

AMENDED PLAT APPLICATION & SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

AMENDED PLAT 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- 14-day referral period after project has been assigned
3. Scheduling & Notice of Public Hearing
4. Review & Decision
5. Post-Decision Actions

Purpose:

The purpose of an Amended Plat is to allow boundary changes and lot consolidations for lots in recorded subdivisions, planned unit developments, and minor residential developments approved under previous subdivision regulations, for lots in recorded subdivisions, conservation developments, rural land plans, and planned land divisions, and for lots in approved exemptions whether recorded or not. Amended plats can also be used to make minor corrections to recorded plats at the discretion of the Planning Director.

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the land division proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

Please Note: Once submitted to the County, all application materials become a matter of public record. Submittal checklist (below) needs to be submitted with the application.

AMENDED PLAT SUBMITTAL REQUIREMENTS



Submittal Documents

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.	Project Description – detailed description of the proposed project, include review criteria from Article 6.5.7 or 6.5.8 of the Land Use Code. Please see page 4-5 for Project Description requirements		
4.	Existing Structures – detailed description of the type, size, and location of any existing structures on all lots (it may be in written form or as a map)		
5.	Vicinity Map - illustrate roads and significant natural features near the project site. County and local roads must be labeled so that the site can be easily found (size 8 ½" x 11")		
6.	Plat – size 24" x 36" Please see pages 5-8 for Plat requirements		
7.	Reduced Plat – 8 ½" x 11"		
8.	Closure Data – one hard copy computer print out of plat boundary data (perimeter bearings, distances, closure and acreage information)		
9.	Monuments – Please see page 6 for requirements		
10.	Utility Check Sheet – signed by all applicable utility providers. See check sheet attached		
11.	Deeds – transferring ownership of the property (if more than one owner is involved)		
12.	Easement / Right-of-Way Legal Description (if applicable) – the legal description of the proposed easement(s) to be vacated		
13.	Ownership & Encumbrance* - contact a Title Company for this information.		

AMENDED PLAT FINAL SUBMITTAL REQUIREMENTS



Final Documents Required

Item	Description:	No. Paper Copies Required	Staff sign-off
1.	Final Plat – mylar copy (24" x 36") with all owners/lienholders signatures. Must have original signatures. See Pages 7-8 for approval statement requirements	1	
2.	Deeds – original, signed deeds transferring ownership (required if more than one separate owner is involved)	1 for each owner	
3.	Recording Fees – Please make checks out to the Larimer County Clerk & Recorder. (Staff will determine fee amount)	Clerk & Recorder	

ADDITIONAL INFORMATION

Building Permits -

Building permits will NOT be accepted on the property while the application is pending.

Hearings –

Hearings are held with the Board of County Commissioners on select Monday's of each month (no hearings are held on the 5th Monday of a month). These hearings are held in the Commissioner's Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form. Note: All proceedings are recorded.

Public Notice –

Amended Plat applications that include an easement vacation -

Colorado Statutes require that the Planning Department publish notice of the hearing once in a newspaper serving the area of the requested easement vacation at least 14 days prior to the hearing date.

Amended Plat applications that include a right-of-way vacation -

Colorado Statutes require that the Planning Department publish notice of the hearing once in a newspaper serving the area of the requested right-of-way vacation at least 14 days prior to the hearing date. Notice by first-class mail will also be sent to

property owners in the vicinity of the proposal informing them of the hearing.

Amended Plat applications – change of condition(s) -

The Planning Department will publish notice of the hearing once in a newspaper serving the area of the requested change at least 14 days prior to the hearing date. Notice by first-class mail will also be sent to property owners in the vicinity of the proposal informing them of the hearing.

Conditions of Approval –

The Board of County Commissioners may impose conditions on an amended plat that are necessary to accomplish the purpose and intent of the Land Use Code and Master Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

AMENDED PLAT ADDITIONAL DETAILS



Additional Information Cont.

Lien Holder Signature –

If there is a lien on the property(s), please be aware that that the lien holder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed amended plat, and who at the company will be responsible for signing the plat.

Property Taxes -

Prior to recording the final plat, all prior year property taxes must be paid.

Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all current and prior year taxes have been paid.

