



www.larimer.org
Planning Department
 200 W. Oak Street
 3rd Floor
 Fort Collins, CO 80521
 970-498-7683

MINOR LAND DIVISION

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the land division proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

Please Note: Once submitted to the County, all application materials become a matter of public record.

SUBMITTAL REQUIREMENTS

The following items are required for all Final Plat applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
1.	Application Form – must be signed by all property owners and the applicant	File	1	
2.	Application Fee – current fee at the time of submittal	File	\$	
3.	Project Description – detailed description of the proposed project, include review criteria from Section 5.4 of the Land Use Code Please see page 5 for Project Description requirements	File, All Referral Agencies		
4.	Vicinity Map - illustrate roads and significant natural features near the project site. County and local roads must be labeled so that the site can be easily found (size should be 8 ½” x 11”)	File	1	
5.	Minor Land Division Plat – size 24” x 36” Please see pages 6-11 for Plat requirements	File, All Referral Agencies		
6.	Reduced Plat – size should be 8 ½” x 11”	File	1	
7.	Closure Data – one hard copy computer printout of plat boundary data (perimeter bearings, distances, closure and acreage information)	File, Engineering	1	
8.	Monuments – Please see page 7 for requirements	File, Engineering	1	
9.	Utility Check Sheet – signed by all applicable utility providers. See check sheet attached	File	1	
10.	Evidence of access – provide evidence of perpetual, conveyable access to each lot (if lots do not have existing access on a public right-of-way).	File, Engineering	2	
11.	Legal Description – the legal description of the property (on a separate 8 ½ x 11 paper)	File	1	
12.	Ownership & Encumbrance* - contact a Title Company for this information.	File	1	

***Ownership and Encumbrance:** A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a property.

SUBMITTAL REQUIREMENTS CONTINUED

The following items are required for all Land Division applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
13.	<p>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.</p>	File	1	
14.	<p>Mineral Interest Notification – (<i>required if creating more than two (2) lots</i>) Certification Regarding Notification of Mineral Interest Owners and Lessees – see attached certification form.</p> <p>Thirty (30) days prior to the Board of County Commissioner hearing, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 notifying them of the proposed development. A signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided.</p> <p style="text-align: center;">Failure to receive this certification will result in the hearing being rescheduled to a later date.</p>	File	1	
14.	Other	TBD		

FINAL SUBMITTAL REQUIREMENTS
(SUBMITTED BEFORE RECORDING)

The following items must be submitted before the final plat can be recorded.				
Item #	Description:	Information Provided for:	Copies Required	✓
1.	Final Plat – mylar copies (24” x 36”) with all owners/lienholders signatures. One copy must have original signatures. See Pages 10-11 for approval statement requirements	File	2	
2.	Annexation Agreement (if applicable) – signed by applicable municipality	File	1	
3.	Recording Fees – Please make checks out to the Larimer County Clerk & Recorder. (Staff will determine fee amount)	Clerk & Recorder		

ADDITIONAL INFORMATION

Applicability -

The minor land division process may be used for the following land divisions:

- A. Division of existing legal uses that have separate utilities. This process cannot be used to divide accessory uses from principal uses or create an opportunity for additional principal uses.
- B. Division of an existing legal use from the remaining vacant property with the condition that development of the vacant property must be approved through the appropriate subdivision, conservation development or planned development process.
- C. Division of quarter sections into four parcels of equal size where the original quarter section contains fewer than 140 acres.
- D. Divisions of land for public utilities, open space, schools or other public uses that require county review of potential impacts through the location and extent review or special review process.

Building Permits -

Building permits will **NOT** be accepted on the property while the application is pending.

Hearings –

Hearings are held with the Board of County Commissioners every Monday (except for the 5th Monday of a month). These hearings are held in the Commissioner’s Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form.

Note: All proceedings are recorded.

Conditions of Approval –

The Board of County Commissioners may impose conditions on a minor land division that are necessary to accomplish the purpose and intent of the Land Use Code and Master Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

Lien Holder Signature –

Please be aware that if there is a lien on the property(s) the lienholder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed amended plat, and who at the company will be responsible for signing the plat.

Property Taxes -

Prior to recording the final plat, all prior year property taxes must be paid.

Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all current and prior year taxes have been paid.

ITEM# 3 DETAILS – PROJECT DESCRIPTION

Element	Description
Summary	The project description is the applicant’s opportunity to explain what is being proposed. The project description should be a narrative.
Existing Structures	A detailed description of the type, size, and location of any existing structures on all lots.
Other Information	Any other pertinent information about the proposed project
Review Criteria Section 5.4	<p>To approve a minor land division, county commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:</p> <ul style="list-style-type: none"> A. The property is not part of an approved or recorded subdivision plat; B. The property is not part of an exemption or minor residential development approved under the previous subdivision resolution or a minor land division; C. The newly-created parcels will meet the minimum lot size required by the applicable zoning district. For uses resulting in a significant public benefit, such as a fire station, the county commissioners may grant an appeal from the minimum lot size and minimum lot width to depth ratio requirements, provided the proposed use meets minimum setbacks and sewage disposal requirements; D. The newly-created parcels meet minimum access standards required by the county engineer or the Colorado Department of Transportation as applicable; and E. Approval of the minor land division will not result in impacts greater than those of existing uses. However, impacts from increased traffic to a public use may be offset by the public benefit derived from such use.

