

ADMINISTRATIVE SPECIAL REVIEW SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

LARIMER.ORG/PLANNING
200 W. OAK ST., 3RD FLOOR
(970) 498-7683

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Community Development Mission:

We provide quality service to our customers and the community – residents and visitors of Larimer County. Using public and private partnerships we protect health, safety and welfare, enhance quality of life, maintain property values, find creative development solutions, and plan for the future.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- 21-day referral period after project has been assigned
3. Review & Decision
4. Post-Decision Actions

Purpose:

The submittal requirements listed in this packet are intended to collect all information required for Larimer County staff, review agencies, and the Board of County Commissioners to fully evaluate the Administrative Special Review 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.

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.

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Submittal Requirements

One Electronic Set of ALL Submittal Materials
(must be in PDF format and names as listed below)

Item	Description:	No. Paper Copies Required	Staff sign- off
1.	Application Form – must be signed by all property owners and the applicant		
2.	Application Fee- Current fee at time of submission		
3.	Other Associated Fees- see fee schedule for more information		
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.4.3. of the Land Use Code. Please see page 5 for Project Description requirements		
5.	Preliminary Site Plan - See page 7 for requirements must be 24x36		
6.	Reduced Preliminary Site Plan - 8.5 x 11		
7.	Vicinity Map - Illustrate roads and significant natural features near the property site. County and local roads must be labeled so the site can be easily found (size should be 8.5 x 11).		
8.	Fire Protection Plan		
9.	Legal Description - include one for each parcel and should be on a separate page.		
10.	Building Project Information Page - See page 7		
11.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
Reports & Plans (see page 6)			
12.	Site Lighting Photometric Plan		
13.	Traffic Impact Study		
14.	Water Supply Report (if on public water)		
15.	Wildfire Mitigation Plan		
16.	Drainage and Erosion Control Report and Plan (new construction only)		
17.	Sewage Disposal Report (new construction only)		

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item	Description:	No. Paper Copies Required	Staff sign- off
18.	Wildlife Conservation Plan		
19.	Soils Report		
21.	Wetland Mitigation Report		
22.	Other		
FINAL SITE PLAN REQUIREMENTS			
1.	Final Site Plan		
3.	Final Executed Drainage Agreement - Mut inluce recording fees		
4.	Final l Executed Road Deed of Dedication or Deed of Easement		
5.	Other Final Documents:		

Additional Resources & Information

For additional process information and handouts refereccs in tjis guide, please refer to to the following:

1. Development Review Calendar
2. Development Review Fee Scheudle
3. Sign Plan Packet
4. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at <http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
5. Larimer County Land Use Code or view it online at http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm

Mineral Interest Notification (new construction only) – Certification Regarding Notification of Mineral Interest Owners and Lessees (**please note: this notification does not apply to applications for a change of use of an existing structure) – Thirty (30) days prior to the Board of County Commissioner hearing, notifi-cation must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 noti-fying them of the proposed development. Further, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached certification form).

Failure to receive this certification will result in the hearing being rescheduled to a later date.

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item# 3 Project Description

Element	Description	Include
Summary	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.
Administrative Special Review Criteria	Section 6.4.3.D of the Land Use Code	<ol style="list-style-type: none"> 1. The proposed use has minimal impacts on existing and future development of the area; 2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated; 3. The recommendations of referral agencies have been considered and adequately addressed; 4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and 5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> • Stormwater detention or retention ponds and easements • Existing and proposed utilities and easements
Proposed Changes	List any proposed changes or improvements.	<ul style="list-style-type: none"> • Size (outer dimensions and area in square feet) of all new proposed buildings • Proposed uses of all new buildings • Proposed additions/uses to existing buildings and outdoor space • Buildings being removed
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> • Approximate sight distance at proposed access location as measured from the drivers eye entering and exiting the access point. See Larimer County Rural Area Road Standards (Chapter 4 & 10) • Spacing between the nearest existing and proposed access points on both sides of the adjacent road • Legal Access – Please Note: 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) • Surface of access (gravel, asphalt, concrete, etc.) • Include transportation worksheet (attached) that addresses anticipated traffic volumes for employees, customers, etc.
Appeals	A written request must be incorporated into the project description.	How the appeal will comply with the applicable review criteria (see Article 6.7.2 of the Land Use Code)
Drainage / Stormwater	A written detailed description of drainage features and patterns	List and show on an exhibit any on-site or nearby drainages, water bodies, irrigation ditches, low ponding areas - Describe if any upstream flows that flow into the site, how flows are conveyed across the site, and where the flows go when leaving the site

