

SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

SHORT-TERM RENTAL 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. Scheduling & Notice of Public Hearing (if 11 or more occupants, for an appeal, or minor modifications.
4. Review & Decision
5. 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.

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.

SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS



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 Review
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 Section 6.4.3. and 3.3.5.2. of the Land Use Code. Please see page 5-6 for Project Description requirements		
5.	Operations Manual - see page 7		
6.	Preliminary Site Plan / Floor Plan - Complete Property Information form (page 15) and see Pages 8-9 for requirements. Floor plans must be on 8.5 x 11 page		
7.	Egress Maps - Maps for each habitable room that include exit routes, address, GPS Coordinates and the phone number of the short-term rental (if no land line add Property Managers number). Egress maps must be on 8.5 x 11 page		
8.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
9.	Ownership & Encumbrance* - contact a Title Company for this information.		
If 11 or more occupants include Reports and Plans: See page 9 for descriptions			
10.	Fire Protection Plan		
11.	Site Lighting Photometric Plan		
12.	Traffic Impact Study		
13.	Water Supply Report (if on public water)		
14.	Wildfire Mitigation Plan		
15.	Drainage and Erosion Control Report and Plan (new construction only)		
16.	Sewage Disposal Report (new construction only)		

SHORT-TERM SUBMITTAL REQUIREMENTS



Requirements Cont.

Item	Description:	No. Paper Copies Required	Staff Review
17.	Wildlife Conservation Plan (new construction only)		
18.	Soils Report (new construction only)		
19.	Wetland Mitigation Report (new construction only)		
FINAL SITE PLAN REQUIREMENTS			
1.	Signed resolution stating an understanding of the conditions of approval		
2.	Final Site Plan / Floor Plan - Floor Plans must be on 8.5 x 11 sheet		
3.	Final Operations Manual		
4.	Drainage & Erosion Control Report and Plan (for 11 or more occupants only)		
5.	Final Executed Drainage Agreement (for 11 or more occupants only)		
6.	Final Executed Road Deed of Dedication or Deed of Easement (for 11 or more occupants only)		

SHORT-TERM RENTAL ADDITIONAL DETAILS



ADDITIONAL INFORMATION

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, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 notifying 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.

Re-Certification Requirements– Re-Certification regarding your Land Use Approval will be required every two (2) years. 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.**

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

1. Short-term Rentals webpage: <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
4. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at:
<http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
5. Memo Regarding Subdivision 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.

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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	Article 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.
Standards for Short-Term Rentals with 11 or more Occupants	Article 3.3.5.B.3	<ol style="list-style-type: none"> a. All the standards required for a short-term rental identified in 3.3.5.B.2 -, excluding 3.3.5.B.2.1. b. The short-term rental shall be equipped with a fire sprinkler system.

SHORT-TERM RENTAL ADDITIONAL DETAILS



Item# 3 Project Description Cont.

Element	Description	Include
Standards for Short-Term Rentals with Ten or Fewer Occupants CONT.	Article 3.3.5.B.2	<ul style="list-style-type: none"> i. Accessory Living Areas, Extended Family Dwellings, and Farmstead Accessory Dwellings shall not be utilized as a short-term rental. j. Solid fuel (such as wood or coal) fire pits shall not be allowed in identified wildfire hazard areas. k. Cooking areas within the short-term rental shall be equipped with a stove top fire stop or approved alternative. l. 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: <ul style="list-style-type: none"> i. In each room with a cooking appliance, fireplace, heating appliance or water heater. ii. Inside and adjacent to the door leading to a deck, porch, or patio with such appliances. iii. At least one on each story.
Existing Conditions	A written detailed description of the existing conditions.	<ul style="list-style-type: none"> • Current use of the property • Size (outer dimensions and area in square feet) of all existing buildings • Existing uses of all buildings • Use of surrounding properties • Off-site conditions
Short-term Rental Details	A written detailed description of the Short-term Rental.	<ul style="list-style-type: none"> • Max Occupancy • Number of Bedrooms • Locations of Operations Manual inside the Short-term Rental • Short-term Rental property manager and contact information • List all advertising websites (needed for sales tax)
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> • Storm water detention or retention ponds and easements • Existing and proposed utilities and easements • Location and number of parking spaces (2 on lot spaces plus 1 addition on lot parking space for each additional 2 bedrooms)
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"> • Sight distance concerns at proposed access location • 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.)
Appeals		<p>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.</p> <p>How the appeal will comply with the applicable review criteria (see Article 6.7.2 of the Land Use Code).</p>

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Item# 4 Operations Manual

Completed Y/N	Please include in your Operations Manual
	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. Information regarding the safe interaction with wildlife. https://cpw.state.co.us/learn/pages/livingwithwildlife.aspx .
	Quiet Hours. Restrictions on after-hour noise and good neighbor interaction.

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Item# 6 Preliminary Site Plan/ Floor

The following information should be included if applicable		
1.	Drawing Title and Project Name	Short-term Rental Site Plan
2.	Applicant Information	Example: Smith's Family Short-Term Rental
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 • Off-site property information
6.	Site Plan / Floor Plan Details	<p>A. For an existing building you may use an aerial map. Existing and proposed buildings on the site:</p> <ul style="list-style-type: none"> • Size (outer dimensions and area in square feet) • Uses of all buildings • Structures (i.e. retaining walls, drainage structures, signs,etc.) Park-ing Areas Vehicular access and drives including widths <p>B. For new construction you will need a site plan drawn to scale that is NOT an aerial. 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"> • 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. <p>C. Floor Plan: A floor plan for each level of the home, drawn to a common scale or include all dimensions. Label all rooms including bedroom, bathrooms, common areas, me-chanical rooms, decks, porches, stairs, doors, windows and attached garages. All bedrooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements. You may draw the floor plan yourself or have a draftsman or archi-ect prepare it. The plan must be complete, legible and accurate.</p>
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 Section 9.7.3. Proposed right-of-way must meet currently adopted roadway classifications.