ITEM# 5 DETAILS – FINAL PLAT

Final Plats should be at a size of 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

The following information should be included if applicable.		
1.	Project Name and File Number	Example: Smith Minor Land Division #12-S0000 Note: The name cannot be a duplicate and cannot be changed during the course of the project.
2.	North Arrow and Scale	
3.	Site Data	<ul style="list-style-type: none"> • Boundaries of the total development area with dimensions • Section-Township-Range • Zoning • Acreage of total development • Lots proposed and resulting acreages (<i>must be labeled as 'lots' not 'parcels' or 'tracts'</i>) • Water supply/ sewage disposal proposed, irrigation water available
4.	Existing Location of: (if applicable)	<ul style="list-style-type: none"> • Buildings • Structures (i.e. retaining walls, drainage structures, etc.) • Utilities (gas, electric, water, sewer, well and/or septic system, etc.) • Roads • Easements • Natural or manmade features • Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards • Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)
5.	Engineering Items:	Access (existing, proposed, and emergency) <ul style="list-style-type: none"> • Vehicular access • Emergency vehicular access • Current and proposed width, name, type, and location of adjacent rights-of-way and easements • Proposed easement(s) or right-of-way(s) to be vacated • Proposed road right-of-way dedications- See Section 9.7.3. Proposed right-of-way must meet currently adopted roadway classifications
6.	Other	<ul style="list-style-type: none"> • Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments. • Vicinity Map – scale of 1'=600', 1,200' or 2,000' showing and labeling the perimeter of the property & significant features within one (1) mile. • Naming of Lots – See Page 8 for details • Naming of Streets – See Page 9 for details

ITEM# 5 DETAILS – FINAL PLAT

LAND SURVEY REQUIREMENTS

- The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the property is bounded by an irregular shore line or body of water, the bearings and distances of a closing meander traverse shall be given and notation made that the plat includes all land to the water's edge or otherwise.
- All blocks and all lots within each block shall be numbered consecutively and shown on the plat. (See Page 7 for information on naming standards.)
- On curved boundaries and all curves on the plat, 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.
- Excepted parcels shall be marked “not included in this subdivision” and the boundary completely indicated by bearings and distances.
- All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field.
- All dimensions of irregularly shaped lots shall be indicated on each lot.
- Bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgement.
- Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

ITEM# 8 DETAILS – MONUMENTS

MONUMENT REQUIREMENTS

For subdivision or resubdivision, in regards to the survey, compliance with all the rules and regulations as set forth in Articles 51 & 53, Title 38, Colorado Revised Statutes, 1973 shall be required.

The monumentation required shall be completed before final plat approval is given. In addition, the following shall be required.

1. A copy of each monument record the surveyor has filed with the State Board of Registration for Professional Land Surveyors, or if the surveyor has used an existing monument record, and the description of the monument and its accessories substantially matches that of the one indicated on the plat, a copy thereof is acceptable.
2. Any plat to be filed shall reference at least two (2) public land survey monuments in the section in which it is located.
3. All final plats shall be reviewed by the Larimer County Public Works Department for compliance with the survey requirements of Larimer County and of state law pertaining to platting and monumentation.

DETAILS TO NAMING LOTS

NAMING OF LOTS

Outlots: All parcels that are to be used only for drainage easements, rights of way or other uses that do not need any buildings must be labeled “Outlot” followed by consecutive letter designations beginning with “A”.

Residual Lots: All parcels in Conservation Developments and Rural Land Plans that are considered to be Residual Land must be labeled “Residual Lot” followed by consecutive letter designations beginning with “A”. Residual lots must be further identified by one of the following applicable designations that must be placed in parentheses after the residual lot label:

1. Buildable/Residence(s) for those residual lots that may be occupied by a single family dwelling;
2. Buildable/Support Buildings Only for those residual lots that may be occupied by buildings that are accessory to the use of the residual lot; or
3. Non-Buildable for those residual lots that are not intended to be occupied by any buildings.

Common Area Lots: All parcels in Subdivisions, Conservation Developments, Rural Land Plans, Planned Land Divisions and Minor Land Divisions that are common open space for the development must be labeled “Common Area Lot” followed by a letter designation beginning with “A”. Common Area Lots must be further identified by one of the following applicable designations that must be placed in parentheses after the common area lot label:

1. Buildable/Support Buildings Only for those common area lots that may be occupied by buildings or structures that are intended for use by the lot owners in the development; or
2. Non-Buildable for those common area lots that are not intended to be occupied by any buildings or structures.

