

July 25, 2003

*Larimer County Planning Dept.
Procedural Guide for*

LOCATION AND EXTENT

Planning Commission Review



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

PURPOSE:

The purpose of Location and Extent is to determine if a public use, structure or utility proposed for location in unincorporated Larimer County conforms with the adopted Master Plan. Colorado Statutes require this procedure.

APPLICABILITY:

The Larimer County Planning Commission has adopted as policy the following thresholds concerning which types of public projects will be brought before the Commission for Location and Extent Review:

No Review Required:

- Open space acquisition of land for passive recreation
- Trailhead parking <1 acre
- Expansion of existing active recreation areas
- Service distribution lines
- Roads – maintenance / lane widening / shoulder improvements / signals
- Bridge reconstruction, realignment, expansion
- Expansion of fire stations
- Expansion of water / sewer treatment plants
- Land acquisition for schools previously reviewed in a land division application

Review Required:

- Water transfers out of County
- Active recreation / community and neighborhood parks / regional trail acquisition outside open space areas or existing parks (not part of land division application)
- School land acquisition (not part of land division application)
- Site development for new schools
- Shops and yards – county, municipal, schools, CDOT, utilities etc
- Roads – additional new lanes, ROW for new roads, improvement from gravel to paved surface
- New interchanges on highways
- Trailhead with parking > 1acre

- New campground
- Fire stations/barns
- Sheriff or ambulance station
- Hospital / clinic
- Jails / detention centers
- Water storage – above ground and reservoirs
- New water/sewer treatment plant
- Land fills
- Sludge farms
- Recycling centers / solid waste transfer stations
- Communication towers
- Public office buildings
- Sand/gravel mining
- Any use with trip generation > 20 ADT
- Any use with outdoor storage or expansion of existing outdoor storage
- Any use not listed as No Review Required above
- Any public project that falls below the thresholds listed in Section 14.4 **Designated Matters of State Interest.**

REVIEW CRITERIA:

To approve a Location and Extent Application, the Larimer County Planning Commission must find that the proposal is consistent with the Larimer County Master Plan, based on consideration of relevant Master Plan principles, maps and elements.

PROCESS:

A. Public Schools

1. Prior to acquiring land or contracting for the purchase of land for a school site, the Board of Education must consult with and advise the Planning Commission in writing to ensure that the proposed site conforms to the adopted Master Plan as far as is feasible.
2. Prior to construction of any structure or building, the Board of Education must submit a site development plan for review and comment to the Planning Commission.
3. The Planning Commission may request a public hearing before the Board of Education on the proposed site location or site development plan. If the Planning Commission requires a hearing, the Board of Education must promptly schedule the hearing, publish at least one notice in advance of the hearing and provide written notice of the hearing to the Planning Commission.
4. The Planning Commission will consider all information presented at the hearing. If no hearing is requested, the Planning Commission will consider all information provided by the Board of Education and provide to the board of education its recommendations and conclusions.
5. The authority to make final determinations as to the location of public schools and to erect buildings and structures remains with the Board of Education.

B. All Other Public Projects

1. An application for Location and Extent Review must be submitted to the Planning Commission for approval before construction or authorization of any project that falls within the review thresholds listed above in the Applicability Section.
 2. In case of disapproval of a County-funded project, the Planning Commission must communicate its reason to the County Commissioners. Commissioners are authorized to overrule such disapproval by a majority vote. Upon overruling, the County Commissioners may proceed with construction or authorization of the project.
 3. If the project is one that is not required to be authorized or financed by the County Commissioners or other County officials or County board, the Planning Commission's disapproval may be overruled by the body or official having jurisdiction over the authorization and financing of the project by a majority vote. In the case of a utility owned by an entity other than a political subdivision, the Planning Commission's disapproval may be overruled by the public utilities commission by not less than a majority of its entire membership.
 4. Failure of the Planning Commission to act within 30 days after the date of official submission to it is deemed approval unless a longer period is granted by submitting board, body or official.
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SUBMITTAL INSTRUCTIONS:

- A Pre-Application Conference is required prior to Location and Extent Review submittal.
- 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 days 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 are necessary to give County staff and the referral agencies the required amount of time to comment on the proposal before a complete staff report can be prepared for meetings or hearings.
- Each submitted document must include the project name, the date it was prepared, and by whom. Maps must include a north arrow, scale, and graphic (bar) scale.
- All documents must be folded to fit inside a 9" x 12" envelope.

SUBMITTAL REQUIREMENTS

for LOCATION AND EXTENT PLANNING COMMISSION REVIEW

This form, 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.

For all applications:

1. _____ **Application Form:** Completed and signed by the public official or the authorized representative of the governing body of the entity or utility making the application.
2. _____ **Legal Description:** A written legal description of the property typed on a 8 ½" x 11" paper. For projects that are essentially linear in nature, such as transmission lines and right-of-way acquisitions, the description may be more general, but should be adequate to allow citizens reading the description to ascertain the project location.
3. _____ **Project Description: 12 copies.** A narrative describing the proposed project, including the following information:
 - a) A general description of the proposed project, location, site characteristics, types of uses proposed, estimated number of employees and/or customers using the site, proposed timeframe of development, and other general information to assist the Planning Commission in understanding the project.
 - b) A description of how the project is consistent with the Larimer County Master Plan.
 - c) A general description of existing and proposed utilities and facilities that will serve the project including water and sewer service, fire protection and transportation facilities.
4. _____ **Location Map: 12 copies.** A map showing the location of the project, its relationship to surrounding properties and uses, and illustrating roads and significant natural features near the project site.
5. _____ **Application Fee** - see the current Fee Schedule in the Planning Department for the amount (Make checks payable to Larimer County Planning).
6. _____ **Pre-Application Conference Form and submittal checklist** by the Planning Department.

For applications involving construction, change of use or removal of any structure or building:

5. **Location and Extent Plan: 12 copies.** A plan of the project, showing the proposed location of existing and proposed buildings or structures, proposed access, proposed screening or buffering areas and proposed location of site improvements such as roads and utilities.



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: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Property Owner

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

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

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer/Surveyor

Name: _____

Mailing 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)

_____ Date: _____

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 #: _____
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