



200 W. Oak Street, 3<sup>rd</sup> Floor  
 Fort Collins, CO 80521  
 (970) 498-7683 / larimer.org/planning

# SKETCH PLAN REVIEW

## Conservation Developments, Planned Land Divisions, Subdivision & General Development Plans

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 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 item are required for all applications.				
Item #	Description:	Information Provided for:	Copies Required	✓
<b>One Electronic Set Of All Submittal Materials</b> (Flash/Jump Drive or CD) Name files as listed below.				
1.	<b>Application Form</b> – must be signed by <b>all</b> property owners and the applicant *For Conservation Development applications – the CD Calculation Worksheet must also be filled out	File		
2.	<b>Application Fee</b> – current fee at the time of submittal	File	\$	
3.	<b>Other Associated Fees</b> - See current Development Review Fees for more information. <i>Fire District Fee- <b><u>(PLEASE DO NOT COMBINE FIRE DISTRICT FEE WITH APPLICATION FEE)</u></b></i>	File	\$	
4.	<b>Project Description</b> – detailed description of the proposed project, include review criteria from Section 5 of the Land Use Code. <b>Please see page 2 for Project Description requirements</b>	File, All Referral Agencies		
5.	<b>Site Inventory Map</b> – size 24” x 36” <b>Please see page 3 for Site Inventory Map requirements</b>	File, All Referral Agencies		
6.	<b>Sketch Plan</b> – size 24” x 36” <b>Please see page 4 for Sketch Plan requirements</b>	File, All Referral Agencies		
7.	<b>Reduced Sketch Plan</b> – size should be 8 ½” x 11”	File, All Referral Agencies		
8.	<b>Vicinity Map</b> – 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, All Referral Agencies		
9.	<b>Growth Management Area (GMA) Form 1 Annexation Eligibility</b> (as applicable) – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area (see attached form)	File		
10.	<b>Other</b> – information as deemed necessary by the project planner	TBD		

## ITEM# 3 DETAILS – PROJECT DESCRIPTION

**The purpose of a Sketch Plan is to provide enough information to determine if it will conform to the Land Use Code and the requirements contained within.**

Element	Description	Include:
<b>Summary</b>	The project description is the applicant’s opportunity to explain what is being proposed. The project description should be a narrative.	How the proposal meets the development standards. Explain existing conditions and any unusual or unique circumstances about the property or proposal.
<b>Review Criteria</b>	How the proposal meets the applicable review criteria	Refer to Section 5 of the Land Use Code or the applicable land division process guide handout.
<b>Existing Conditions</b>	A written detailed description of the existing conditions.	<ul style="list-style-type: none"> <li>• Zoning</li> <li>• Current use of the property</li> <li>• Size of the property</li> <li>• Size (outer dimensions and area in square feet) and uses of all existing buildings</li> <li>• Recent and present uses of the site (ie: pasture, irrigated or dry land crops, etc.)</li> <li>• Use of surrounding properties</li> <li>• Off-site conditions</li> <li>• Unique features of the property</li> </ul>
<b>Proposed Changes and Improvements</b>	List any proposed changes or improvements.	<ul style="list-style-type: none"> <li>• Total area of the project</li> <li>• Total developable land in the project (list the area of residential use, non-residential use, residual land, etc.)</li> <li>• Number of lots/number of dwelling units</li> <li>• Lot sizes</li> <li>• Proposed uses (residential, commercial, etc.) and the total area of each use</li> <li>• Common areas, if any (describe intended ownership, use(s) and management)</li> <li>• Landscaping</li> </ul>
<b>Infrastructure (Utilites)</b>	A written detailed description of the current and proposed infrastructure.	<ul style="list-style-type: none"> <li>• Sewage disposal /water supply (include the name of district, if applicable ,and a description of any utility extensions needed to serve the project) (see Section 8.1.1 &amp; 8.1.2 of the Land Use Code)</li> <li>• Fire protection (see Section 8.1.4 of the Land Use Code)</li> <li>• Roads (include surface type)</li> <li>• Existing and proposed utilities, easements, irrigation facilities, etc.</li> </ul>
<b>Traffic &amp; Access</b>	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> <li>• Sight distance at proposed access location</li> <li>• Legal Access – <b>Please Note:</b> If the property does not gain direct access to a public right-of-way, please describe any existing easements that grant access to the property. (The applicant may be asked to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use)</li> <li>• Surface of access (gravel, asphalt, concrete, etc.)</li> </ul>
<b>Other Information</b>	Any other pertinent information about the proposed project	<ul style="list-style-type: none"> <li>• List land dedications, if any</li> <li>• Any previous applications on the site</li> <li>• Wildlife habitat</li> <li>• Other</li> </ul>
<b>Appeals</b>	If the applicant would like to request a deviation from a Land Use Code standard, a written request must be incorporated into the project description.	How the appeal will comply with the applicable review criteria (see Section 22 of the Land Use Code).