Residential, Commercial, Industrial or Multi-Family Lots: All parcels in Subdivisions, Conservation Developments, Planned Land Divisions and Minor Land Divisions that are for residential, commercial, industrial or multi-family purposes must be labeled “Lot” followed by a number designation beginning with 1. Lots labeled as “Tracts” or “Parcels” will not be accepted.

DETAILS TO NAMING STREETS

NAMING OF STREETS

Standards for naming roads and streets are intended to standardize terminology and avoid duplications to improve emergency service response to all parts of the County. All streets, walkways, and alleys shall be designated as such, and streets shall be named as follows with bearings and distances given:

- Directions can not be part of any street or road name (for example, Westover Road or Fossil Creek Drive North are not acceptable). North, South, East and West are intended to be directional features of the addressing system and lead to confusing addresses if included as part of the name. Directions must be placed ahead of the name (for example, East Smith Street).
- Names that are numbers must be expressed numerically (for example, 2nd Street, not Second Street).
- Road names must be unique and not repeated in the County. Alternate spelling, homonyms (dear and deer) and corporate or trade names are not acceptable. All road names must use the common spelling as found in a standard dictionary. Road names must not contain any punctuation or symbols. Only letters of the alphabet, numbers from 0 to 9 and blank spaces may be included in road names.
- County Roads that are numbered: North-South County roads are given odd numbers starting at the east County line. East-West County roads are given even numbers starting with '2' at the south County line. County road numbers followed by a letter indicate a County road is not on a section line. For each tenth of a mile west or north of a section line, the letter designation increases (for example, County Road 38E indicates a County road that is five-tenths of a mile north of County Road 38). Numbered County roads outside designated Growth Management Areas must not be named. Inside Growth Management Areas, County roads will be named using the applicable city's street names.
- State and federal highways are numbered. These highways are not named.
- The following road name suffixes must be used in the naming of new roads and streets: Boulevard or Parkway for a collector or arterial street with a raised median; Court or Place for a permanently dead-end street ending in a cul-de-sac; Lane or Way for a curving, minor street; Avenue or Road for a continuous thoroughfare; Drive for a curving, continuous street; and Street as the common or default suffix. Any roads or streets that make a directional change of approximately 90 degrees must have a unique name after each directional change.
- Abbreviations of the main title of the street or road name can not be used (for example, Mount Shasta Drive, not Mt. Shasta Drive). Street or road designations such as drive or lane may be abbreviated according to a list of standard abbreviations available from the County Building Department.
- Street and road names can not change at intersections. Continuations of existing streets or roads must use the existing name.
- All addresses will be assigned by the County Building Department. Lots in new developments will be assigned addresses when the Final Plat is approved. Addresses for unplatted lots or parcels will be assigned when a building permit is issued on that lot or parcel.
- Visit www.larimer.org/streets for a list of current street names.

FINAL PLAT APPROVAL STATEMENTS

The final plat shall contain the following statements:

1. CERTIFICATION OF OWNERSHIP AND DEDICATION:

Know all men by these presents that _____, being the owner(s) of that part of the (described quarter-section, section, township, range), Larimer County, Colorado, being more particularly described as follows, to wit: Beginning at (complete legal description); containing (to nearest one-hundredth) acres more or less; have by these presents caused the same to be surveyed and subdivided into lots (and blocks as appropriate) to be known as the plat of _____ (Land Division name), and do hereby dedicate and convey to and for public use forever hereafter the streets as are laid out and designated on this plat, and do also reserve perpetual easements for the installation and maintenance of utilities and for irrigation and drainage facilities as are laid out and designated on this plat, 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.
- (B) Where private streets are allowed, the dedication must be modified accordingly.

FINAL PLAT APPROVAL STATEMENTS CONTINUED

The final plat shall contain the following statements:

2. SURVEYOR’S CERTIFICATE:

I, (surveyor’s name), a duly licensed land surveyor in the State of Colorado, do hereby certify that this plat of (Minor Land Division name) truly and correctly represents the results of a survey made by me or under my direct supervision.

Surveyor /Seal

3. APPROVAL OF SURVEY PLAT

This plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivider and his surveyor concerning any noncompliance of this plat with current survey requirements.

Date: _____
_____, Colorado P.L.S. No. _____ (Signature)
_____, Larimer County Engineering Department (Printed Name)

4. LARIMER COUNTY HEALTH AUTHORITY APPROVAL:

By the Larimer County Health Authority this _____ day of _____, 20__.

All construction on this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a manner which will meet all of the requirements of the Colorado Department of Health, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.

Larimer County Health Authority

5. 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 plat.

Chairman

ATTEST:

Clerk of the Board

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 Board of County Commissioners of Larimer County thirty days prior written notice of the Larimer County Board of County Commissioners' 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 Board of County Commissioners, 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.

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

LARIMER COUNTY SUBDIVISION PLAT SURVEY REVIEW

The Survey Section of the Larimer County Engineering Department provides a public service of reviewing all final subdivision plat submittals.

This service provides a level of assurance to the public that the platting conforms with the minimum requirements of Colorado State Law and Larimer County regulations pertaining to land surveying.