Item# 3 Project Description

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative and on it's own page(s). It should touch on all the review criteria.
Existing Structures	A detailed description of the type, size, and location of any existing structures on all lots.
Other Information	Any other pertinent information about the proposed project.
Review Criteria for Director Approved Plat Modification Article 6.5.7	<ul style="list-style-type: none"> a. No additional lots will be created by the amended plat. b. The resultant lots will meet the required minimum lot size of the applicable zoning district and the lot dimension ratio required by §5.2, Lot and Block Standards. If any of the lots are nonconforming with respect to the minimum lot size or the lot dimension ratio, the amended plat must not increase the nonconformity. c. The amended plat will not create a nonconforming setback for any existing building; d. The amended plat will not adversely affect access, drainage or utility easements, or rights-of-way serving the property or other properties in the area; and e. Any covenants, deed restrictions, or other conditions of approval that apply to the original lots must also apply to the resultant lots and be noted on the final plat, except those changes to a condition or note on a plat that are approved with this application. The Director shall consider the original reason or circumstance for a condition or note on a plat when approving a change.
Review Criteria for Board of County Commissioners Submittal Article 6.5.8	<ul style="list-style-type: none"> 1. Vacation of Right-of-Way or Easement <ul style="list-style-type: none"> a. Approval of the vacation request will not leave any land adjoining the right-of-way without an established public road or private access easement connecting the land with another established public road, or without utility or drainage services; b. The recommendations of referral agencies have been considered; c. Any right-of-way that is vacated will be divided equally between the lots on each side, unless it can be demonstrated that all of the right-of-way was originally taken from one parcel. In that case, the right-of-way will be returned to that parcel. Property owners on each side of the right-of-way may agree to divide the vacated right-of-way differently but must sign deeds to transfer ownership after the County Commissioners approve the vacation; and d. Right-of-way vacations must also meet requirements of C.R.S. § 43-2-303.

Item# 3 Project Description Cont.

Element	Description
<p>Review Criteria for Board of County Commissioners Submittal Article 6.5.8 Cont.</p>	<ol style="list-style-type: none"> 2. Vacation of Plat <ol style="list-style-type: none"> a. Vacation of the plat will not leave any lots without adequate utility or drainage easements; b. Vacation of the plat will not vacate road rights-of-way or access easements needed to access other property; c. Vacation of the plat will not inhibit the provision of adequate public facilities or services to other property as required by this Code; and d. Vacation of the plat is consistent with the Comprehensive Plan. 3. Re-Subdivision: A re-subdivision of existing lots requires review and approval through the applicable land division process as determined by the Director in the pre-application conference. 4. Add-On Agreement <ol style="list-style-type: none"> a. The add-on agreement will not adversely affect access, drainage or utility easements or rights-of-way serving the property or other properties in the area; and b. The add-on agreement will not result in a nonconformity. For example, an add-on agreement that results in two principal buildings on one lot is not allowed. 5. Land Division: To approve a minor land division, the Director shall consider the following review criteria and find that each criterion has been met or determined to be inapplicable: <ol style="list-style-type: none"> a. The property is not part of an approved or recorded subdivision plat; b. The property is not part of an exemption or minor residential development approved under the previous subdivision resolution or a minor land division; c. The newly created parcels will meet the minimum lot size required by the applicable zoning district; d. The newly created parcels meet minimum access standards required by the County Engineer or the Colorado Department of Transportation as applicable; and e. Approval of the minor land division will not result in impacts greater than those of existing uses. However, impacts from increased traffic to a public use may be offset by the public benefit derived from such use.

AMENDED PLAT ADDITIONAL DETAILS



Item# 6 Final Submittal Details

Project Name and File Number	Example: Amended Plat of Lots 4 & 5, Meadow Subdivision 5th Filing #21- LAND0000
Site Data	<ul style="list-style-type: none"> • Boundaries of the total area with dimensions Section-Township-Range • Zoning • Lots proposed and resulting acreages (must be labeled as 'lots' not 'parcels' or 'tracts') • Water supply/ sewage disposal
Existing Location of: (if applicable)	<ul style="list-style-type: none"> • Utilities (gas, electric, water, sewer, well and/or septic system, etc.) • Roads • Easements • Natural or manmade features • Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards • Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)
Engineering Items:	<p>Access (existing, proposed, and emergency)</p> <ul style="list-style-type: none"> • Vehicular access • Emergency vehicular access • Current and proposed width, name, type, and location of adjacent rights-of-way and easements • Proposed easement(s) or right-of-way(s) to be vacated Proposed road right-of-way dedications See Article 9.7.3. Proposed right-of-way must meet currently adopted roadway classifications
Other	<ul style="list-style-type: none"> • Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments. • Vicinity Map – scale of 1"=600', 1,200' or 2,000' showing and labeling the perimeter of the property & significant features within one (1) mile.

LAND SURVEY REQUIREMENTS

1. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the property is bounded by an irregular shore line or body of water, the bearings and distances of a closing mean-der traverse shall be given and notation made that the plat includes all land to the water's edge or otherwise. All blocks and all lots within each block shall be numbered consecutively and shown on the plat. (See Page 7 for information on naming standards.)

On curved boundaries and all curves on the plat, sufficient data shall be given to enable the re- establishment of the curves on the ground. This curve data shall include the following for circular curves:

- a) Radius of curve.
- b) Central angle.
- c) Arc length.
- d) Chord length and bearing.
- e) Notation of non-tangent curves with radial bearings shown to all points of non-tangency

Item# 6 Final Submittal Details Cont.

