards/brd\\_members.cfm?board=12](http://www.larimer.org/boards/brd_members.cfm?board=12).
12. \_\_\_\_\_ **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.
13. \_\_\_\_\_ **Application Fee** - see the current Fee Schedule in the Planning Department for the amount. Make checks payable to Larimer County Planning.
14. \_\_\_\_\_ **Signed Pre-Application Conference Form and submittal checklist** by the Planning Department.
15. \_\_\_\_\_ **Other** information as deemed necessary at the Pre-Application Conference.
16. \_\_\_\_\_ **Certification Regarding Notification of Mineral Interest Owners and Lessees** – Thirty (30) days prior to the Larimer County Planning Commission hearing, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 (see attachment) notifying them of the proposed development. Further, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached certification form). **Failure to receive this certification will result in the hearing being rescheduled to a later date.**

Please be prepared upon receiving verification from the Larimer County Planning Department of the exact date and time of the Larimer County Planning Commission hearing to mail such information as described in State Statute 24-65.5 to all Mineral Interest Owners and Lessees.



# LARIMER COUNTY PLANNING DEPARTMENT PRE-APPLICATION CONFERENCE FORM

This form, completed, signed and dated by the Larimer County Planning Department, must be submitted with all required submittal application materials as evidence of completion of the required pre-application conference.

<b>Parcel Number (required):</b>	<b>Site Address:</b>
<b>Acres for Project:</b>	<b>Zoning:</b>
<b>Setback Information:</b>	
<b>Location Description:</b> _____ _____	
<b>Property Owner:</b> Name: _____ Address: _____ City / State / Zip: _____ Phone Number: _____	<b>Applicant:</b> Name: _____ Address: _____ City / State / Zip: _____ Phone Number: _____
<b>Notes/Related Files:</b> _____ _____ _____ _____ _____ _____	
<b>Applicant's Request:</b> _____ _____ _____ _____	
<b>Type of Application and Stage (for example: CD/Sketch Plan Review):</b>	
<b>Pre-Application Conference Date:</b>	
<b>Planning Department Signature:</b>	





**GMA FORM 1 - Annexation Eligibility**

**ANNEXATION ELIGIBILITY FOR PROPOSED NEW DEVELOPMENTS IN  
GROWTH MANAGEMENT AREAS  
(BERTHOUD, FORT COLLINS, LOVELAND)**

1. Prior to submittal to Larimer County of any development review application in a growth management area, this form must be completed and signed by the applicant and a member of the Planning Staff at the appropriate municipality/town.

2. Application Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Owners Name: \_\_\_\_\_  
Applicant's Name/Address/Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **This section is to be completed by the appropriate municipality**

	<b>Yes</b>	<b>No</b>
A. Is the property eligible for annexation?	_____	_____

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Date

\_\_\_\_\_  
Signature of City Planning Staff/Date



CERTIFICATION RE: NOTIFICATION OF  
MINERAL INTEREST OWNERS AND LESSEES

The undersigned applicant certifies that he/she has complied with the requirements of §24-65.5-103(1) C.R.S. by providing to the surface owner(s), mineral estate owner(s), and lessee(s) of mineral estate owner(s) listed on Exhibit "A" attached hereto, and to the Larimer County Planning Commission thirty days prior written notice of the Larimer County Planning Commission hearing scheduled for \_\_\_\_\_ (date) for the \_\_\_\_\_ (name of project). Applicant further certifies that notice was provided by first class mail and that the notice contained the time and place of the hearing, the nature of the hearing, the location of the property that is the subject of the hearing, the name of the applicant, and, as to the notice provided to the Larimer County Planning Commission, the name and address of the mineral estate owner(s) and lessee(s) of the mineral estate owner(s).

APPLICANT:

\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Note:** This Certification must be **received** by the Larimer County Planning Department prior to the hearing. Failure to receive this notice will result in the hearing being rescheduled to a later date.





www.larimer.org

**Planning Department**

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

**Development Review Process**  
What process are you applying for?

General Development Plan

Conservation Development

Planned Land Division

Subdivision

**Application Phase**  
What process phase are you applying for?

Sketch Plan Review

Public Hearing

Final Plat



# 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 TO BE COMPLETED BY THE APPLICANT** ←

**PROJECT INFORMATION FOR  
PLANNED LAND DIVISIONS AND SUBDIVISIONS**

Total Project Area (Acres):	Number of Outlots:
Number of Residential Lots:	Total Outlot Acres:
Number of Residential Units:	
Total Residential Acres:	Number of Common Area Lots:
Number of Commercial/Industrial Lots:	Total of Common Area Acres:
Total Commercial/Industrial Acres:	