The plat from a land survey perspective is a professional land surveyor's report of how the property is configured, divided, the location of easements and rights of way and what survey monumentation exists in the field at the time of recordation.

This review process is a cooperative effort between the county and the land surveyor to provide the best possible product for the public and owners of the platted property.

The review process includes:

- A cursory review of the boundary and division lines, easements and rights of ways for survey data to comply with the "Larimer County Land Use Code" and sufficiency for their field development. This review does not involve a detailed check for the accuracy of all mathematical or geometric data. The professional land surveyor who prepared the plat is responsible for this aspect.
- A comparison of the property description against the survey data provided around the perimeter of the platted lands.
- A detailed review for compliance with all applicable Colorado State Laws and County Regulations pertaining to land surveying and platting.

Plats are reviewed on an individual basis and the review comments are tailored for each specific submittal.

The following provide the Survey Section with basic guidelines for final plat review.

- All Colorado Revised Statutes (C.R.S.) pertaining to Land Surveying. In particular, C.R.S. TITLE 38, ARTICLES 51 AND 53 (pertinent excerpts attached).
- The Colorado State Board of Licensure for Architects, for Professional Engineers and Professional Land Surveyors "Bylaws and Rules" (pertinent excerpts attached).
- Interpretations and clarifications by the Colorado State Board of Licensure.
- Larimer County Land Use Code requirements pertaining to the Final Plat.

Note: A Boundary Line Adjustment plat does not fall under the Colorado Statutory requirements for a platted subdivision, but does fall under the Colorado Statutory requirements for a Land Survey.

C. R. S. TITLE 38, ARTICLE 51 MINIMUM STANDARDS FOR LAND SURVEYS AND PLATS

38-51-101. Applicability - state - county - local - persons.

The provisions of this article shall apply to all agencies of state, county, and local government as well as to individuals, corporations, and partnerships engaged in the private practice of land surveying. This article shall not apply to the location or relocation of mining claims pursuant to article 43 of title 34, C.R.S.

38-51-102. Definitions.

As used in this article, unless the context otherwise requires:

- (1) "Accessory" means any physical evidence in the vicinity of a survey monument, the relative location of which is of public record and which is used to help perpetuate the location of the monument. Accessories shall be construed to include the accessories recorded in the original survey notes and additional reference points and dimensions furnished by subsequent land surveyors or attested to in writing by persons having personal knowledge of the original location of the monument.
- (2) "Aliquot corner" means any section corner or quarter section corner and any other corner in the public land survey system created by subdividing land according to the rules of procedure set forth in section 38-51-103.
- (3) "Bench mark" means any relatively immovable point on the earth whose elevation above or below an adopted datum is known.
- (4) "Block" means a parcel of land within a platted subdivision bounded on all sides by streets or avenues, other physical boundaries such as a body of water, or the exterior boundary of a platted subdivision.
- (5) "Board" means the state board of licensure for architects, for professional engineers and professional land surveyors, created in section 12-25-106, C.R.S.
- (6) "Control corner" means any land survey corner the position of which controls the location of the boundaries of a tract or parcel of land.
- (6.3) "Corner" means a point of reference determined by the surveying process.
- (7) "Exemption plat" or "subdivision exemption plat" means a subdivision plat which includes all of the information required by section 38-51-106 and which depicts a division of land or the creation of an interest in property for which the board of county commissioners has granted an exemption from subdivision regulations pursuant to section 30-28-101 (10) (d)
- (11) "Land survey" means a series of observations and measurements made pursuant to sections 38-51-103, 38-51-104, and 38-51-105 for the purpose of locating or restoring any real property boundary.
- (12) "Land survey plat" means a plat which shows the information developed by a monumented land survey or shows one or more set monuments pursuant to sections 38-51-104 and 38-51-105 and includes all information required by section 38-51-106.
- (12.3) "Monument" means the object or physical structure that marks the corner point.
- (13) "Monumented land survey" means a land survey in which monuments are either found or set pursuant to sections 38-51-103, 38-51-104, and 38-51-105 to mark the boundaries of a specified parcel of land.
- (14) "Monument record" means a written and illustrated document describing the physical appearance of a bench mark or survey monument and its accessories.
- (15) "Platted subdivision" means a group of lots, tracts, or parcels of land created by recording a map which meets the requirements of section 38-51-106 and which shows the boundaries of such lots, tracts, or parcels and the original parcel from which they were created.

(16) "Professional land surveyor" means a person licensed pursuant to part 2 of article 25 of title 12, (16.1) "Professional land surveyor of record" means the professional land surveyor whose signature and seal appear on an original subdivision plat, land survey plat, or parcel description currently recorded in the office of the clerk and recorder in which the subdivision plat, land survey plat, or parcel description is situated.

(17) "Property description" means a written, narrative description, of a parcel of real property or an easement for the purpose of perpetuating location of title.

(18) "Public land survey monument" means any land boundary monument established on the ground by a cadastral survey of the United States government and any mineral survey monument established by a United States mineral surveyor and made a part of the United States public land records.