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item# 6 Preliminary Site Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Short-term Rental Site Plan
2.	Applicant Information	Name, Address, Phone Number
3.	Owner Information	Name, Address, Phone Number
4.	North Arrow and Scale	
5.	Site Data	<ul style="list-style-type: none"> Gross and net square footage of the lot/parcel Square footage of new structure(s) or addition(s) Square footage of existing structure(s) Proposed number and type of use(s) Number of parking spaces required and provided for <ul style="list-style-type: none"> handicapped regular Distance between property lines and all existing and proposed buildings & structures Project boundary annotated with distances Setbacks (building, parking and etc.) – See Article 4.1, 4.9. Off-site property information
6.	Locate and label existing and proposed locations of:	<ul style="list-style-type: none"> Buildings on and adjacent to the subject site Structures (i.e. retaining walls, drainage structures, signs, etc.) Misc. structures (e.g. retaining walls, signs, etc.) Outdoor use areas Manure storage areas Parking Areas Trailer parking/storage with dimensions Vehicular access and drives including widths Loading and delivery areas Storage areas with dimensions Fences Outdoor lighting Fire hydrants Trash receptacle location and any screening Floodways and/or floodplains Drainage features (e.g. detention ponds, swales, etc.) Location and name of any water courses, ditches or wetlands Location of utilities (gas, elec., water, sewer, well and/or septic system, etc.) Landscape areas (without landscaping detail) Existing and proposed access points adjacent roadway names and existing right-of-way
7.	Engineering Items	<ul style="list-style-type: none"> Current and proposed width, name, type, and location of adjacent rights-of-way and easements Vehicular access & Emergency Vehicular access Proposed road right-of-way dedications- See Article 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications.

ADMINISTRATIVE SPECIAL REVIEW PROCESS



REPORTS & PLANS

Reports and Plans (as described in Section of the Land Use Code)

Traffic Impact Memo	<p>See Article 4.3.3. of the Land Use Code. A report prepared by a professional engineer to analyze the short and long term impacts of vehicular traffic associated with new development and identification of any improvements necessary to mitigate the impacts.</p> <ul style="list-style-type: none"> • If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4. • If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.
Drainage and Erosion Report and Plan (new site improvements)	A report prepared by a professional engineer that analyzes stormwater and water quality impacts associated with new development. Refer to the Stormwater Design Standards for submittal requirements. See Article 4.3.4
Sewage Disposal Report (new construction only)	<ul style="list-style-type: none"> • If public sewer: A letter from the Sanitation District committing to provide such service consistent with Article 4.3.5 of the Land Use Code shall be provided • If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See Article 4.3.5.2
Fire Protection Plan	A written description addressing Section 4.3.6.G and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures
Water Supply Report	A letter from the Water District committing to provide such service consistent with Article 4.3.7. of the Land Use Code shall be provided.
Wetland Mitigation Report	See Article 4.4.2. of the Land Use Code.
Hazard Materials Impact Analysis	<p>A written description answering the following questions:</p> <ul style="list-style-type: none"> • What hazardous materials will be brought to the site? • What are the likely scenarios for a release of hazardous materials? • What will be done to keep the release from being a community risk? <p>See Article 4.4.3 of the Land Use Code.</p>
Wildlife Conservation Plan (new construction only)	See Article 4.4.4. of the Land Use Code.
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Soils Report (new construction only)	<p>A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal and pavement design for on-site and off-site improvements.</p> <ul style="list-style-type: none"> • If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards. • If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.

ADMINISTRATIVE SPECIAL REVIEW PROCESS



PROPOSED BUILDING PROJECT INFORMATION SHEET For Commercial & Multi-family Only

Occupancy Classification of Proposed Structure: (Per International Building Code.)
{Check all that apply and list approximate square footage of each Occupancy Classification.}

	Occupancy	Sq. Ft.
A – (Assembly Occupancy, such as; Church or Restaurant)	_____	_____
B – (Business Occupancy, such as; Offices, Banks)	_____	_____
E – (Educational Occupancy, such as; Schools)	_____	_____
F – (Factory Occupancy, such as Manufacturing)	_____	_____
H – (Hazardous Occupancy, such as Hazardous Materials Manufacturing & Storage)	_____	_____
I – (Institutional Occupancy, such as Hospitals, Jails)	_____	_____
M – (Mercantile Occupancies, such as Retail Stores)	_____	_____
R – (Residential Occupancies, such as Hotels, Apartments)	_____	_____
S – (Storage Occupancies, such as Warehouses)	_____	_____
U – (Utility Occupancies, such as Private Garages, Barns)	_____	_____

Proposed Type of Construction for your Proposed Structure (Check one)

Type I – Noncombustible _____

Type II - Noncombustible _____

Type III – Noncom. Exterior walls _____

Type IV – Heavy Timber _____

Type V – Combustible _____

Number of Stories for your proposed structure: _____(1, 2, 3, etc..)