## ITEM# 4 DETAILS – SITE INVENTORY MAP

Site Inventory Maps should be legible and large enough to see the scope of the project. The inventory should be within 1,200 feet of the boundaries of the site.

If an aerial photo is being used, indicate the date of photography

**ALL PLANS MUST BE FOLDED**

The following information should be included if applicable.		
<b>1.</b>	<b>Drawing Title and Project Name</b>	Example: <b>Site Inventory for Joe’s Subdivision</b>
<b>2.</b>	<b>Applicant Information</b>	Name, Address, Phone Number
<b>3.</b>	<b>Owner Information</b>	Name, Address, Phone Number
<b>4.</b>	<b>North Arrow and Scale</b>	
<b>5.</b>	<b>Existing Location of:</b> (if applicable)	<ul style="list-style-type: none"> <li>• Buildings, structures (i.e. retaining walls, drainage structures, etc.), irrigation facilities, ditches, well sites, etc.</li> <li>• Easements and roads</li> <li>• Natural features such as vegetation, water bodies and courses</li> <li>• Floodways and/or floodplains</li> <li>• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li> <li>• Landscape areas (without landscaping detail), fences</li> <li>• Drainage patterns and general direction of flows on and through the site</li> <li>• Topography with a contour interval sufficient to evaluate the proposal but no greater than 40-foot intervals. Areas of 20% or greater slope must be clearly shown by shading or other means</li> <li>• Geological features and hazards(See Section 8.3)</li> <li>• Wetland areas (See Section 8.2)</li> <li>• Wildlife habitat and migration corridors with a description of the ways wildlife use the site and the species involved, with proposed setbacks or other potential mitigation measures (See Section 8.4)</li> <li>• Habitat for rare and endangered plants with species clearly indicated;</li> <li>• Wildfire Hazards with location and classification shown (See Section 8.3);</li> <li>• Special Places of Larimer County - sites and structures listed on the State and National Register of Historic Places.</li> <li>• Commercial Mineral Deposits (See Section 8.13).</li> </ul>

## ITEM# 5 DETAILS – SKETCH PLAN

Sketch Plans 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.		
<b>1.</b>	<b>Project Name and File Number</b>	Example: <b>Joe’s Subdivision 12-S0000</b> <b>Note:</b> The name cannot be a duplicate. Visit <a href="http://www.larimer.org/planning/planning">www.larimer.org/planning/planning</a> for a list of current subdivision names
<b>2.</b>	<b>Applicant Information</b>	Name, Address, Phone Number
<b>3.</b>	<b>Owner Information</b>	Name, Address, Phone Number
<b>4.</b>	<b>North Arrow and Scale</b>	
<b>5.</b>	<b>Vicinity Map</b>	Scale of 1”=200’ or similar One mile radius of the surrounding area.
<b>6.</b>	<b>Site Data</b>	<ul style="list-style-type: none"> <li>• Section-Township-Range</li> <li>• Zoning, existing and proposed</li> <li>• Boundaries of the total development area with dimensions</li> <li>• Acreage of total development</li> <li>• Acreage of developable land</li> <li>• Type and number of lots proposed (residential, open space, etc. ) and resulting acreages</li> <li>• Density (dwelling units per acre of developable land) and intensity of proposed development</li> <li>• Amount of gross building area for all non-residential uses</li> <li>• Water supply/ sewage disposal proposed, irrigation water available</li> <li>• Landscape screening (without landscaping detail)/buffer areas, fences</li> </ul>
<b>7.</b>	<b>Existing and Proposed Location of:</b> (if applicable)	<ul style="list-style-type: none"> <li>• Lots, open space, residual land, streets, parks, etc.</li> <li>• Buildings</li> <li>• Structures (i.e. retaining walls, drainage structures, etc.)</li> <li>• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li> <li>• Easements</li> <li>• Natural or manmade features</li> <li>• Floodways and/or floodplains</li> </ul>
<b>8.</b>	<b>Engineering Items</b>	Access (existing, proposed, and emergency) <ul style="list-style-type: none"> <li>• Vehicular access</li> <li>• Emergency vehicular access</li> <li>• Proposed road right-of-way dedications- See Section 9.7.3. Proposed right-of-way must meet currently adopted roadway classifications.</li> <li>• Current and proposed width, name, type, and location of adjacent rights-of-way and easements</li> </ul>

## **ADDITIONAL INFORMATION**

**Lien Holder Signature** – If there is a lien on the property(s), please be aware that 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 land division, and who at the company will be responsible for signing the plat.