LAND SURVEY REQUIREMENTS CONT.

2. Excepted parcels shall be marked “not included in this subdivision” and the boundary completely indicated by bearings and distances. All streets, walkways and alleys shall be designated as such and streets shall be named. Bearings and dimensions shall be given. All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field. All dimensions of irregularly shaped lots shall be indicated on each lot.

Bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgment.

Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

Item# 9 Final Submittal - Monuments

MONUMENT REQUIREMENTS

For subdivision or resubdivision, in regards to the survey, compliance with all the rules and regulations as set forth in Articles 51 & 53, Title 38, Colorado Revised Statues, 1973 shall be required.

The monumentation required shall be completed before final plat approval is given. In addition, the following shall be required.

1. A copy of each monument record the surveyor has filed with the State Board of Registration for Professional Land Surveyors, or if the surveyor has used an existing monument record, and the description of the monument and it's accessories substantially matches that of the one indicated on the plat, a copythereof is acceptable.
2. Any plat to be filed shall reference at least two (2) public land survey monuments in the section in which it is located.
3. All final plats shall be reviewed by the Larimer County Public Works Department for compliance with the survey requirements of Larimer County and of state law pertaining to platting and monumentation.

AMENDED PLAT ADDITIONAL DETAILS



Final Plat Approval Statements

The final plat shall contain the following statements:

1. CERTIFICATION OF OWNERSHIP AND DEDICATION:

Know all men by these presents that _____, being the owner(s) of that part of the (described quarter- section, section, township, range), Larimer County, Colorado, being more particularly described as follows, to wit: Beginning at (complete legal description); containing (to nearest one-hundredth) acres more or less; have by these presents caused the same to be surveyed and subdivided into lots (and blocks as appropriate) to be known as the plat of (Land Division name), and do hereby dedicate and convey to and for public use forever hereafter the streets as are laid out and designated on this plat, and do also reserve perpetual easements for the installation and maintenance of utilities and for irrigation and drainage facilities as are laid out and designated on this plat, witness our hands and seals this _____ day of _____, 20__.

Owner(s)

The signature(s) shall be notarized as follows:

State of)

) SS

County of)

The foregoing dedication was acknowledged before me this _____ day of _____, 20__ by

SEAL

Notary Public

My commission expires

NOTES:

(A) Where a mortgage or lienholder are involved, the dedication and signature block must be modified accordingly.

(B) Where private streets are allowed, the dedication must be modified accordingly.

2. SURVEYOR'S CERTIFICATE:

I, (surveyor's name), a duly licensed land surveyor in the State of Colorado, do hereby certify that this plat of (Minor Land Division name) truly and correctly represents the results of a survey made by me or under my direct supervision.

Surveyor / Seal

AMENDED PLAT ADDITIONAL DETAILS



Final Plat Approval Statements

The final plat shall contain the following statements:

3. APPROVAL OF SURVEY PLAT

This plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivider and his surveyor concerning any noncompliance of this plat with current survey requirements.

Date: _____

_____, Colorado P.L.S. No. _____ (Signature)

_____, Larimer County Engineering Department (Printed Name)

4. LARIMER COUNTY HEALTH AUTHORITY APPROVAL:

By the Larimer County Health Authority this _____ day of _____, 20____.

All construction on this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a manner which will meet all of the requirements of the Colorado Department of Health, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.

Larimer County Health Authority

5. BOARD OF COUNTY COMMISSIONERS APPROVAL:

Approved by the Larimer County Board of County Commissioners this _____ day of _____, 20____. All dedications are hereby accepted on behalf of the public. This approval does not constitute acceptance of responsibility by the County for construction, repair, or maintenance of any streets, highways, alleys, bridges, rights-of-way or other improvements designated on this plat.

Chairman ATTEST

Clerk of the Board

ADDITIONAL PLAT NOTES -

Any covenants of the original plat shall be applicable on the amended plat. The wording for this statement shall be as follows: The new lots created by this action are subject to the same restrictions, covenants, and regulations as set forth in the plat of record of (Subdivision Name).

LARIMER COUNTY SUBDIVISION PLAT SURVEY REVIEW

The Survey Section of the Larimer County Engineering Department provides a public service of reviewing all final subdivision plat submittals.

This service provides a level of assurance to the public that the platting conforms with the minimum requirements of Colorado State Law and Larimer County regulations pertaining to land surveying.

The plat from a land survey perspective is a professional land surveyor's report of how the property is configured, divided, the location of easements and rights of way and what survey monumentation exists in the field at the time of recordation.

This review process is a cooperative effort between the county and the land surveyor to provide the best possible product for the public and owners of the platted property.