Other Information about you proposed structure: (Circle one, please)

Will the structure be fully sprinkled? Yes or No

Will the structure be 1-hour fire rated or of Fire Resistive Construction? Yes or No

Please attach this form to the Site Plan for your project.



Guideline 2016-1

CONCERNING WATER SUPPLIES FOR AUXILIARY LIVING SPACES

Purpose:

This document provides guidance regarding the availability of a legal water supply for attached or detached auxiliary living spaces, which may include anything from a bathroom inside a garage or barn to a fully independent dwelling, and whether the auxiliary living space may be considered part of the main single-family residence for the purposes of well permitting. Colorado counties have varying names for auxiliary living spaces, including accessory buildings, accessory structures, accessory dwelling units (“ADUs”), secondary dwelling units (“SDUs”), guest houses, and more. This document is intended to encompass and provide guidance regarding all of these types of buildings, or portions of the main building, which will collectively be referred to in this document as “Auxiliary Living Spaces”.

Guideline:

Water Supply from a Water District

For those cases where the water supply is provided by a municipal or quasi-municipal water district, as long as the water provider operates within the terms and conditions of its water rights and decrees, the State Engineer’s Office would have no objection to the water provider servicing the subject property, including the Auxiliary Living Space.

Water Supply from a Well

Generally, well permits are issued with a limit on the number of single-family dwellings that can be served by the well. Therefore, the State Engineer’s Office must consider if the Auxiliary Living Space is a separate single-family dwelling or an extension of the main single-family dwelling.

State Engineer’s Office Determination of what Constitutes a Single-Family Dwelling

The State Engineer’s Office would consider the Auxiliary Living Space to be an extension of the main residence if it is able to meet all of the following criteria:



- The Auxiliary Living Space will not be rented, leased, or otherwise permanently occupied by a party other than a member of the family that would otherwise live in the main single-family dwelling. An Auxiliary Living Space occupied by those providing a service on the site in exchange for their residency, such as by a nanny or caretaker in exchange for services would be considered a second single-family dwelling.
- The Auxiliary Living Space will not use water for non-residential purposes such as businesses, manufacturing, or a facility providing restrooms for customer or public access, etc. (Please refer to item 2 of State Engineer Policy 2011-3 for information regarding commercial activities that may be conducted on the property including allowances and limitations for home offices.)
- For Auxiliary Living Spaces that are separated from the main living area and that have an independent entry, the space does not contain kitchen facilities, which the State Engineer's Office considers enabling an independent living area. Based upon a review of current Colorado county zoning regulations, an Auxiliary Living Space is considered by the State Engineer's Office to have kitchen facilities if it has either:
 - o a stove or oven or a 240-V electric hookup or equivalent gas piping for cooking facilities; or
 - o a refrigerator more than 6 cubic feet in size.A wet bar with a sink and a refrigerator no more than 6 cubic feet in size is acceptable.

If the Auxiliary Living Space meets all the criteria above it would be considered by the State Engineer's Office to be an extension of the main residence and a well permitted to serve only one single-family dwelling may legally supply both the main residence and the Auxiliary Living Space. No changes or amendments to the permit are required.

If the Auxiliary Living Space does not meet all of the criteria above it would be considered by the State Engineer's Office to constitute a single-family dwelling and a well permit must allow for use in two (or more) single-family dwellings, one for the main residence and one for each Auxiliary Living Space.

Additional Information:

A well permitted pursuant to Section 37-92-602 (3)(b)(II)(A), C.R.S., as the only well on a parcel of 35 acres or more may be permitted for uses that include ordinary household purposes inside up to three single-family dwellings, one of which could be the Auxiliary Living Space, which is considered by the State Engineer to constitute a single-family dwelling. If the permit is issued as the only well on a 35+ acre parcel, but the permit conditions do not specifically identify the number of dwellings that can be served, it may be possible to amend this type of permit to specify that up to three single-family dwellings can be served pursuant to State Engineer Policy 93-4.

