

August 26, 2008

**Larimer County Planning Dept.
Procedural Guide for
SIMPLIFIED SITE
PLAN FOR EXTENDED
FAMILY DWELLINGS
AND FARMSTEADS**



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

EXTENDED FAMILY DWELLING:

Living quarters in a manufactured home to be used on a temporary basis to house immediate family members. Any person seeking to place an Extended Family Dwelling on his/her property must obtain a permit as provided below and pay all applicable Transportation Capital Expansion Fees. A permit issued for an Extended Family Dwelling is for a term not to exceed 3 years. Such a permit may be extended for additional 3-year periods provided the conditions in Subsection b below continue to exist:

1. A permit for an Extended Family Dwelling to house immediate family members who are elderly or disabled may be administratively issued by the Planning Director on a finding that all of the following standards have been met:
 - a. The lot or parcel on which the Extended Family Dwelling is to be placed contains at least 4 acres;
 - b. At least one occupant of the Extended Family Dwelling is age 65 or older or is disabled. A letter from a licensed physician verifying the disability must be submitted;
 - c. The Extended Family Dwelling will be removed within 3 months from the date of the expiration of the permit unless an application for subdivision is submitted; and
 - d. A Simplified Site Plan will be required as part of the application.
2. A permit for an Extended Family Dwelling used to house immediate family members for reasons other than age or disability, or on lots or parcels containing fewer than 4 acres may be issued by the County Commissioners after a public hearing with notice to affected property owners within at least 500 feet of the boundaries of the lot or parcel on a finding that the following standards and conditions have been met:
 - a. There is a legitimate family hardship that justifies the need for an Extended Family Dwelling;
 - b. The Extended Family Dwelling will not substantially adversely impact the surrounding area;
 - c. The Extended Family Dwelling will be removed within 3 months from the date of the expiration of the permit unless an application for subdivision is submitted;
 - d. All applicable Transportation Capital Expansion Fees will be paid; and
 - e. In no event will a lot or parcel used for an Extended Family Dwelling be less than 4 acres unless public sewer is used by the principle dwelling and the Extended Family Dwelling; and
 - f. A Simplified Site Plan will be required as part of the application

NOTE: Permits issued under this category are effective for such period of time as the County Commissioners determine is appropriate based on the particular hardship after considering all the information presented at the public hearing. The County Commissioner may not extend the permit without a public hearing and finding that standards above continue to be met.

3. Transportation Capital Expansion Fees must be paid at the time of issuance of a permit for an Extended Family Dwelling. The fee will be computed as equal to 3/20 (15%) of the transportation capital expansion fee for a single family dwelling. This fee covers the 3- year duration of the permit. An additional fee in the above amount is required for any subsequent extension of an Extended Family Dwelling permit.

FARMSTEAD:

That portion or portions of a farm, ranch, dairy, feed yard or poultry farm designated for uses and buildings which are necessary to the operation, including dwellings and equipment storage areas.

1. Farmstead Accessory Dwellings:
 - a. Number: A farmstead is limited to one dwelling for the owner/operator of the property plus one additional dwelling for each 40 acres of contiguous ownership. For example, a farmstead on a 40-acre farm could include two dwellings, one for the owner/operator and one for farm help. A farmstead on an 80-acre farm could include three dwellings, one for the owner/operator and two for farm help.
 - b. Occupancy: Farmstead dwellings may be occupied by the owner/operator, their immediate family and residents needed to support the agricultural operation.
 - c. Siting: Each farmstead must be designed to allow a logical pattern of lots that all meet minimum lot size and setback requirements of the applicable zoning district and provide for adequate access, drainage and utilities for each lot. Should the agricultural operation cease, the property owner must pursue one of the following options:
 1. The Rural Land Use Process;
 2. Subdivision
 3. Conservation Development to place each accessory farm dwelling on a separate lot;
 4. Identify a separate 35-acre or larger tract for each accessory dwelling; or
 5. Present a proposal to be approved by the Planning Director.
 - d. Fees and Standards: Transportation Capital Expansion Fees must be paid for each dwelling when the building permit is issued. Each dwelling must comply with the Standards for All Development required by Section 8 of the Land Use Code.
 - e. Agreement: Each plan approved for a Farmstead must include an agreement which includes the terms described in Subsections c and d above. The agreement must be signed by the property owner, notarized and recorded with the Clerk and Recorder by the Larimer County Planning Department. The agreement must state that the agreement runs with the land and is binding on all successors, assigns, heirs and subsequent owners of the property.
2. A Farmstead may include agricultural labor housing subject to Special Review approval by the Board of County Commissioners.