(19) "Responsible charge" means control and direction of surveying work.

(20) "Subdivision plat" means a map of a platted subdivision recorded for the purpose of creating land parcels which can be identified uniquely by reference to such map.

(21) "Surveyor's affidavit of correction" means an affidavit prepared and executed by a professional land surveyor of record in accordance with section 38-51-111.

38-51-103. Procedure for subdividing section.

(1) Whenever a professional land surveyor conducts a survey for the purpose of locating a parcel of land which is described in terms of the nomenclature of the public land survey system, such professional land surveyor shall proceed according to the applicable rules contained in the current "Manual of Instructions for the Survey of the Public Lands of the United States" published by the United States government printing office; except that all monumentation shall conform to section 38-51-104.

(2) (a) A section may be subdivided by:

(I) Surveying all necessary aliquot lines in the field; or

(II) Computing the location of the required aliquot corners after making a field survey which includes all required control corners of the section.

(b) Any section subdivided pursuant to paragraph (a) of this subsection (2) shall include all control corners that were originally monumented by the United States government, which must either be found or restored in the field according to the standards set forth in section 38-51-104.

(c) Monument records shall be filed pursuant to section 38-53-104, describing each such corner.

(d) For any section subdivided pursuant to this subsection (2) the location of original aliquot corners of, and procedures used in, the governing official United States government survey, where applicable, shall take precedence.

38-51-104. Monumentation of land surveys.

(1) (a) The corners of lots, tracts, other parcels of land, aliquot corners not described in subsection (4) of this section, and any line points or reference points which are set to perpetuate the location of any land boundary or easement shall, when established on the ground by a land survey, be marked by reasonably permanent markers solidly embedded in the ground.

(b) A durable cap bearing the registration number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument embedded pursuant to this subsection (1).

(2) If the points designated in subsection (1) of this section fall on solid bedrock, concrete, stone curbs, gutters, or walks, a durable metal disk or cap shall be securely anchored in the rock or concrete and stamped with the survey point and the registration number of the professional land surveyor responsible for the establishment of the monument or marker.

(3) (a) If the monuments or markers required by subsection (1) of this section cannot practicably be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of proposed street, road, or other construction, one or more reference monuments shall be set.

- (b) (I) The letters "RM" or "WC" and the surveyor's registration number shall be affixed to the monument.
- (II) For purposes of this paragraph (b), "RM" means reference monument and "WC" means witness corner.
- (c) Reference monuments shall be set as close as practicable to the true corner and shall meet the same physical standards required to set the true corner.
- (d) If only one reference monument is used, such reference monument shall be set on the actual boundary line or a prolongation thereof, otherwise at least two reference monuments shall be set.
- (4) For any monument required by this section that marks the location of a section corner, quarter section corner, or sixteenth section corner, such monument shall meet the physical standards specified by rule and regulation promulgated by the board pursuant to section 24-4-103, C.R.S.
- (5) (a) The top of the monument for any corner required by this section which is within the traffic area of a publicly named dedicated or deeded street, road, or highway shall be placed one-half foot below the roadway surface.
- (b) If the roadway surface is pavement two inches thick or greater, the monument shall include a monument box the top of which shall be set flush with the surface of the pavement.
- (6) No marker required by this section shall bear the license number of more than one professional land surveyor but may bear the name of an individual surveyor or surveying firm in addition to the required license number.

38-51-105. Monumentation of subdivisions.

- (1) (a) Prior to recording a plat, the external boundaries of any platted subdivisions shall be monumented on the ground by reasonably permanent monuments solidly embedded in the ground.
- (b) A durable cap bearing the license number of the professional land surveyor responsible for the establishment of the monument shall be affixed securely to the top of each such monument embedded pursuant to this subsection (1).
- (c) Monuments shall be set no more than fourteen hundred feet apart along any straight boundary line, at all angle points, at the beginning, end, and points of change of direction or change of radius of any curved boundaries defined by circular arcs, and at the beginning and end of any spiral curve.
- (2) The professional land surveyor who prepares the original subdivision plat, exemption plat, or subdivision exemption plat shall provide external boundary monuments as required in subsection (1) of this section.
- (3) (a) Before a sales contract for any lot, tract, or parcel within a subdivision is executed, all boundaries of the block within which such lot, tract, or parcel is located shall be marked with monuments in accordance with subsection (1) of this section.
- (b) The seller of the lot, section, or parcel shall provide for the services of a professional land surveyor to establish block monumentation and lot markers as required pursuant to subsection (4) of this section.
- (4) (a) Block monumentation may be set on the center lines of streets or on offset lines from such streets as designated on the recorded plat.
- (b) The corners of any lot, tract, or parcel sold separately shall be marked within one year of the effective date of the sales contract.
- (c) For any structure to be built on a lot, tract, or parcel before the corners have been marked pursuant to this section, the seller of such lot, tract, or parcel shall retain a professional land surveyor to establish control lines on the ground as necessary to assure the proper location of the structure.
- (5) For any complete block sold as a unit, it shall become the responsibility of the subsequent seller of any separate lot, tract, or parcel within such block to retain a professional land surveyor to establish lot markers as required pursuant to subsection (4) of this section.

