



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

# PUBLIC SITE PLAN

Short-Term Rental (10 or fewer occupants)

The submittal requirements listed in this packet are intended to collect all information required for Larimer County staff and review agencies to fully evaluate the proposal. At the required pre-application conference, a planner will determine which submittal requirements are applicable for your submittal based on site specific characteristics and the details of your proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

A Short-Term Rental is a dwelling rented to transient guests, when not occupied by the owner/renter, for 30 or fewer consecutive days.

**Please Note:** All surrounding property owners within a minimum of 500 feet of the property boundary lines will be notified of this request. Once submitted to the County, all application materials become a matter of public record.

| SUBMITTAL REQUIREMENTS  |   |                               |                 |   |
|---|---|-------------------------------|-----------------|---|
| Item #  | Description:  | Information Provided for:     | Copies Required | ✓ |
| <b>One Electronic Set Of All Submittal Materials</b> (Flash/Jump Drive or CD) |   |                               |                 |   |
| 1.  | <b>Application Forms</b> – (Building & Planning) must be signed by <u>all</u> property owners and the applicant   | File                          |                 |   |
| 2.  | <b>Application Fee</b> – (Planning only. Building permit fees will be collected at time of permit issuance) current fee at the time of submittal.   |                               | \$              |   |
| 3.  | <b>Other Associated Fees</b> - See current Development Review Fees for more information.: <i>Fire District Fee</i>  |                               | \$              |   |
| 4.  | <b>Project Description</b> – detailed description of the proposed project, include review criteria from Sections 4 and 6 of the Land Use Code.<br><b>Please see page 3-4 for Project Description requirements</b> | File, All Referral Agencies   |                 |   |
| 5.  | <b>Operations Manual</b> –<br>See page 5  | File                          |                 |   |
| 6.  | <b>Preliminary Site Plan / Floor Plan</b> – (See template)<br><b>See page 6 for Preliminary Site Plan requirements</b>  | File, All Referral Agencies   |                 |   |
| 7.  | <b>Egress Maps</b> - Maps for each habitable room that include exit routes, address, GPS Coordinates and the phone number of the STR  | File, Fire Dept.              |                 |   |
| 8.  | <b>Non-Subdivision Water Supply Inquiry</b> – if water is supplied by a well. See attached sheet.   | File, Div. of Water Resources |                 |   |

Public Site Plan Review Submittal Requirements/ Short-term Rentals  
July 17, 2019

|     |   |                  |  |  |
|-----|---|------------------|--|--|
| 9.  | <b>Fire Protection Plan</b>   | File, Fire Dept. |  |  |
| 10. | <b>Ownership &amp; Encumbrance*</b> - contact a Title Company for this information. | File             |  |  |

## **FINAL SITE PLAN SUBMITTAL REQUIREMENTS**

| <b>The following items must be submitted upon approval of a Public Site Plan application.</b> |   |  |                        |          |
|---|---|--|------------------------|----------|
| <b>Item #</b>   | <b>Description:</b>   | <b>Information Provided for:</b>                     | <b>Copies Required</b> | <b>✓</b> |
| 1.  | <b>Final Site Plan / Floor Plan</b>   | File, Engineering, Fire Department, Applicant, Other |                        |          |
| 2.  | <b>Final Operations Manual</b>  | File   |                        |          |
| 3.  | <b>Sales Tax License (County and State License)</b>   | Planning, Building                                   |                        |          |
| 4.  | <b>Signed Public Site Plan Resolution</b> (document created by planner for Fire Districts or Sheriff's) |  |                        |          |

**Re-Certification Requirements**– Re-Certification regarding your Land Use Approval will be required bi-annually. The email on file will be used to communicate all required information to help complete this process.

**\*\* Please keep your email updated so this condition of approval can be met.**

**Sales Tax Information:** A short-term rental will need a local and state license. Please see below for how to access this information.