SUBMITTAL INSTRUCTIONS:

1. A Pre-Application Conference is required prior to submitting this application.
 2. The quantities of any required submittal items shall be as determined at the Pre-Application Conference.
 3. Applications may be submitted at any time Monday-Friday 8:00 a.m.-4:30 p.m.
 4. All applications must be complete. Any application which is not complete will not be accepted, processed, or scheduled for review.
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BUILDING PERMITS – PLEASE NOTE:

If approval is granted for a Simplified Site Plan for an Extended Family Dwelling or Farmstead, a separate building permit for the new structure is required from the Larimer County Building Department.

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

SUBMITTAL REQUIREMENTS

for SIMPLIFIED SITE PLANS FOR EXTENDED FAMILY DWELLINGS AND FARMSTEADS

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.

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.

EXTENDED FAMILY DWELLING – ADMINISTRATIVE:

1. _____ **Application Form** completed and signed by all property owner(s) and the applicant.
2. _____ **Extended Family Dwelling Written Project Description** which explains the need for the extended family dwelling unit and how the use meets the requirements of the Land Use Code (Section 4.3.10.G Extended Family Dwelling).
3. _____ **Simplified Site Plan** drawn at an appropriate scale (determined at the pre-application conference) on an 11"x17" sheet which includes the following information:
 - A. Title of the site plan with the last name of the owner then Extended Family Dwelling (For example: Smith Extended Family Dwelling).
 - B. Vicinity map showing roads and significant natural features which will help locate the site.
 - C. Property boundaries and size of parcel shown on one sheet.
 - D. North Arrow and scale.
 - E. Location and use of existing buildings.
 - F. Location of proposed extended family dwelling.
 - G. Access and Easements existing and proposed.
 - H. Location of existing and proposed septic systems.
 - I. Location of existing and proposed water wells.
4. _____ **Documentation:** A letter from a licensed physician verifying the disability of the occupant of the extended family dwelling (if applicable) or proof that the occupant of the extended family dwelling is over 65 years of age.
5. _____ **Legal Description** of the property typed on 8 ½" x 11" paper.
6. _____ **Application Fee:** See the current Fee Schedule in the Planning Department for the amount (Make checks payable to the Larimer County Planning Department).
7. _____ **Signed Pre-Application Conference Form and submittal checklist.**
8. _____ **Any additional** information identified at the Pre-Application Conference.

EXTENDED FAMILY DWELLING – COUNTY COMMISSIONER REVIEW:

1. _____ **Application Form** completed and signed by all property owner(s) and the applicant.
 2. _____ **Extended Family Dwelling Written Project Description** which explains the need for the extended family dwelling unit and how the use meets the requirements of the Land Use Code (Section 4.3.10.G Extended Family Dwelling).
 3. _____ **Simplified Site Plan** drawn at an appropriate scale (determined at the pre-application conference) on an 11”x17” sheet which includes the following information:
 - A. Title of the site plan with the last name of the owner then Extended Family Dwelling (For example: Smith Extended Family Dwelling).
 - B. Vicinity map showing roads and significant natural features which will help locate the site.
 - C. Property boundaries and size of parcel shown on one sheet.
 - D. North Arrow and scale.
 - E. Location and use of existing buildings.
 - F. Location of proposed extended family dwelling.
 - G. Access and Easements existing and proposed.
 - H. Location of existing and proposed septic systems.
 - I. Location of existing and proposed water wells.
 4. _____ **Affected Property Owners List and Mailing Labels:** 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.**
 5. _____ **Legal Description** of the property typed on 8 ½” x 11” paper.
 6. _____ **Application Fee:** See the current Fee Schedule in the Planning Department for the amount (Make checks payable to the Larimer County Planning Department).
 7. _____ **Signed Pre-Application Conference Form and submittal checklist.**
 8. _____ **Any additional** information identified at the Pre-Application Conference.
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FARMSTEAD:

1. _____ **Application Form** completed and signed by all property owner(s) and the applicant.
2. _____ **Farmstead Written Project Description** which explains the need for the farmstead and how the use meets the requirements of the Land Use Code (See Section 4.3.10.A Farmstead). **Specifically include information regarding the following:**
 - A. Describe the nature of the agricultural operation including the number of animals and the acres under cultivation.
 - B. Is the agricultural operation existing or proposed? If it is proposed, when will the operation commence?
 - C. Describe the duties and responsibilities of the farm help.
 - D. Describe why the farm help is necessary.
 - E. Describe the relationship of the farm help to the applicant/owner.
3. _____ **Simplified Site Plan** drawn at an appropriate scale (determined at the pre-application conference) on an 11”x17” sheet which includes the following information:

**Simplified Site Plan for Extended
Family Dwellings and Farmsteads
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- A. Title of the site plan with the last name of the owner then Farmstead (For example: Jones Farmstead).
 - B. Vicinity map showing roads and significant natural features which will help locate the site.
 - C. Property boundaries and size of parcel shown on one sheet.
 - D. Name, address and phone number of the applicant.
 - E. North Arrow and scale.
 - F. Location and use of existing buildings.
 - G. Location of proposed accessory dwelling unit with distance to property lines.
 - H. Access and Easements existing and proposed.
 - I. Location of existing and proposed septic systems.
 - J. Location of existing and proposed water wells.
4. _____ **Legal Description** of the property typed on 8 ½" x 11" paper.
 5. _____ **Application Fee:** See the current Fee Schedule in the Planning Department for the amount (Make checks payable to the Larimer County Planning Department).
 6. _____ **Signed Pre-Application Conference Form and submittal checklist.**
 7. _____ **Any additional** information identified at the Pre-Application Conference.
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If approval is granted for the Extended Family Dwelling or the Farmstead, the following will be required after the approval to complete the application:

1. _____ **Signed Agreement** for either the Extended Family Dwelling or Farmstead. The agreement form will be supplied by the Larimer County Planning Department. The agreement must be signed by the property owner(s) and notarized. After receiving the agreement, the Planning Director will sign the agreement and it will be recorded with the Clerk and Recorder by the Larimer County Planning Department.



LARIMER COUNTY EXTENDED FAMILY DWELLING PERMIT

Staff Use Only:
File #: _____

of years approved from the date the TCO is effective for the Building Permit: _____

Legal description: Attached as Exhibit "A"

Location/Address: _____

Parcel #: _____

Owner(s): _____

I (we) the undersigned as owner(s) of above referenced real property located in Larimer County, Colorado, have read and understand Section 4.3.10.G of the Larimer Land Use Code entitled Extended Family Dwelling. The use of the property and/or structure described herein will be in compliance with Section 4.3.10.G of the Larimer County Land Use Code, the attached approved Simplified Site Plan (Exhibit "B") and the following provisions:

1. Approval of the Extended Family Dwelling will be in effect for a maximum of 3 years from the date the Temporary Certificate of Occupancy is effective for the Building Permit.
2. The applicant is responsible for the payment of all required fees (including Transportation Capital Expansion Fees) and obtaining any required septic system permits.
3. A building permit must be issued, all required inspections must be completed, and the owner must request that a Temporary Certificate of Occupancy (TCO) be issued within 90 days of the Recordation of this Extended Family Dwelling Permit. If a TCO is not issued within 90 days, this Extended Family Dwelling Permit and Approval shall automatically be null and void. The Larimer County Planning Department shall then be authorized to record a Resolution of Revocation that the Extended Family Dwelling Permit and Approval is null and void.
4. Location of the extended family dwelling shall be consistent with the attached approved Simplified Site Plan (Exhibit "B").
5. At the end of the 3 year period this approval automatically expires. The Extended Family Dwelling shall be removed within 3 months from the expiration date of the Temporary Certificate of Occupancy for an Extended Family. Upon application to the Planning Department, the Extended Family Dwelling approval may be extended for an additional 3 year period provided the conditions noted in Section 4.3.10.G continue to exist.

Planning Staff: In this section, please add any other conditions of approval from the Board of County Commissioners.

I, as owner of the property, acknowledge and agree to the requirements and conditions under which this Extended Family Dwelling is approved.

This permit shall be valid and enforceable upon the undersigned, his/her heirs.

ACKNOWLEDGED AND AGREED THIS _____ DAY OF _____, 20_____.