A well on a parcel of less than 35 acres, which is permitted for ordinary household use inside one single-family dwelling, could typically only be re-permitted for use inside two single-family dwellings pursuant to a decreed plan for augmentation. Similarly, a well first put to use prior to May 8, 1972 for "domestic" purposes that historically (before May 8, 1972) only



served one single-family dwelling could typically only be expanded to allow for use inside two single-family dwellings pursuant to a decreed plan for augmentation.

For a residential well located within a Designated Ground Water Basin that is permitted pursuant to Section 37-90-105, C.R.S., if the well is on a parcel of land that qualifies for a well permit that may supply more than one single-family dwelling, one of the dwellings could be the Auxiliary Living Space. If the well is on a parcel that only qualifies for a permit to serve one single-family dwelling, the well could typically only be re-permitted for use inside two single-family dwellings pursuant to a replacement plan approved by the Ground Water Commission. Questions regarding whether a specific parcel would qualify for a well permit that allows for more than one single-family dwelling should be referred to Ground Water Commission staff. For a well first put to use prior to May 8, 1972 for “domestic” purposes that historically (before May 8, 1972) only served one single-family dwelling, this well could typically only be expanded to allow for use inside two single-family dwellings pursuant to a replacement plan approved by the Ground Water Commission.

If the well is located within the Denver Basin or a river basin that is not over-appropriated, it *may* be possible to obtain a permit allowing for the use of the well in an additional single-family dwelling.

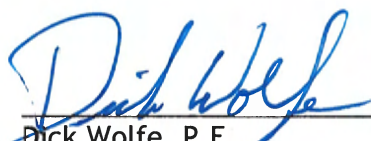
If the existing well is permitted for “ordinary household use inside one single-family dwelling” and is already included in a decreed plan for augmentation or replacement plan approved by the Ground Water Commission, the terms and conditions of the decree or replacement plan will determine if a new permit could be issued allowing for use in an additional single-family dwelling. If the decree or replacement plan explicitly states that the use of each well permitted pursuant to the augmentation plan is limited to serving one single-family dwelling, then a new or amended augmentation plan or replacement plan would need to be obtained to allow for use in a second single-family dwelling.

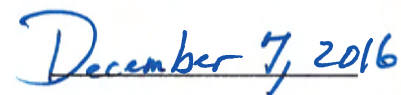
If the State Engineer’s Office has previously provided written comments regarding a specific proposal that conflict with the positions taken in this Guideline, the written comments will be honored.

Customers should contact the Division of Water Resources at 303-866-3581 if they have any questions.

Approved:

Date:


Dick Wolfe, P.E.
Director/State Engineer





ADMINISTRATIVE SPECIAL REVIEW PROCESS



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(s): _____

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):

Proposed Source of Water Supply: _____ Estimated Water Use (gallons per day): _____

If on a Well:

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): _____

of Users of the Well: _____ Sewage Disposal System: Existing: _____ Proposed: _____

If the applicant would like to have an initial evaluation from the State Engineer regarding the well and use, please send this information to:

State of Colorado, Office of the State Engineer Attn: Sarah Brucker

1313 Sherman Street Room 821

Denver CO 80203

Phone: 303-866-3581

Fax: 303-866-3589

ATTACHMENT B

WATER SUPPLY EVALUATION GUIDELINES FOR LAND USE ACTIONS THAT DO NOT INVOLVE A SUBDIVISION

The State Engineers Office (SEO) will not provide a comprehensive opinion for land use actions that do not involve a subdivision. In these cases the developer must rely on an engineering consultant or use the guidelines included below. In any case, the decision to issue a well permit will not be evaluated until a well permit application has been submitted to the SEO. In situations where the land use action will be creating a parcel of land (for example, recorded exemption), the SEO cannot accept well permit applications until the land use action is final.

These guidelines may be used by your staff or the developer to make a preliminary determination of the availability of a well permit for parcels addressed in land use actions that do not involve a subdivision of land and which rely on a well as a water supply. The SEO will evaluate well permits according to the criteria described below using rules and statutes in place at the time of application. Well permits of the types described below can often be approved under the 2004 statutes when the land involved meets the respective parcel definition and the proposed well will meet the water use and return flow conditions stated below. Note the SEO's evaluation process may find that there is a well on the subject parcel or on a neighboring parcel that may 'encumber' the land on the parcel and prevent the SEO from issuing a well permit.