**Larimer County Sales Tax License**  
[Larimer County Sales Tax License Application](#)

**Colorado Department of Revenue Sales Tax**  
 3030 S. College Avenue  
 Fort Collins, CO 80517  
 303-238-7378  
[www.taxcolorado.com](http://www.taxcolorado.com)

**\*\*\* Your application will automatically move forward to a Building Permit unless otherwise stated**

## **ADDITIONAL RESOURCES**

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

1. [Short Term Rentals Web Page](https://www.larimer.org/planning/short-term-rentals-str) or <https://www.larimer.org/planning/short-term-rentals-str>
2. Development Review Fee Schedule
3. 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)
4. [Memo Regarding Water Supply Plans](#)

**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 or by email request at [planningoncall@larimer.org](mailto:planningoncall@larimer.org).**

## ITEM # 4 – PROJECT DESCRIPTION

| Element                                 | Description   | Include:  |
|---|---|---|
| <b>Summary</b>                          | The project description is the applicant's opportunity to explain what is being proposed. | How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.   |
| <b>Public Site Plan Review Criteria</b> | 6.2.3 of the Land Use Code  | <p>A. The public site plan complies with all applicable requirements of this code and any applicable supplementary regulations; and</p> <p>B. The public site plan complies with all conditions of approval imposed by the county commissioners, the board of adjustment, or the floodplain review board under another approval process authorized by this code.</p>  |
| <b>Short Term Rental Requirements</b>   | Section 4.3.6.E.1.a   | <ul style="list-style-type: none"> <li>• Only 1 (one) short-term rental shall be allowed on a property.</li> <li>• The short-term rental shall only be conducted in a legally constructed dwelling and shall require a change of occupancy permit prior to occupancy for the short-term rental use.</li> <li>• The short-term rental shall have a property manager consisting of the owner or a responsible party representing the owner to manage the use at any time it is occupied. The property manager must be located within one (1) hour or less travel distance from the short-term rental, and their contact information shall be posted outside at the front door and in the operations manual located in the short-term rental. Changes to the contact information from the property manager shall be provided to the Larimer County Community Development Department within five (5) business days of the change in contact information.</li> <li>• The short-term rental owner or property manager shall at the time of application provide documentation that the short-term rental location has been registered with the local fire department or if none with the local sheriff/police.</li> <li>• The location of the property boundaries for the short-term rental shall be easily identifiable and posted to prevent trespass</li> <li>• The short-term rental shall not be located within an established floodplain, and if located within a floodplain shall require compliance with the applicable requirements of Section 4.2.2. – Floodplain overlay zones.</li> <li>• The short-term rental shall include maps installed onto or adjacent to the doorway of each habitable room, illustrating how to exit the building. The map should include the address, GPS coordinates and the phone number of the short-term rental.</li> <li>• The short-term rental shall be equipped with an operations manual/users guide that is in a visible location (such as a kitchen counter or entry table).</li> <li>• The short-term rental shall have a plan for garbage storage and removal. The plan shall clearly illustrate the location of garbage storage areas, the method and frequency of regular garbage pick-up/disposal, and screening of the outdoor storage area.</li> <li>• Accessory Living Areas, Extended Family Dwellings, and Farmstead Accessory Dwellings shall not be utilized as a short-term rental.</li> <li>• Solid fuel (such as wood or coal) fire pits shall not be allowed in identified wildfire hazard areas.</li> <li>• Cooking areas within the short-term rental shall be equipped with a stove top fire stop.</li> <li>• Unless already equipped with an approved automatic fire sprinkler system, approved fire extinguishers shall be installed in a readily accessible and visible locations for immediate use in the following locations within the STR:</li> </ul> |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• In each room with a cooking appliance, fireplace, heating appliance or water heater.</li> <li>• Inside and adjacent to the door leading to a deck, porch or patio with such appliances.</li> <li>• At least one on each story</li> </ul>   |
| <b>Existing Conditions</b>               | A written detailed description of the existing conditions.   | <ul style="list-style-type: none"> <li>• Current use of the property</li> <li>• Size (outer dimensions and area in square feet) of all existing buildings</li> <li>• Existing uses of all buildings</li> <li>• Use of surrounding properties</li> <li>• Off-site conditions</li> </ul>  |
| <b>Short-Term Rental Details</b>         | A written detailed description of the Short-term Rental.   | <ul style="list-style-type: none"> <li>• Max Occupancy</li> <li>• Number of Bedrooms</li> <li>• Other sleeping locations</li> <li>• Locations of Operations Manual inside the Short-term Rental</li> <li>• Short-term Rental property manager and contact information</li> <li>• List all advertising websites (needed for sales tax)</li> </ul>  |
| <b>Infrastructure</b>                    | A written detailed description of the current infrastructure.  | <ul style="list-style-type: none"> <li>• Existing and proposed utilities and easements</li> <li>• Location and number of parking spaces (2 on lot parking spaces)</li> </ul>  |
| <b>Proposed Changes and Improvements</b> | List any proposed changes or improvements.   | <ul style="list-style-type: none"> <li>• Size (outer dimensions and area in square feet) of all new proposed buildings</li> <li>• Proposed uses of all new buildings</li> <li>• Proposed additions/uses to existing buildings and outdoor space</li> <li>• Buildings being removed</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 concerns 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</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 #5 – OPERATIONS MANUAL