- (6) For any points designated in subsection (1), (2), or (3) of this section which fall on solid bedrock, concrete, stone curbs, gutters, or walks, a durable metal disk or cap shall be securely anchored in the rock or concrete and stamped with the survey point and the license number of the professional land surveyor responsible for the establishment of the monument or marker.
- (7) (a) If any monuments or markers required by subsection (1), (2), or (3) of this section cannot practicably be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of proposed street, road, or other construction, one or more reference monuments shall be set.
- (b) (I) The letters "RM" or "WC" shall be affixed to the monument in addition to the surveyor's registration number.
- (II) For purposes of this paragraph (b), "RM" means reference monument and "WC" means witness corner.
- (c) Reference monuments shall be set as close as practicable to the true corner and shall meet the same physical standards required to set the true corner.
- (d) If only one reference monument is used, such reference monument shall be set on the actual boundary line or a prolongation thereof, otherwise at least two reference monuments shall be set.
- (8) For any monument required by this section which marks the location of a section corner, quarter section corner, or sixteenth section corner, such monument shall meet the physical standards specified by rule and regulation promulgated by the board pursuant to section 24-4-103, C.R.S.
- (9) (a) The top of the monument for any corner required by this section which is within the traffic area of a publicly named dedicated or deeded street, road, or highway shall be placed one-half foot below the roadway surface.
- (b) If the roadway surface is pavement two inches thick or greater, the monument shall include a monument box the top of which shall be set flush with the surface of the pavement.
- (10) No marker required by this section shall bear the license number of more than one professional land surveyor but may bear the name of an individual surveyor or surveying firm in addition to the required license number.

38-51-106. Land survey plats.

- (1) All land survey plats shall include but shall not be limited to the following:
- (a) A scale drawing of the boundaries of the land parcel;
- (b) (I) All recorded and apparent rights-of-way and easements, and, if research for recorded rights-of-way and easements is done by someone other than the professional land surveyor who prepares the plat, the source from which such recorded rights-of-way and easements were obtained; or
- (II) If the client wishes not to show rights-of-way and easements on the land survey plat, a statement that such client did not want rights-of-way and easements shown;
- (c) All field-measured dimensions necessary to establish the boundaries on the ground and all dimensions for newly created parcels necessary to establish the boundaries on the ground;
- (d) A statement by the professional land surveyor that the survey was performed by such surveyor or under such surveyor's responsible charge;
- (e) A statement by the professional land surveyor explaining how bearings, if used, were determined;

- (f) A description of all monuments, both found and set, which mark the boundaries of the property and of all control monuments used in conducting the survey. If any such boundary monument or control monument marks the location of a lost or obliterated public land survey monument that was restored as a part of the survey on which the plat is based, the professional land surveyor shall briefly describe the evidence and the procedure used for such restoration. If any such boundary monument or control monument marks the location of a quarter section corner or sixteenth section corner that was established as a part of the survey, the professional land surveyor shall briefly describe the evidence and procedure used for such establishment, unless the corner location was established by the mathematical procedure as outlined in section 38-51-103.
- (g) A statement of the scale or representative fraction of the drawing, and a bar-type or graphical scale;
- (h) A north arrow;
- (i) A written property description, which shall include but shall not be limited to a reference to the county and state together with the section, township, range, and principal meridian or established subdivision, block and lot number, or any other method of describing the land as established by the general land office or bureau of land management;
- (j) The signature and seal of the professional land surveyor; and
- (k) Any conflicting boundary evidence.
- (l) A statement defining the lineal units used including but not limited to meters, chains, feet, and U.S. survey feet. If it is necessary to define conversion factors, the factors shall be a function of the meter as defined by the United States department of commerce, national institute of standards and technology.

C. R. S. TITLE 38, ARTICLE 53 PERPETUATION OF LAND SURVEY MONUMENTS

38-53-101. Legislative declaration. It is hereby declared to be a public policy of this state to encourage the establishment and preservation of accurate land boundaries, including durable monuments and complete public records, and to minimize the occurrence of land boundary disputes and discrepancies.

38-53-104. Filing of monument record required. (1) (a) If a professional land surveyor conducts a survey which uses any public land survey monument or any United States geological survey or United States coast and geodetic survey (also known as the national ocean service/national geodetic survey) monument as a control corner, such professional land surveyor shall file a monument record describing such monument with the board if the monument and its accessories are not substantially described in an existing monument record previously filed pursuant to this section or its predecessor.

(b) If a professional land surveyor establishes, restores, or rehabilitates any public land survey monument or section corner, quarter section corner, or sixteenth section corner as defined by the nomenclature of the United States public land survey system, such professional land surveyor shall file a monument record.

(c) Any monument record filed pursuant to this section shall describe at least two accessories or reference points.

(2) Monument records shall be filed within six months of the date on which the monument was used as control or was established, restored, or rehabilitated.

