

SITE PLAN REVIEW PROCESS GUIDE

Purpose

The Purpose of Site Plan Review is to ensure that plans for the development of multiple-family and non-residential uses, excluding agricultural uses, comply with all requirements of Larimer County Land Use Code and all conditions of previous approvals before a building permit application is accepted by the Building Department.

Review Criteria

To approve a 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 site plan complies with all applicable requirements of the Land Use Code and any applicable supplementary regulations; and
- B. The 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 this code.

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

Phase 1 Project Submittal	Phase 2 Internal/External Review	Phase 3 Decision/Final Documents	Phase 4 Permitting/Construction
<p>Purpose Formal application and technical plans review.</p> <ul style="list-style-type: none"> Approval of a Site Plan application does not relieve the applicant from complying with any other County, State, or Federal regulations. <p>Development Review Fee Please see the Development Review Fee Schedule</p> <p>Steps</p> <ol style="list-style-type: none"> 1. Pre-Application Conference 2. Application Submittal \$ 3. Referral Agency/Staff Review 4. Decision 5. Permitting/Construction 	<p>Purpose The application materials are sent to internal and external reviewing agencies for comment.</p> <p>Estimated Time Frame 21 days* *Review agencies may request additional review time in writing</p> <p>Internal Review Internal review includes comments from agencies such as Engineering, Health, Building etc., field trip to the site, and Site Plan Review Team meeting.</p> <p>External Review External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc.</p>	<p>Planning Decision Following the review period the Planning Director will provide written determination stating one of the following:</p> <ol style="list-style-type: none"> 1. The Site Plan is approved, with or without conditions 2. The Site Plan requires modifications based upon the referral comments 3. The Site Plan is denied based upon the inability to comply with the code. <p>Completion of Technical Reports/Documents Upon approval of the Site Plan application the applicant shall submit the final documents for approval signature from the Planning Director.</p> <p>Final Signatures The Planning Director will sign all final documents once comments are addressed and final plans are submitted.</p>	<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 498-5700 for more information. Building Permit A Building Permit may be required, please contact the Building Department at 498-7700 for more information on the building permit process.