**PROJECT INFORMATION FOR CONSERVATION DEVELOPMENTS**  
\*TO DETERMINE THE INFORMATION BELOW REFER TO ATTACHED CONSERVATION  
DEVELOPMENT CALCULATION WORKSHEET\*

Total Project Area:	Enter Item #1 from Worksheet:	
Total acres of developed land:	Enter Item #10 from Worksheet:	
Total % of developable area that is developed:	Enter Item #11 from Worksheet:	
Total residual land acres:	Enter Item #12 from Worksheet:	
Total % of developable area in residual land:	Enter Item #13 from Worksheet:	
Number of residential lots (including existing):	Enter Item #C from Worksheet:	
Number of residential units:	Enter Item #D from Worksheet:	
Is the land protected by a Conservation Easement?	Is the land protected by a Covenant?	
If so, number of years protected?	Perpetuity (yes or no)?	

→ 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 #: \_\_\_\_\_





## Conservation Development Calculation Worksheet

STEP (ITEM)	DATA ENTRY OR CALCULATION METHOD	RESULT OF CALCULATION
<b>SECTION I – BASIC DATA</b>		
A (Total lots - #)	Enter total # of lots shown on plat. Exclude outlots.	
B (Residual lots - #)	Enter # of residual lots shown on plat.	
C (Residential lots - #)	Subtract B from A. Enter total.	
D (Residential units – total #)	If duplexes, apartments or condos are allowed in the zoning district, add additional units to Item C. Enter total (include existing).	
E (Intended % residual land)	Enter 80% or 50%.	
1 (Project size - # ac.)	Enter total # project ac.	
2 (Non-developable land – # ac.) <sup>1</sup>	Enter # of ac. (if any) in Floodway Zoning District or below the high water mark of existing bodies of water.	
3 (Developable land - # ac.)	Subtract item #2 from item #1.	
4 (Residual land - intended # of ac.)	Enter # ac. of residual land as shown on submitted plat.	
<b>SECTION II – DEVELOPED AREA</b>		
5 (Internal streets - # ac.)	If proposing a 50:50 CD, enter # ac. of internal street right-of-way. If 80:20 CD, enter zero.	
6 (Outlots and drainage areas <sup>2</sup> - # ac.)	Enter # ac. of outlots or areas required to handle drainage due to the increase in developed area.	
7 (Residual lot building envelopes - # ac.)	Enter # ac. in building envelope(s) located in residual lot(s).	
8 (SUBTOTAL) (# ac. excluded from residual land)	Add #6, #7 and #8. Enter result.	
9 (Single-family dwelling lots - # ac.)	Enter # ac. in residential lots (exclude acres shown in #8)	

<sup>1</sup> Include rivers, streams, ponds, lakes & reservoirs. Do not include irrigation ditches.

<sup>2</sup> Detention & retention ponds required to meet Section 8.1.3 of LCLUC can not be counted as residual land unless those areas also serve another purpose. Exclude drainage swales along internal street rights-of-way in an 80:20 CD.

<b>SECTION III – DEVELOPED AREA COMPUTATIONS</b>		
10 (Total developed land - total # acres)	Add #8 and #9. Enter result.	
11 (% acres of developable acres that would be developed)	Divide #10 by #3 and multiply the result by 100. Enter result.	
<b>SECTION IV – RESIDUAL LAND CALCULATIONS</b>		
12 (actual # ac. residual land)	Subtract #10 from #3. Enter result.	
13 (actual % residual land)	Divide # 12 by #3 and multiply the result by 100.	
<b>SECTION IV – CROSS CHECKS:</b>		
The following mathematical relationships must be true or some of Items A-E or #1-13 are incorrect. These kinds of errors may have major implications and result in major plan revisions or project redesign.		
E = Item #13. <sup>3</sup>		
Item #10 + Item #12 = Item #3.		
Item #11 + Item #13 = 100%.		

<sup>3</sup> Depending on type of CD, a **minimum** of either 80% or 50% residual land is required. See Section 5.3.6.A.3 & 4 for rules concerning 50% allocation CDs. If applying for a bonus under Sections 5.3.6.A.5 or 5.3.6.A.6, provide an explanation in the Project Description, **not on this form**. Note: residual land allocations greater than the minimum are encouraged.