38-53-105. Professional land surveyor must rehabilitate monuments. For any monument record of a public land survey corner which is required to be filed pursuant to this article, the professional land surveyor shall restore or rehabilitate the corner monument so it is readily identifiable and reasonably durable, if field conditions require it.

COLORADO STATE BOARD BYLAWS AND RULES

6.0 - Rules of Professional Land Surveying Practice

6.4 Physical Standards for Public Land Survey System Monuments

6.4.1 Physical Standards for Establishing New Monuments or Upgrading Existing Monuments

6.4.1.1 Requirements for Monumenting.

Whenever a professional land surveyor monuments any section corner, quarter section corner, one-sixteenth section corner, General Land Office/Bureau of Land Management (government) lot corner, or any corner established by a Public Land Survey Monument (PLSM), as defined in Section 38-53-103(18), C.R.S., the corner shall be monumented with a metallic pipe or rod possessing a magnetic field and having a minimum outside diameter of 3/4 inch, a minimum length of 30 inches, and a two-inch minimum diameter durable metallic cap.

6.4.1.2 When an Existing Monument Must Be Upgraded.

Whenever a professional land surveyor uses as a control corner, as defined in Section 38-53-103(6), C.R.S., any existing monument that represents any of the corners described in Rule 6.4.1.1 and said existing monument is smaller than 5/8 inch diameter, the monument must be upgraded to the monument size described in Rule 6.4.1.1.

6.4.2 Exceptions to the Physical Standards for Establishing New Monuments or Upgrading Existing Monuments

6.4.2.1 Original Monuments That Do Not Have to be Upgraded.

If the PLSM still exists in its originally set location and said monument is readily identifiable and reasonably durable, it does not have to be upgraded.

6.4.2.2 Existing Monuments That Do Not Have to be Upgraded.

Existing monuments having a minimum outside diameter of 5/8 inch do not have to be verified as to length or upgraded so long as they are readily identifiable and reasonably durable.

6.4.2.3 Existing Monuments That Must be Upgraded.

A properly stamped, two-inch minimum diameter, durable metallic cap must be attached if the found monument has any of the following qualities:

- (a) The monument has no cap.
- (b) The monument has a cap other than a durable metallic cap.
- (c) The monument has a cap with a diameter less than 1 1/2 inches.

6.4.2.4 Monumenting in Rock Outcroppings, Concrete and Concrete Posts.

A durable metallic disk not less than two inches in diameter, on a stem not less than three inches long, is suitable for placing in rock outcroppings, concrete, and for embedding in concrete posts (monuments).

6.4.2.5 Monumenting in Adverse Terrain.

In the event corners described in Rule 6.4.1.1 cannot practically be set because of steep terrain, water, marsh, or existing structures, or if they would be lost as a result of a proposed street, road, or other construction, one or more reference monuments shall be set. The reference monuments shall be set according to Sections 38-51-104(3)(b)(I), 38-51-104(3)(b)(II), 38-51-104(3)(c) and 38-51-104(3)(d), C.R.S.

6.4.3 Physical Standards for Cap Markings.

All caps shall be marked as set forth in the "United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States" and shall conform with Section 38-51-104, C.R.S. Incorporation of this material does not include any later amendments or editions. A copy of the "United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States" and applicable supplements, is available for public inspection. For information regarding how this material can be obtained or examined, contact the Board's program director, at 1560 Broadway, Suite 1350, Denver, Colorado, 80202. This material is also available from the U.S. Department of the Interior, Bureau of Land Management, in partnership with the American Congress on Surveying and Mapping (ACSM), at ACSM, 6 Montgomery Village Avenue, Suite 403, Gaithersburg, Maryland 20879 or www.blmsurveymanual.org.

6.5.4.1 Monumentation of Natural Water Boundaries.

A stream, creek, river, or shoreline is itself a natural monument. The surveyor must conduct research to determine if the stream, or any part thereof, is the intended boundary line. The acceptance of the stream, creek, river, or shoreline as a natural monument complies with Section 38-51-104 (1) (a), and Section 38-51-105 (1) (a), C.R.S. Where a riparian boundary is described as the thread of a non-navigable stream or to some water boundary, no further artificial monumentation is required.

6.8 Basis of Bearing Statements.

Section 38-51-106(1)(e), C.R.S., requires professional land surveyors to include an explanatory statement concerning the basis of bearings, if used, on their land survey plats.

6.8.1 Purpose.

The purpose of a basis of bearing statement on a land survey plat is to enable other surveyors to retrace all or part of that survey. Any basis of bearing statement that does not facilitate a retracement is inadequate.

6.8.2 Composition.

The basis of bearing statement shall state the method used to derive the bearing (i.e., assumed, astronomic, geodetic, grid, reference to recorded or deposited survey, etc.) and the bearing between fully described monuments (i.e., monument material, diameter, length (if set), cap size and material, cap markings/stampings, etc.) at each end of a single line. When the monuments at each end of the reference line are fully described on the plat, they need only be referenced in the "Basis of Bearings" statement. A land survey plat shall show the graphic and mathematical relationship between the basis of bearing and the survey.