An Operations Manual is required for all Short-Term Rentals within Larimer County. The operations manual/users guide shall be located in a visible location (such as a kitchen counter or entry table).

The manual must include, at a minimum, the following items, in the following order. Although some items may also be elements of the site plan, all listed items must be contained in the Operations Manual to provide a single source of information for guests. The Operations Manual may include additional information, helpful resources, recreation information for surrounding area, etc. Such information should be placed after the required information.

| Completed | Include:  |
|-----------|---|
|           | Contact Information. 24-hour contact information (i.e., name, address and telephone numbers) for the Property Manager and the Owner.  |
|           | Address. The address, GPS coordinates and phone number of the STR. If no phone, then use the phone number of the property owner.  |
|           | Property map. A map showing the location of property lines and instructions to prevent trespass onto neighboring properties.  |
|           | Maximum Occupancy Limits. The maximum number of occupants allowed to occupy the STR.  |
|           | Parking Instructions. Where vehicles are allowed to park on the property shall be clearly indicated. Vehicles must park on the property. On-street parking or parking on neighboring properties is not allowed. |
|           | Egress Map. A map showing how to exit each habitable room in the STR.   |
|           | Escape Routes. A map of escape/evacuation routes from the STR/neighborhood to a public road.  |
|           | Emergency 911. Contact information for, and a copy of, current registration with the Fire District/Department having jurisdiction, as well as contact information for Police/Sheriff and ambulance service.     |
|           | Emergency Shut Off Information. The location of, and instructions for, emergency shutoff of water, gas and electrical systems.  |
|           | Fire Extinguisher Information. Location and instructions on how to operate fire extinguishers.  |
|           | Stove-top fire stop Information. Instructions from the manufacturer regarding the stove-top fire stop should be included.   |
|           | Garbage Removal. Information regarding the plan for garbage storage and removal shall be provided.  |
|           | Fire-pit and/or fire ban information. Information regarding whether a fire-pit is allowed, the Wildfire Hazard Area restrictions and the dangers of fires in Colorado.  |
|           | Wildlife Interaction. <a href="#">Information regarding the safe interaction with wildlife.</a>   |
|           | Quiet Hours. Restrictions on after-hour noise and good neighbor interaction.  |

# ITEM #6 – PRELIMINARY SITE

Site Plans should be legible and large enough to see the scope of the project. Please see template.