The review process includes:

- A cursory review of the boundary and division lines, easements and rights of ways for survey data to comply with the "Larimer County Land Use Code" and sufficiency for their field development. This review does not involve a detailed check for the accuracy of all mathematical or geometric data. The professional land surveyor who prepared the plat is responsible for this aspect.
- A comparison of the property description against the survey data provided around the perimeter of the platted lands.
- A detailed review for compliance with all applicable Colorado State Laws and County Regulations pertaining to land surveying and platting.

Plats are reviewed on an individual basis and the review comments are tailored for each specific submittal.

The following link will provide the basic survey guidelines for final plat review.

AES board rules:

<https://dpo.colorado.gov/AES/Laws>

CRS (See Title 12 Article 120 PArt 3 and Title 38):

<https://leg.colorado.gov/agencies/office-legislative-legal-services/colorado-revised-statutes>

Note: A Boundary Line Adjustment plat does not fall under the Colorado Statutory requirements for a platted subdivision, but does fall under the Colorado Statutory requirements for a Land Survey

DISTRICT NAME	CONTACT	ADDRESS	PHONE or EMAIL
WATER:			
Bald Mountain Water Association	Chuck McAfee	419 Green Mtn. Drive, Loveland	667-7278
East Larimer County (ELCO)	Mike Scheid	232 Link Lane, Fort Collins	493-2044
Ft. Collins/Loveland	Chris Pletcher	5150 Snead Drive, Fort Collins	226-3104
Little Thompson Water	Brad Eaton	835 East Highway 56, Berthoud	344-6373
North Carter Lake Water	Gary Allen		303-618-7971
North Weld County Water	Leann Koons	33247 Highway 85, Lucerne	356-3020
Northern Colorado Water	Rich Patterson	4389 E CR 70, Wellington	568-3975
Pinewood Springs Water	Gabi Benson	183 Cree Court, Lyons	303-823-5345
Spring Canyon Water	Kevin Barricklow	4908 Shoreline, Fort Collins	226-5605
Sunset Water District	Willard Wright	1556 Riverside, Fort Collins	484-0764
West Fort Collins Water	Doug Biggee	2711 N. Overland, LaPorte PO Box 426, LaPorte	484-4881/ doug@wfcwdist.com
WATER/SANITATION:			
Berthoud Water & Sanitation - S. Loveland Sanitation also	Berthoud Water	328 Massachusetts, Berthoud	532-2393
Estes Park Water & Sanitation	Jim Duell	170 MacGregor, Estes Park	586-5331 / jduell@estesparksanitation.org
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Shane Boyle	700 Wood Street, Fort Collins	221-6339
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709 / melissa.morin@cityofloveland.org
Wellington Water & Sewer	Bob Gowing	3735 Cleveland, Wellington	568-3381/ gowingbj@wellingtoncolorado.gov
Boxelder Sanitation	Development Department	3201 E Mulberry # Q, Fort Collins	498-0604 / Info@boxeldersanitation.org
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130 / chsd.vessey@hotmail.com
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544
CENTURY LINK:			
Fort Collins/Wellington/Red Feather Lakes/Crystal Lakes	Mark Fairchild Nicole Trupp	124 W Magnolia Street Fort Collins, CO 80525	297-7529 / Mark.fairchild@centurylink.com, Nicole.trupp@centurylink.com
MISCELLANEOUS:			
Berthoud Fire Protection District	Joe Jaramillo	275 Mountain Ave, Berthoud	532-2264
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232
Division of Water Resources	Sarah Brucker	1313 Sherman St.#8244, Denver, CO	sarah.brucker@state.co.us
Estes Park Fire Department	Kevin Sullivan	170 MacGregor, Estes Park	577-0900 ksullivan@estesvalleyfire.org
Estes Park Light and Power	Steve Rusch	170 MacGregor, Estes Park	577-3625
Loveland Fire Rescue Authority	Carrie Dann	410 E 5 th St, Loveland	962-2518
Poudre Fire Authority	Andrew Rosen / Jim Lynxwiler	102 Remington, Fort Collins	221-6570
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234
Xcel Energy	USE THE NORTH DOOR	1901 E. Horsetooth, Fort Collins	225-7840

UTILITIES CHECK SHEET

PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.

Applicant Name & Address: _____

Landowner's Name & Address: _____

Engineer/Surveyor Name & Address: _____

WATER DISTRICT: _____

Comments:

Signed: _____ Date: _____

SANITATION DISTRICT: _____

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: _____ Date: _____

CENTURYLINK: Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: _____ Date: _____

POUDRE VALLEY REA: Contact the Engineering Department,

Signed: _____ Date: _____

XCEL ENERGY: Comments:

Signed: _____ Date: _____

DITCH COMPANY: _____

Comments:

Signed: _____ Date: _____



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: _____

→ 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:** _____