Below are the possible categories of land use actions that do not involve a subdivision and the types of well permit for which the SEO may evaluate an application:

- 1. a) 'Pre June 1, 1972' Parcels, b) Parcels created after June 1, 1972 to which the statutory definition of a subdivision does not apply; or c) Parcels that the County has "Exempted" from the subdivision process**

Description

- a. A parcel that was created prior to June 1, 1972 (the date on which SB72-35 was enacted). A well permit applicant will need to submit proof that the parcel existed prior to June 1, 1972. This may be in the form of a plat or deed of transfer dated before June 1, 1972. The document must include a legal description of the parcel. Or,
- b. A parcel that was created after June 1, 1972 and satisfies the criteria in C.R.S. 30-28-101(10)(c). Or,
- c. A parcel that was created after June 1, 1972 and has been exempted from the "subdivision process" by the County as described in C.R.S. 30-28-101(10)(d). A well permit applicant will need to submit proof that the parcel has been exempted from the "subdivision process" in the form of a county resolution or plat with the proper documentation.

Well Permit Evaluation for Areas Outside a Designated Basin

- a. The SEO will evaluate this type of parcel for a Household Use Only well permit.
- b. If the applicant requests, the SEO will evaluate this type of parcel for a 'Commercial Exempt' well permit (Drinking and Sanitary uses only in a single business, not to exceed 0.33 acre-feet annually and not to be used for any outside purposes).
- c. If the parcel overlies a nontributary Denver Basin aquifer or a not nontributary Denver Basin aquifer with a "four-percent replacement" requirement, the landowner has the potential to get a well permit for additional dwellings and outside domestic uses.
- d. If the parcel overlies a nontributary Denver Basin aquifer, the landowner has the potential to get a well permit for commercial uses beyond Drinking and Sanitary uses and 0.33 acre-feet annually.

Well Permit Evaluation for Areas Inside a Designated Basin

- a. The SEO will evaluate this type of parcel for a residential well permit for no more than three single-family dwellings, including the normal operations associated with such dwellings including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.
- b. If the applicant requests, the parcel may be evaluated for small-capacity commercial use subject to all applicable Ground Water Management District rules.

2. “35-acre” Parcels

Description

A parcel that is 35 acres or larger and not composed of multiple subdivided parcels. A well permit applicant must submit a legal description of the parcel.

Well Permit Evaluation for Areas Outside a Designated Basin

- a. For most areas of the state, the SEO will evaluate this type of parcel for household use and outside uses. Unless the applicant specifically requests livestock uses only, the SEO will evaluate the well permit for use in up to three single-family dwellings, one acre of home lawn and garden irrigation, domestic animal watering and livestock watering.
- b. If the applicant requests, the SEO will evaluate this type of parcel for a ‘Commercial Exempt’ well permit (Drinking and Sanitary uses only in a Single business, not to exceed 0.33 acre-feet annually).
- c. If the parcel overlies a nontributary Denver Basin aquifer or another aquifer determined to be nontributary, the landowner has the potential to get a well permit for commercial uses beyond Drinking and Sanitary uses and 0.33 acre-feet annually.

Well Permit Evaluation for Areas Inside a Designated Basin

- a. The SEO will evaluate this type of parcel for a residential well permit for no more than three single-family dwellings, including the normal operations associated with such dwellings including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.
- b. If the applicant requests, the parcel may be evaluated for small-capacity commercial use subject to all applicable Ground Water Management District rules.

3. ‘Cluster Development’ Parcels

Description

A parcel that satisfies the statutory provisions of C.R.S. 30-28-401, 30-28-402, 38-28-403, and 30-28-404, as amended in 2001. The County may approve cluster development in accordance with a rural land use planning process enacted and adopted by the County. At least two-thirds of the total tract area must be reserved for preservation of open space. The number of residential lots may not exceed one lot for each seventeen and one-half acres of total tract area.

No later than ten days after County approval of a cluster development, the County shall notify the SEO of such approval and shall provide a copy of the approval rural land use plan that includes the cluster development. For administrative purposes, the plan must include a copy of a survey plat that describes the entire land area associated with the plan, identifies the set aside open space area, and describes the residential lots within the land area.

Well Permit Evaluation for Areas Outside a Designated Basin

The SEO will evaluate this type of parcel for household use and outside uses. The uses of the well will be limited by a permitted maximum annual amount. One well permit may be obtained for each residential lot. The total amount of water available to all lots in the cluster development is equal to one acre-foot for each full 35- acre parcel, with no

consideration for any additional fraction of a 35-acre parcel. The total amount available will be divided equally between each of the lots.