6.8.3 Methods.

When bearings are used, there are four generally accepted methods of stating a basis of bearing on a land survey plat: "astronomic or geodetic," "reference to recorded or deposited survey plat," "grid," and "assumed." Examples of the basis of bearing statement are as follows, but are not limited to:

6.8.3.1 Astronomic or Geodetic.

This is normally an observation of the Sun or Polaris or Global Positioning System (GPS) observations. Examples are as follows:

- (a) **Astronomic Example** – "Bearings determined by Polaris observations while occupying the Southwest Corner of Section 8. The astronomic bearing from the Southwest Corner of Section 8 to the West One-Quarter Corner of Section 8 is N00°10'45"W. The monuments are fully described on the plat."
- (b) **Geodetic Example** – "The basis of bearing is a geodetic bearing of Line 1-2 of the Mother Lode claim (monuments fully described hereon) as determined by static GPS observations collected simultaneously at both corners. The geodetic bearing from Corner No. 1 to Corner No. 2 is S01°00'54"E."

6.8.3.2 Reference to Recorded or Deposited Survey Plat.

This usually involves a subdivision plat, a land survey plat or Bureau of Land Management/Government Land Office plat. Examples are as follows:

- (a) "Bearings based on west line of Lot 7, Block 10, Sunshine Subdivision, Filing 2, Book 13, Page 69, County of Douglas (N 04° 10' 30" E); southwesterly corner is No. 5 rebar with a 1" diameter aluminum cap stamped RLS 0001; northwesterly corner is 2" diameter brass cap in concrete marked with punch mark and L.S. 1980."
- (b) "Bearings based on north line of deposited land survey plat of Jackson Parcel (Map Book 17, Plat 4, La Plata County) as N 00° 10' 12" E. Both ends of said line are found No. 4 rebars in mounds of stone."
- (c) "Bearings are based on the G.L.O. Dependent Resurvey of T. 5 S., R. 75 W. of the 6TH PM, dated June 30, 1909, record of N 89° 30' E along the north line of the NW 1/4 of Section 8 (monuments described on plat)."

6.8.3.3 Grid.

An example is, "All bearings are grid bearings of the Colorado State Plane Coordinate System, Central Zone, North American Datum 1983. The bearing of the line between triangulation stations "Double" (a USC&GS standard disk cemented in a boulder that is 10 inches above ground) and "Black" (a NGS standard disk cemented in a drill hole in outcropping bedrock) is "S 57° 51' 07" W."

6.8.3.4 Assumed.

An example is, "Bearings are based on the assumption that the east line of the Southwest 1/4 of Section 17, bears N 00°00'00" E. South 1/4 corner is B.L.M. brass cap on 2 1/2" diameter pipe, Center 1/4 corner is a 3 1/4" aluminum cap on a 1 1/4" diameter axle on west side of 8" x 8" fence post."

6.8.3.5 Unacceptable Statements.

Following are examples of two unacceptable statements:

(a) "Basis of bearings from plat of adjoining Sunrise Knolls."

This is unacceptable because monuments are not described nor is the basis of bearing line identified.

(b) "Bearings based on north line of NW 1/4, Section 10 as being N 89° 30' E."

This is unacceptable because monuments are not described.

6.10 Depiction of Easements and Rights-of-Way on Subdivision Plats.

The purpose of this rule is to provide clarification regarding the requirements of Section 38-51-106(1)(b), C.R.S., as it pertains to "platted subdivisions." The generally accepted standard of practice with respect to the preparation of land survey plats for platted subdivisions is to depict on all such plats all recorded and apparent rights-of-way and easements, regardless of clients' wishes.

6.13 Description of Monuments.

Section 38-51-106 (f), C.R.S., requires professional land surveyors to provide "a description of all monuments, both found or set, that mark the boundaries of the property and of all control monuments used in conducting a survey."

6.13.1 Purpose.

The purpose of this statute is to identify the physical attributes of the monuments and caps set or found during the original survey and subsequent retracement surveys.

6.13.2 Acceptable description of monuments.

Description of monuments found or set should include, but not be limited to the physical attributes and size of the monument, and the physical attributes and size of the cap. Examples would be:

(a) Found 4"x 8"x 18" stone, projecting 12" above ground, scribed with one slash on the east face and five slashes on the west face.

(b) Set #5 rebar, 24" long, with a 1.5" aluminum cap, stamped "A Survey Co. PLS 99999", projecting 0.2' above ground.

(c) Found #4 rebar, with a 1" yellow plastic, marked "A Survey Co. PLS 99999", flush with ground.

6.13.3 Unacceptable description of monuments.

(a) Set Pin & Cap.

(b) Found stone appropriately marked.

(c) Found rebar.

(d) Fnd. #5 rebar, 24" long, with a 1.5" AC, stamped "A Survey Co. PLS 99999", projecting 0.2' above ground. This is unacceptable, unless the abbreviations are defined in a legend.



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)

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 #: _____