(Owner's Name)

(Owner's Name)

State of Colorado }
County of Larimer }

The foregoing instrument was acknowledged before me this ____ day of _____, 20_____

by: _____

Witness my hand and official seal: _____
Notary Public

My commission expires: _____

Staff Use Only:
Date: _____ Approved By: _____
Larimer County Planning Director



LARIMER COUNTY FARMSTEAD AGREEMENT

Staff Use Only:
File #: _____
Approval Date: _____
Approved By: _____

Legal description: Attached as Exhibit "A"

Location/Address: _____
 Parcel #: _____
 Owner(s): _____

I (we) the undersigned, as owner(s) of above referenced real property located in Larimer County, Colorado, have read and understand Section 4.3.10.A. (Farmstead) of the Larimer County Land Use Code as listed below:

- a. Number. A farmstead is limited to one dwelling for the owner/operator of the property plus one additional dwelling for each 40 acres of contiguous ownership.
- b. Occupancy. Farmstead dwellings may be occupied by the owner/operator, their immediate family and residents needed to support the agricultural operation.
- c. Siting. Each farmstead must be designed to allow a logical pattern of lots that all meet minimum lot size and setback requirements of the applicable zoning district and provide for adequate access, drainage and utilities for each lot. Should the agricultural operation cease, the property owner must pursue one of the following options:
 - 1. The Rural Land Use Process; 2. Subdivision; 3. Conservation Development to place each accessory farm dwelling on a separate lot; 4. Identify a separate 35-acre or larger tract for each accessory dwelling; or 5. Present a proposal to be approved by the Planning Director.
- d. Fees and Standards. Capital Expansion Fees must be paid for each dwelling when the building permit is issued. Each dwelling must comply with the Standards for All Development required by **Section 8** of the Larimer County Land Use Code.

If the use described and approved in File #09-SP0242 is not commenced within 6 months of the approval date, this Farmstead Permit and Approval shall automatically be null and void. The Larimer County Planning Department shall then be authorized to record a Resolution of Revocation that the Farmstead Permit and Approval is null and void.

I, as owner of the property, acknowledge and agree to the requirements and conditions under which this Farmstead is approved.

This agreement shall be binding upon the undersigned, his/her heirs, and assigns, and future owners of this property.

ACKNOWLEDGED AND AGREED THIS _____ DAY OF _____, 20_____.

(Owner's Name)

(Owner's Name)

State of Colorado }
County of Larimer }

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

by: _____

Witness my hand and official seal: _____

My commission expires: _____

Staff Use Only:
Date: _____
Approved By: _____ Larimer County Planning Director



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
- Rezoning
- ROW or Easement Vacation
- Site Plan Review
- Special Exception
- Special Review
- Variance
- Wireless Facility
- Other:

Application Phase

What process phase are you applying for?

- Admin Review
- Sketch Plan Review
- Public Hearing

Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

GENERAL INFORMATION – Information about people with interest in the project

Property Owner

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Property Owner

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Applicant

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

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

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Engineer/Surveyor

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

PROJECT IDENTIFICATION (list all parcels #'s that pertain to the project):

Signatures required by ALL Property Owners and the Applicant

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits **will not be accepted** while this application is in process.

_____ Date: _____
Property Owner(s)

_____ Date: _____
Property Owner(s)

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at www.larimer.org)

_____ Date: _____
Applicant

→ THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT PRE-APP ←

PROJECT SITE INFORMATION

Project Location: Quarter Section _____ Section _____ Township _____ Range _____

Project Address (if available): _____

Assessor's Parcel Numbers (list all parcels that pertain to the project): _____

Pre-Application Conference Date: _____ Planner: _____

Pre-Application Conference attended by: _____

Proposed Request: _____

Plan Area (if applicable): _____ Lot Size(s): _____

Related Files: _____

Setback Information: _____

Utilities: Water: _____ Sewer: _____ Fire: _____

Current Zoning: _____ Proposed Zoning (if applicable): _____

→ THIS SECTION IS FOR PLANNING STAFF TO COMPLETE FOR SENDOUT ←

PROJECT SENDOUT INFORMATION

Project Title: _____ File #: _____

Project Location Description: _____

Request (Project Description): _____

Site Access: _____ Trips Generated by Proposal: _____

Proposed Use: _____ Notification Area: _____

Schedule for Hearing? **Yes** **No** Hearing Date: _____ Planner: _____

Received By: _____ Date: _____ Sign Given: _____ Paid \$: _____ Check #: _____