LARIMER COUNTY
COMMITTED TO EXCELLENCE

Larimer County Planning Department

REZONING PROCESS GUIDE

Purpose

The Rezoning process is meant to provide the method for changing boundaries of zoning districts or overlay zoning districts and for changing the zoning designation of a parcel as shown on the official zoning map.

Review Criteria

To approve an amendment to the zoning district boundaries, overlay district boundaries or zone designation of a parcel on the official zoning map, the Board of County Commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

A. The proposed change is consistent with the Master Plan;
B. The proposed change is compatible with existing and allowed uses on properties in the neighborhood and is the appropriate zoning for the property;
C. Conditions in the neighborhood have changed to the extent that the proposed change is necessary;
D. The proposed change does not result in significant adverse impacts on the natural environment;
E. The proposed change addresses a community need;
F. The proposed change results in a logical and orderly development pattern in the neighborhood;
G. In order to approve a rezoning to PD-Planned Development district, the subject parcel must be within a Growth Management Area overlay zone district or the LaPorte Plan Area or other adopted sub-area plan, and the County Commissioners must also find that the proposed land use type, density and intensity are consistent with the applicable supplementary regulations, if any, or with the LaPorte Area Plan or other adopted sub-area plan.;
H. In order to establish or enlarge a GMA district, the County Commissioners must also find that the criteria in subsection 4.2.1.B.3 of the Land Use Code have been met.; and
I. The County Commissioners may exclude or remove an area from an established GMA district boundary if they find one or more of the review criteria in subsection 4.2.1.B.3 of the Land Use Code can no longer be met.

OVERVIEW – REZONING PROCESS (see Section 4.4 of the Larimer County Land Use Code)

Phase 1
Sketch Plan Review

Purpose
Sketch Plan is meant to address the technical and compatibility aspects of a proposed use and identify issues or concerns prior to proceeding with a Public Hearing for Rezoning.

Development Review Fee
$800
Possible $100 Poudre Fire Authority Fee
– see current Development Review Fees

Estimated Time Frame
2 months

Steps

1. Pre-Application Conference
2. Application Submittal $
3. Referral Agency/Staff Review
4. Sketch Plan Meeting
5. Neighborhood Meeting (if applicable)

Phase 2
Rezoning Public Hearing

Purpose
Formal application and development standards review.

Development Review Fee
$3600 Outside Growth Management Area
$4000 Within Growth Management Area
Possible Wildfire Review and/or Loveland Fire District
– see current Development Review Fees

Estimated Time Frame
4-6 months
– see Road Map to Process Time

Steps

1. Pre-Application Conference
2. Application Submittal $
3. Referral Agency/Staff Review
4. Planning Commission Hearing
5. Board of County Commissioners Hearing
6. Conditions of Approval

REZONING PROCESS

Phase 1 Sketch Plan Review

1. **Pre-Application Conference –** A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Rezoning application.

2. **Application Submittal $**
   Applications for Sketch Plan Review are accepted one day per month, during regular business hours.
   Please refer to the Development Review Calendar for submittal dates.

3. **Referral Agency/Staff Review**
   Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health, Code Compliance and Building and will also distribute copies of the application to outside review agencies such as utility providers. Written comments are sent to County Staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.

4. **Sketch Plan Meeting**
   This meeting will include the Applicant and Development Review Staff (Planning, Health, and Engineering). Staff will discuss comments received and will review the application for compliance with all provisions of the Land Use Code. A written staff report will be presented at the meeting. Please refer to the Development Review Calendar for meeting dates.

5. **Neighborhood Meeting (if applicable)**
   A neighborhood meeting may be required after the Sketch Plan Meeting but before Public Hearing submittal. The Planning Director will determine if a neighborhood meeting is required based on land use impact or neighborhood comment and/or concern. Please refer to the Neighbor Input Process Handout for more information.

Development Review Staff will discuss any options or issues with the applicant before proceeding to Phase 2.

Goals of Sketch Plan Review:

- Exchange information between the applicant and Staff to address various issues that pertain to the project.
- Obtain sufficient information to accurately assess technical aspects of the proposed use.
- Provide a written report detailing all of the information conveyed in the Sketch Plan Review meeting.

Phase 2 Rezoning Public Hearing

1. **Pre-Application Conference –** A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Rezoning application.

2. **Application Submittal $**
   Applications for Rezoning are accepted one day per month, during regular business hours. Please refer to the Development Review Calendar for submittal dates.

3. **Referral Agency/Staff Review**
   Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health, Code Compliance and Building and will also distribute copies of the application to outside review agencies such as utility providers. Written comments are sent to County staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
   Please Note: Some application materials may need to be revised and resubmitted and/or additional information may need to be provided based upon agency review.

4. **Planning Commission Hearing**
   The Planning Commission will consider all Staff, Applicant, and public input and will make a recommendation to the Board of County Commissioners. The Planning Commissions vote is a recommendation to the Board of County Commissioners and **not** a final decision.

   If you are in the Laporte or Red Feather Lakes Plan Areas, separate public hearings with the appropriate advisory committee may be held. Please contact County staff for more information.

5. **Board of County Commissioners Hearing**
   The Commissioners will consider all Staff, Applicant, and public input, as well as the Planning Commissions recommendation, and then vote to approve, approve with conditions, or deny the Rezoning application.

The Board of County Commissioners hearing is the final public hearing for Rezoning applications and therefore is the final decision.

****A Rezoning application does not incorporate site development approval; another land use application may be required depending on your proposed use.**

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