



# PUBLIC SITE PLAN REVIEW PROCESS GUIDE

## Purpose

The Purpose of the Public Site Plan Review is to address potential impacts of certain land uses on existing and allowed uses in the same neighborhood. The process considers the location, design, configuration, intensity, density, and other relevant factors pertaining to the proposed use. The Planning Director may impose conditions on the proposed use to limit or address potential negative impacts on the environment, surrounding properties, utilities and county facilities and services. The Planning Director may approve a use upon finding that the uses are compatible and together do not constitute a negative impact on the surrounding area. A use approved through a public site plan shall comply with all applicable requirements of this code and any other approvals imposed by the County Commissioners, Board of Adjustment or Floodplain Review Board.

## Review Criteria

To approve a public site plan application, the Planning Director must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- A. The public site plan complies with all applicable requirements of the Land Use Code and any applicable supplementary regulations; and
- B. The public site plan complies with all conditions of approval imposed by the County Commissioners, the Board of Adjustment or Floodplain Review Board under another approval process authorized by the Land Use code.

If neighbor comments/concerns cannot be resolved, the application will be scheduled for a public hearing by the County Commissioners to resolve outstanding issues. To approve a public site plan application the County Commissioners must consider the following additional 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; and
- B. The proposed use will not result in a substantial adverse impact on other property in the vicinity of the subject property.

**\*Note:** If an appeal is included with the proposal, the appeal will automatically be scheduled for a hearing before the Board of County Commissioners. Property owners in the vicinity of the proposal will be notified of the date, time, and location of the hearing.

## OVERVIEW – PUBLIC SITE PLAN REVIEW PROCESS (Section 6 of the Larimer County Land Use Code)

Phase 1 Project Submittal	Phase 2 Internal/External Review	Phase 3 Decision/Final Documents
<p><b>Purpose</b> Formal application and review.</p> <p><b>Development Review Fee</b> \$719.11</p> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. Pre-Application Conference</li> <li>2. Applicant submits required materials and application fee</li> <li>3. Determination of a complete submittal made by the Planning Director</li> </ol>	<p><b>Purpose</b> The application materials are sent to internal and external reviewing agencies and property owners in the vicinity of the proposal for comment.</p> <p><b>Estimated Review Time Frame From Date Sent</b></p> <p>21 days for internal/external review agencies</p> <p>14 days for property owners in the vicinity of the proposal</p> <p><b>Internal Review</b> Internal review includes comments from agencies such as Engineering, Health, Building etc., and a field trip to the site.</p> <p><b>External Review</b> External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc. as applicable</p>	<p><b>Planning Decision</b> Within 5 working days following the review period, the Planning Director will provide written determination stating one of the following:</p> <ol style="list-style-type: none"> <li>1. Is approved, with or without conditions</li> <li>2. Requires modifications based upon the referral and/or neighbor comments</li> <li>3. Requires a public hearing based on unresolved neighbor comments/concerns</li> <li>4. Is denied based upon the inability to comply with the code.</li> </ol> <p><b>Post Approval</b> Upon approval of the Public Site Plan application and prior to commencing the use, the applicant shall submit any final documents, comply with any conditions of approval as required as a part of the public site plan approval, and pay Capital Transportation Expansion Fees, if applicable.</p> <p>Approval of a Public Site Plan application does not relieve the applicant from complying with any other County, State, or Federal regulations.</p>