## **ADDITIONAL RESOURCES**

**For additional process information and handouts referenced in this guide, please refer to the following:**

1. Development Review Calendar
2. Development Review Fee Schedule
3. Conservation Development Process Guide
4. Planned Land Division Process Guide
5. Subdivision Process Guide
6. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at <http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
7. Larimer County Land Use Code or view it online at [http://www.larimer.org/planning/planning/land\\_use\\_code/land\\_use\\_code.htm](http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm)

**All of the handouts mentioned in this packet are available at the Larimer County Planning Department located at 200 W Oak St. Fort Collins Colorado.**

## **GLOSSARY OF TERMS**

**Common Area** – Land within a development, which may or may not be part of the residual land and may or may not be individually owned or dedicated for public use, that is designed and intended for common use or enjoyment of the residents of the development and their guests and may include such complementary structures and improvements as necessary and appropriate.

**Developable land** – Any part of land not in a floodway and not under water.

**Outlot** – Areas used only for drainage easements, rights-of-way or other uses that do not need any buildings.

**Residual land** – An area, which may include agricultural land and environmentally sensitive areas designated to be protected from development. Residual land may be commonly owned by one or more parties. Residual land does not include streets, sidewalks, or parking areas.



**GMA FORM 1 - Annexation Eligibility**

**ANNEXATION ELIGIBILITY FOR PROPOSED NEW DEVELOPMENTS IN  
GROWTH MANAGEMENT AREAS  
(BERTHOUD, FORT COLLINS, LOVELAND)**

1. Prior to submittal to Larimer County of any development review application in a growth management area, this form must be completed and signed by the applicant and a member of the Planning Staff at the appropriate municipality/town.

2. Application Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Owners Name: \_\_\_\_\_  
Applicant's Name/Address/Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **This section is to be completed by the appropriate municipality**

	<b>Yes</b>	<b>No</b>
A. Is the property eligible for annexation?	_____	_____

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Date

\_\_\_\_\_  
Signature of City Planning Staff/Date







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# 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.

## Development Review Process

- General Development Plan
- Conservation Development
- Planned Land Division
- Subdivision

## Application Phase

- Sketch Plan Review
- Public Hearing
- Final Plat



## REQUIRED INFORMATION

### Property Owner

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

### Applicant Company (if applicable)

Name: \_\_\_\_\_  
 General Company Email (required): \_\_\_\_\_

### Applicant Contact Info

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

### Engineer/Surveyor

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

## PROJECT IDENTIFICATION (list all parcel #'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.

\_\_\_\_\_  
 Property Owner(s) Printed Name Date: \_\_\_\_\_

\_\_\_\_\_  
 Property Owner(s) Signature Date: \_\_\_\_\_

\_\_\_\_\_  
 Property Owner(s) Printed Name Date: \_\_\_\_\_

\_\_\_\_\_  
 Property Owner(s) Signature Date: \_\_\_\_\_

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

\_\_\_\_\_  
 Applicant Signature Date: \_\_\_\_\_

→ **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** ←

<b>PROJECT INFORMATION FOR PLANNED LAND DIVISIONS AND SUBDIVISIONS</b>	
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Total Project Area (Acres):	Number of Outlots:
Number of Residential Lots:	Total Outlot Acres:
Number of Residential Units:	
Total Residential Acres:	Number of Common Area Lots:
Number of Commercial/Industrial Lots:	Total of Common Area Acres:
Total Commercial/Industrial Acres:	

<b>PROJECT INFORMATION FOR CONSERVATION DEVELOPMENTS</b>	
<b>*TO DETERMINE THE INFORMATION BELOW REFER TO ATTACHED CONSERVATION DEVELOPMENT CALCULATION WORKSHEET*</b>	

Total Project Area:	Enter Item #1 from Worksheet:	
Total acres of developed land:	Enter Item #10 from Worksheet:	
Total % of developable area that is developed:	Enter Item #11 from Worksheet:	
Total residual land acres:	Enter Item #12 from Worksheet:	
Total % of developable area in residual land:	Enter Item #13 from Worksheet:	
Number of residential lots (including existing):	Enter Item #C from Worksheet:	
Number of residential units:	Enter Item #D from Worksheet:	

Is the land protected by a Conservation Easement?	Is the land protected by a Covenant?
If so, number of years protected?	Perpetuity (yes or no)?