For example, a Cluster Development with seven lots on 150 acres has four full 35-acre parcels. Therefore, four acre-feet of water is available to the lots in the development. Split evenly among the seven lots, the four acre-feet allows for 0.57 acre-feet annually per lot.

Parcels that are approved as part of a cluster development are not eligible for consideration for uses greater than those described above. For example, a 35-acre lot that is part of a cluster development will not be eligible for use beyond those allowed by the parcel's allotment of the one acre-foot per full 35-acre parcel.

Well Permit Evaluation for Areas Inside a Designated Basin

The SEO will evaluate applications for a residential well permit for no more than on single-family dwelling, including the normal operations associated with such dwelling including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.

Resource Stewardship Plan Guide

Equestrian operations are defined as facilities that offer horse boarding or other horse related activities such as riding lessons, training or events for a fee. All equestrian operations are required to complete a Resource Stewardship Plan.

An important goal of regulating these activities is to ensure enduring land use compatibility. Examples of issues that need to be managed include manure, flies and odors, pasture vegetation, weeds, dust and water quality. The Resource Stewardship Plan guide is intended to allow a facility operator to evaluate and select the most appropriate management practices for their facility.

Best Management Practices (BMP's).

A basic premise of the Resource Stewardship Plan guide is that each facility is different, and that a one-size-fits-all management plan is not practical. The guide includes a series of best management practices that are available for addressing important issues. Each facility operator can use the guide to review, understand and select those practices that are most appropriate for their particular situation. The result is intended to be a customized plan that incorporates recognized best management practices selected by each facility operator with knowledge of their particular management needs.

Completing a Resource Stewardship Plan:

The completed plan will be used in the process of evaluating and approving a permit to operate under the County's Land Use Code. By increasing the quality of information submitted as part of the review process, the resource stewardship plans prepared with this guide will help applicants to:

- communicate their intent regarding management,
- provide adequate information for informed land use decisions based on clear management plans,
- facilitate neighbors' understanding of how a facility will be operated,
- limit neighbor complaints or compatibility concerns, and
- maintain the value and quality of the equestrian business.

Step 1 Assess your site. It asks for general information about your facility, including a sketch of the layout. The information from the assessment is important for considering which management practices would be most appropriate for the size and intensity of your equestrian operation.

Step 2 Consider management options. The discussion of management options is organized into sections related to the potential impacts of equestrian facilities. Examples include manure, dust and pasture vegetation. Each section includes a brief description of why that issue is important, along with practical ways to determine if a situation is being managed properly. A list of best management practices (BMP's) is presented for each of these issues. Some management practices are considered as basic practices for all facilities, while others need be selected to fit the needs of an individual operation.

Step 3 Organize the plan. A worksheet is provided that identifies basic practices for all facilities, and available best management practices that can be selected as needed for each operation.

ADMINISTRATIVE SPECIAL REVIEW PROCESS



CERTIFICATION RE: NOTIFICATION OF MINERAL INTEREST OWNERS AND LESSEES

The undersigned applicant certifies that he/she has complied with the requirements of §24-65.5-103(1) C.R.S. by providing to the surface owner(s), mineral estate owner(s), and lessee(s) of mineral estate owner(s) listed on Exhibit "A" attached hereto, and to the Board of County Commissioners of Larimer County thirty days prior written notice of the Larimer County Board of County Commissioners' hearing scheduled for _____ (date) for the _____ (name of project). Applicant further certifies that notice was provided by first class mail and that the notice contained the time and place of the hearing, the nature of the hearing, the location of the property that is the subject of the hearing, the name of the applicant, and, as to the notice provided to the Board of County Commissioners, the name and address of the mineral estate owner(s) and lessee(s) of the mineral estate owner(s).

APPLICANT:

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____ by

Notary Public

Note: This Certification must be received by the Larimer County Planning Department prior to the hearing. Failure to receive this notice will result in the hearing being rescheduled to a later date.

Mineral Interest Certification
LCPP-135 November 23, 2004



LAND USE APPLICATION

Applicant Information

Applicant Name:		
Applicant Company:		
Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

Property Owner Information

Property Owner Name:		
Property Owner Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

Property Owner Information

Property Owner Name:		
Property Owner Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

Engineer/Surveyor Information (please list which profession)

Name:		
Company:		
Address:		
City:	State:	ZIP Code:
Telephone:	Email Address (required):	

Assessor's Parcel Number(s): _____

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)

Applicant Signature	Date: _____
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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:** _____

Received By: _____ Date: _____ Sign: _____ Paid:\$ _____ Check #: _____