NEIGHBORHOOD INPUT PROCESS
A Guide For Neighbors
October 2012

Goals of Neighbor Input:

• To provide information about a land use proposal and allow the opportunity for property owners in the vicinity to comment.

• To gather neighbor comments, concerns, and suggestions about a development proposal early in the review process.

• To provide the opportunity for comments and concerns to be addressed by the applicant.

Neighbor Notification:
The Larimer County Planning Department notifies surrounding property owners when:

• A development proposal has been submitted in the area.

• A public meeting or hearing has been scheduled regarding the proposal.

As an interested property owner, you have the opportunity to review the project or process materials throughout the development review process.

This can be done:

• In person at the Planning Department office
• By e-mail
• By telephone
• Online at http://larimer.org/planning/planning/current_applications.cfm

Neighbor Responsibilities:

Gather Information:
Gathering information and learning about a proposed project will give a greater understanding of what is being proposed. Information regarding the project will be available for review throughout the development review process.

To find out more information on a project:

• Visit the Planning Department to review the file and information submitted.

• Call or email the planner assigned to the project.

• Visit the Current Development Application section on the Planning Department website.

Be Involved:
Neighbor comments, concerns, and suggestions are essential in understanding the potential impacts a development review proposal may have on property owners in the vicinity.

Comments received early in the development review process can allow the opportunity for concerns to be addressed by the applicant.

To voice your comments and concerns:

• Contact Planning Department.

• Attend scheduled public meetings and hearings.

*Please see the reverse side for more information on the Development Review Process.
Land Use applications located within Larimer County (outside city limits) go through several phases during the development review process.

Each phase is an integral part of the planning, design, and development of a project. The process ensures that a project can meet the standards outlined in the Land Use Code and be compatible with the surrounding area.

The following application types will proceed through the phases shown below: Conservation Developments, Planned Land Divisions, Subdivisions, Rezonings, Special Exceptions, and Special Reviews.

### Phase I Development Proposal Submitted
- **Initial review of proposed project**
- **Notification of project proposal mailed to public**
- **Sketch Plan Meeting held with applicant and Staff**
  - Estimated Time Frame: 2 months

### Phase II Sketch Plan Review
- **Neighborhood Meeting**
  - If required by the Planning Director an informal meeting will be held with property owners in the vicinity of the project.
  - At the meeting, the project applicant and Larimer County Staff will be present to discuss the application and answer questions.
  - Notification of the meeting will be mailed to the public

### Phase III Public Hearing
- **Stage 1:** Revised proposal submitted to the Planning Department.
  - Notification of the proposed project mailed to public
- **Stage 2:** Planning Commission Hearing scheduled, and notification of hearing mailed to the public
  - Planning Commission will make a recommendation to the Board of County Commissioners regarding the proposal
- **Stage 3:** Board of County Commissioner hearing scheduled, and notification of hearing mailed to the public
  - Board of County Commissioners will make a final decision regarding the proposal
  - Estimated Time Frame to public hearings: 3 months – 1 year

### Phase IV Final Development
- **Internal review of all final documents**

### Opportunities for Comment
- **Legend:**
  - Mailed Notice
  - In-person meeting

For more information, view the Larimer County Land Use Code at www.larimer.org/planning/planning or contact the Planning Department at 970-498-7683.