→ **THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT** ←  
**THE PRE-APPLICATION CONFERENCE**

**PROJECT SITE INFORMATION**

Project Case Number: \_\_\_\_\_

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:**

Zoning Setbacks: \_\_\_\_\_

Highway or County Road Setback(s): \_\_\_\_\_

Streams, Creeks or Rivers Setback(s): \_\_\_\_\_

Other Setbacks: \_\_\_\_\_

Building Envelope? \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

**Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Sign Given: \_\_\_\_\_ Paid \$: \_\_\_\_\_ Check #: \_\_\_\_\_**



## Conservation Development Calculation Worksheet

STEP (ITEM)	DATA ENTRY OR CALCULATION METHOD	RESULT OF CALCULATION
<b>SECTION I – BASIC DATA</b>		
A (Total lots - #)	Enter total # of lots shown on plat. Exclude outlots.	
B (Residual lots - #)	Enter # of residual lots shown on plat.	
C (Residential lots - #)	Subtract B from A. Enter total.	
D (Residential units – total #)	If duplexes, apartments or condos are allowed in the zoning district, add additional units to Item C. Enter total (include existing).	
E (Intended % residual land)	Enter 80% or 50%.	
1 (Project size - # ac.)	Enter total # project ac.	
2 (Non-developable land – # ac.) <sup>1</sup>	Enter # of ac. (if any) in Floodway Zoning District or below the high water mark of existing bodies of water.	
3 (Developable land - # ac.)	Subtract item #2 from item #1.	
4 (Residual land - intended # of ac.)	Enter # ac. of residual land as shown on submitted plat.	
<b>SECTION II – DEVELOPED AREA</b>		
5 (Internal streets - # ac.)	If proposing a 50:50 CD, enter # ac. of internal street right-of-way. If 80:20 CD, enter zero.	
6 (Outlots and drainage areas <sup>2</sup> - # ac.)	Enter # ac. of outlots or areas required to handle drainage due to the increase in developed area.	
7 (Residual lot building envelopes - # ac.)	Enter # ac. in building envelope(s) located in residual lot(s).	
8 (SUBTOTAL) (# ac. excluded from residual land)	Add #5, #6 and #7. Enter result.	
9 (Single-family dwelling lots - # ac.)	Enter # ac. in residential lots (exclude acres shown in #8)	

<sup>1</sup> Include rivers, streams, ponds, lakes & reservoirs. Do not include irrigation ditches.

<sup>2</sup> Detention & retention ponds required to meet Section 8.1.3 of LCLUC can not be counted as residual land unless those areas also serve another purpose. Exclude drainage swales along internal street rights-of-way in an 80:20 CD.

<b>SECTION III – DEVELOPED AREA COMPUTATIONS</b>		
10 (Total developed land - total # acres)	Add #8 and #9. Enter result.	
11 (% acres of developable acres that would be developed)	Divide #10 by #3 and multiply the result by 100. Enter result.	
<b>SECTION IV – RESIDUAL LAND CALCULATIONS</b>		
12 (actual # ac. residual land)	Subtract #10 from #3. Enter result.	
13 (actual % residual land)	Divide # 12 by #3 and multiply the result by 100.	
<b>SECTION IV – CROSS CHECKS:</b>		
The following mathematical relationships must be true or some of Items A-E or #1-13 are incorrect. These kinds of errors may have major implications and result in major plan revisions or project redesign.		
E = Item #13. <sup>3</sup>		
Item #10 + Item #12 = Item #3.		
Item #11 + Item #13 = 100%.		

<sup>3</sup> Depending on type of CD, a **minimum** of either 80% or 50% residual land is required. See Section 5.3.6.A.3 & 4 for rules concerning 50% allocation CDs. If applying for a bonus under Sections 5.3.6.A.5 or 5.3.6.A.6, provide an explanation in the Project Description, **not on this form**. Note: residual land allocations greater than the minimum are encouraged.