| The following information should be included if applicable. |                               |  |
|---|-------------------------------|--|
| 1.  | Drawing Title                 | Short-term Rental Site Plan  |
| 2.  | Project Name                  | Example: Smith's Family Short-Term Rental  |
| 3.  | Applicant Information         | Name, Address, Phone Number  |
| 4.  | Owner Information             | Name, Address, Phone Number  |
| 5.  | North Arrow and Scale         |  |
| 6.  | Site Data                     | <ul style="list-style-type: none"> <li>Gross and net square footage of the lot/parcel</li> <li>Square footage of new structure(s) or addition(s)</li> <li>Square footage of existing structure(s)</li> <li>Proposed number and type of use(s)</li> <li>Number of parking spaces required and provided for: <ul style="list-style-type: none"> <li>handicapped</li> <li>regular</li> </ul> </li> <li>Off-site property information</li> </ul>   |
| 7.  | Site Plan / Floor Plan Detail | <p><b><u>A. For an existing building you may use an aerial map.</u></b></p> <p>Existing and proposed buildings on the site:</p> <ul style="list-style-type: none"> <li>Size (outer dimensions and area in square feet)</li> <li>Uses of all buildings</li> </ul> <p>Structures (i.e. retaining walls, drainage structures, signs, etc.)</p> <p>Parking Areas</p> <p>Vehicular access and drives including widths</p> <p><b><u>B. For new construction you will need a site plan drawn to scale that is NOT an aerial.</u></b> Please include information noted in A above in addition to the information noted on the attached Plot Plan Handout.</p> <ul style="list-style-type: none"> <li>Distance between property lines and all existing and proposed buildings &amp; structures</li> <li>Project boundary annotated with distances</li> <li>Setbacks (building, parking and etc.) – See Sections 4.1, 4.9 and 8.6.3.B.</li> </ul> <p><b><u>C. Floor Plan:</u></b></p> <p>A floor plan for each level of the home, drawn to a common scale or include all dimensions.</p> <p>Label all rooms including bedroom, bathrooms, common areas, mechanical rooms, decks, porches, stairs, doors, windows and attached garages.</p> <p>All bedrooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements.</p> <p>You may draw the floor plan yourself or have a draftsman or architect prepare it. The plan must be complete, legible and accurate.</p> |
| 8.  | Vicinity Map                  | <ul style="list-style-type: none"> <li>Highlight / outline property boundary</li> <li>Does not need to be to scale</li> <li>Escape/ Evacuation Routes Aerial photo can found by entering your property information at: <a href="https://www.larimer.org/assessor/search#/property/">https://www.larimer.org/assessor/search#/property/</a></li> </ul>  |

\*\* Continued on next page

# Plot Plan Requirements

December 2017

200 W. Oak Street - 3<sup>rd</sup> Floor  
Fort Collins, CO 80521  
970-498-7700

## What is a Plot Plan?

A plot plan is an accurate, scaled drawing illustrating the following:

- Property's dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Plot plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample PLOT PLAN on back page ➡

**A Plot Plan** is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq ft



## Plot Plan Basics


Note: Aerial photos will not be accepted

### 1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1 inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10' 0  10 ft  
Scale 1" = 100' 0  100 ft

- Include an arrow showing **North** 

### 2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

### 3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

### 4. EASEMENTS and RIGHT of WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

### 5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

## 5. SETBACKS Land Use Code Section 4.9 and 8.9

**Q.** What are setbacks?

**A.** The Larimer County Land Use Code defines setbacks as;

*"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."*

**Q.** I'm getting ready to submit my building permit application. How can I find my setbacks?

**A.** Setbacks vary by Zoning District and a property's proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact the Larimer County Planning Department at 970-498-7683.

### SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.



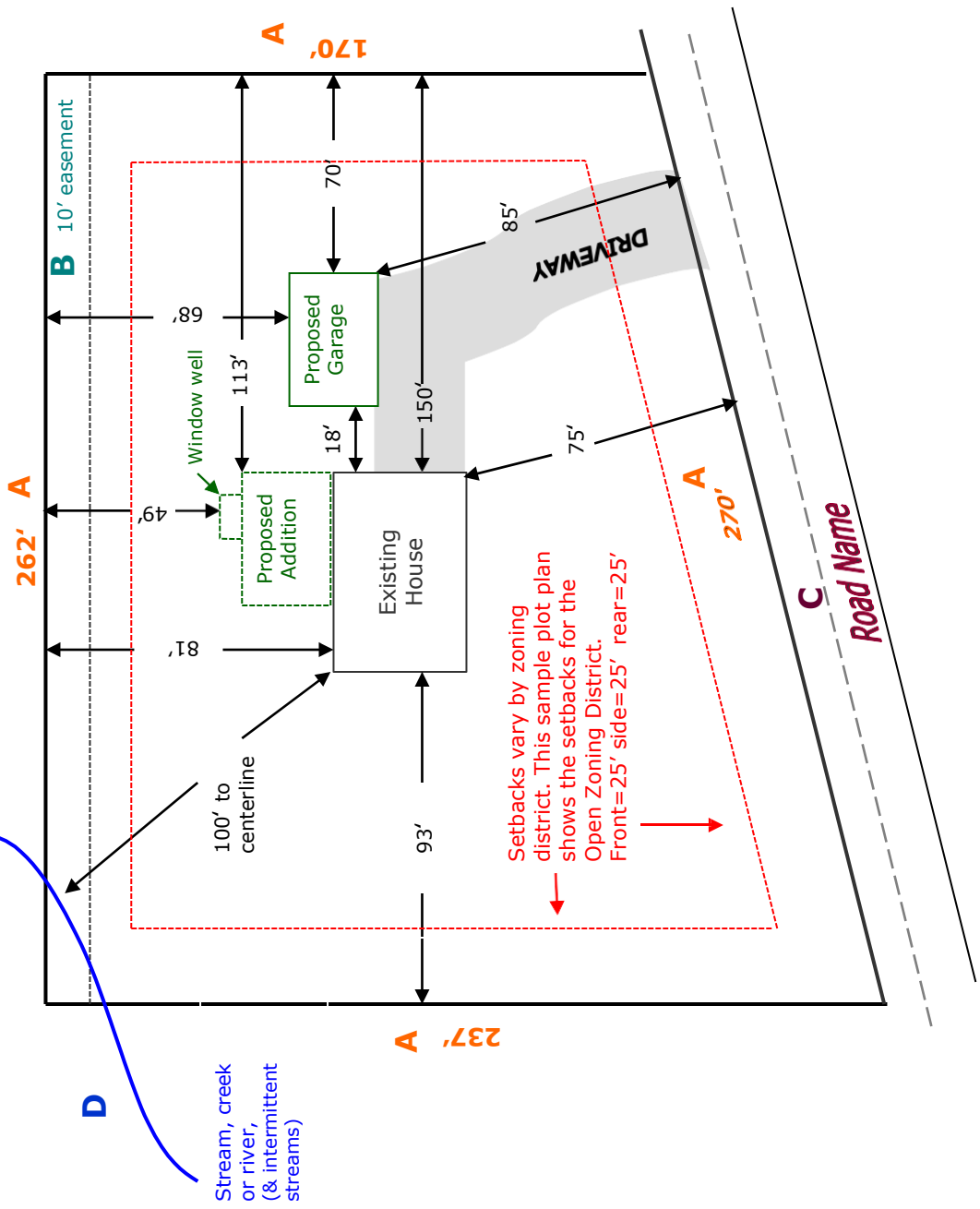
# Sample Plot Plan [8½ x 11]

September 2009

Job Site Address: 123 Any Street, Fort Collins  
Property Owner: John & Jane Doe  
Owner's Phone: 970-555-5555  
Parcel No: 97114-13-901  
Zoning District: Open  
Setbacks: Front=25' side=25' rear=25'

✓ Scale 1 in = 50 ft  
0' 10' 20' 50'

✓ North



## CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- ✓ Parcel No. & Zoning
- A Property Dimensions
- B Easements
- C Roads and Streets
- D Stream, Creek or River (& intermittent streams)
- Use arrows to show distance from buildings to property lines.
- Existing buildings
- Use solid lines to indicate existing structures
- Proposed buildings
- Use dotted lines to indicate **proposed** structures

Note:  
This Sample Plot Plan uses color to clarify requirements.  
Your Plot Plan **does not** need to be in color.



# Larimer County Non-Subdivision Water Supply Inquiry

(for land development applications which do not create a new parcel or lot)

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Legal Description (including Section, Township and Range): \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_

Proposed Land Use Description:

(Please circle one): Agricultural, Business, Commercial, Equestrian, Lodging, Public Use or Other

If other, please explain \_\_\_\_\_

Type of Business (include the type of business, hours/days of operation, area irrigated and # of people served): \_\_\_\_\_

Estimated Water Use (gallons per day): \_\_\_\_\_

How well water will be used: \_\_\_\_\_

Current Well Permit # \_\_\_\_\_ Permitted Use: \_\_\_\_\_

**If well permit # unknown, please list owners names (past and present).**

**\*\*Locating the current well permit # is strongly encouraged.**

# Users on the well: \_\_\_\_\_ Sewage Disposal System:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**This information may be forwarded to the State Engineer at the address below for an initial evaluation regarding the well and use.**

State of Colorado, Office of the State Engineer

Attn: Sarah Bucker

1313 Sherman Street Room 821

Denver, CO 80203

Phone: (303)-866-3581 Fax: (303) 866-3589





# LAND USE / BUILDING 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.

## 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 (if applicable)*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
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 processed 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 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: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

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

Development Review Process: \_\_\_\_\_ Application Phase: \_\_\_\_\_

**Completed by Admin Team:**

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