



MINOR SPECIAL REVIEW PROCESS GUIDE

Purpose

Uses allowed by Minor Special Review are not uses by right but uses that may be approved by the Board of County Commissioners if the applicant can demonstrate that the proposed use complies with the review criteria listed below. Some land uses may or may not be compatible with uses allowed in a given zoning district depending on the specific location and characteristics of the proposed use. **Please Note:** The Minor Special Review process is used for a variety of proposed uses, the review will depend on the use proposed.

Review Criteria

To approve a Minor Special Review application 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 use will be compatible with existing and allowed uses in the surrounding area and be in harmony with the neighborhood;
- B. Outside a Growth Management Area (GMA) district, the proposed use is consistent with the County Master Plan. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the County Master Plan;
- C. The applicant has demonstrated that this project can and will comply with all applicable requirements of the Land Use Code;
- D. The proposed use will not result in a substantial adverse impact on other property in the vicinity of the subject property; and
- E. The recommendations of referral agencies have been considered.
- F. The Applicant has demonstrated that this project can meet applicable additional criteria listed in Section 4.3 of the Land Use Code, Use Descriptions.

OVERVIEW – MINOR SPECIAL REVIEW PROCESS (see Section 4.5 of the Larimer County Land Use Code)

Phase 1 Minor Special Review Public Hearing	Phase 2 Final Site Development Plans	Phase 3 Permitting/Construction
<p>Purpose Formal application and development standards review.</p> <p>Development Review Fee* \$898.89 <small>*see current Development Review Fees</small></p> <p>Estimated Time Frame 2-4 months <small>– see Road Map to Process Time handout</small></p> <p>Steps</p> <ol style="list-style-type: none"> 1. Pre-Application Conference 2. Application Submittal \$ 3. Referral Agency/Staff Review 4. Board of County Commissioners Hearing 	<p>Purpose Completion and review of additional information and final documents.</p> <ul style="list-style-type: none"> • Conditions for Approval Specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners <p>If Applicable:</p> <ul style="list-style-type: none"> • Development Agreement Formalized agreement between the County and the Owner, prepared by Staff • Completion of Technical Reports Wrap up any reports that are required prior to Permitting/Construction 	<p>Purpose Application for the permits necessary to make site and building improvements prior to construction.</p> <ul style="list-style-type: none"> • Development Construction Permit A Development Construction Permit must be obtained prior to making any site improvements. Please contact the Engineering Department at 970-498-5700 for more information. • Building Permit A Building Permit may be required. Please contact the Building Department at 970-498-7700 for more information on the building permit process.



MINOR SPECIAL REVIEW PROCESS

Phase 1 Minor Special Review 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 Minor Special Review application.

2. Application Submittal \$

Applications for Minor Special Review are accepted during regular business hours.

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. Board of County Commissioners Hearing

The Commissioners will consider all Staff and public input, then vote to approve, approve with conditions, or deny the Minor Special Review application.

The Board of County Commissioners hearing is the final public hearing for Minor Special Review applications and therefore is the final decision on the proposed use.

Larimer County Planning Department

Phone: 970-498-7683

Mailing Address: PO Box 1190

Fax: 970-498-7711

Fort Collins, CO 80522

Email: planningoncall@larimer.org

Or visit us on the web at www.larimer.org/planning

Phase 2 Final Development Plans

Upon approval of a Minor Special Review application, completion and review of additional information and final documents may be required.

- **Conditions for Approval**

Specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners.

- **Development Agreement**

Formalized agreement between the County and the Owner, prepared by Staff.

- **Completion of Technical Reports**

Wrap up any reports that are required prior to Permitting/Construction.

Phase 3 Permitting/Construction

The Applicant must apply for the permits necessary to make site and building improvements prior to construction.

- **Development Construction Permit**

A Development Construction Permit must be obtained prior to making any site improvements. Please contact the Engineering Department at 970-498-5700 for more information.

- **Building Permit**

A Building Permit may be required. Please contact the Building Department at 970-498-7700 for more information on the building permit process.