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Item# 6 Preliminary Site Plan/ Floor Cont.

8.	Vicinity Map	<ul style="list-style-type: none"> • Highlight / outline property boundary • Does not need to be to scale • Escape/ Evacuation Routes • Aerial photo can found by entering your property information at: https://www.larimer.org/assessor/search#/property/
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Reports and Plans (as described in Section of the Land Use Code)

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.
Site Lighting Photometric Plan	See Article 4.10. 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.
Water Supply Report	A letter from the Water District committing to provide such service consistent with Section 4.3.7. of the Land Use Code shall be provided.
Drainage and Erosion Report and Plan (new construction only)	See Article 4.3.4. of the Land Use Code. A report prepared by a professional engineer that gauges increased storm water and water quality impacts associated with new development. Include a hydrologic analysis for peak flow rates of storm water entering, passing through, and leaving the site for the minor and major storm events (refer to the Larimer County storm water Design Standards pages 3-7 for submittal requirements). If approved by the Larimer County Engineering Department, a simplified drainage narrative may be submitted as an alternative to the drainage and erosion control report and plan.
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
Wildlife Conservation Plan (new construction only)	See Section 4.4.4. 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.
Wetland Mitigation Report	See Section 4.4.2. of the Land Use Code.

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Plot Plan Information

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

SETBACKS LAND USE CODE SECTION 2.9.4.

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.

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Sample Plot Plan

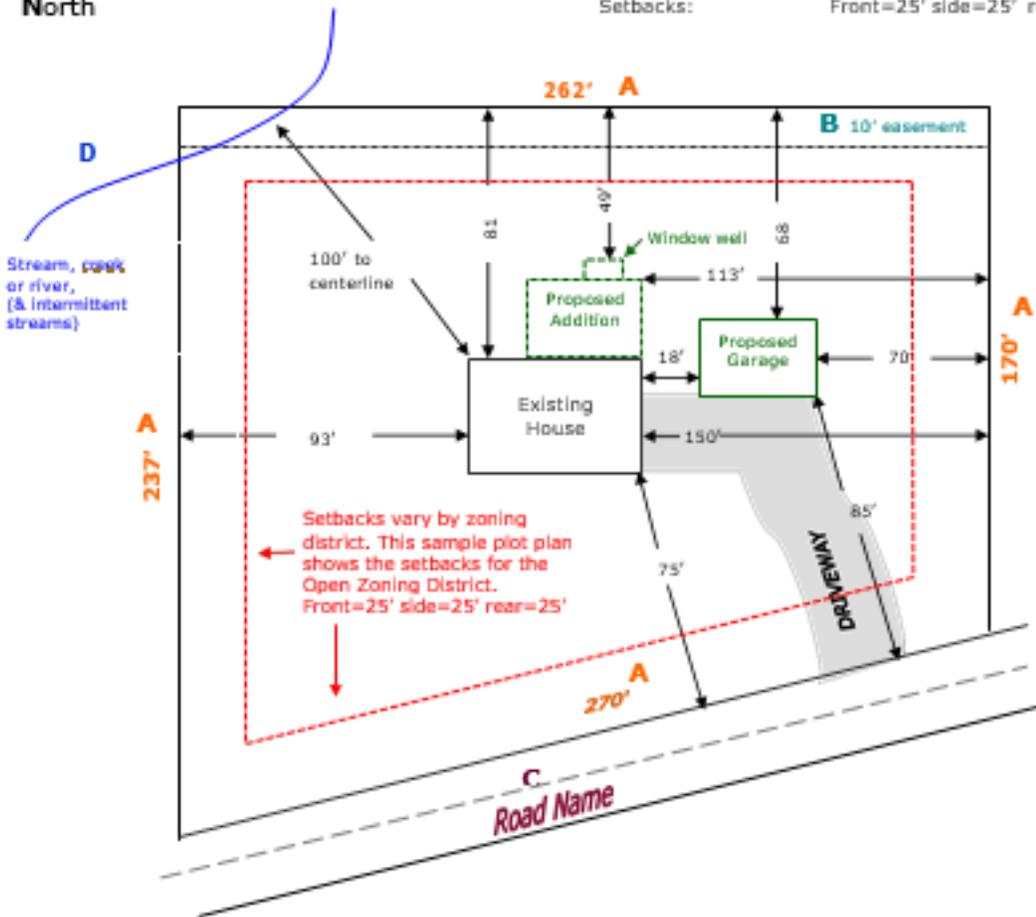
Sample Plot Plan [8½ x 11]

September 2009



Scale 1 in = 50 ft
0' 10' 20' 50'

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'



CHECKLIST:

- North Arrow
- Plot Plan Scale
- Property Owner Info
- Parcel No. & Zoning
- A - Property Dimensions
- B - Easements
- C - Roads and Streets

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.

SHORT-TERM RENTAL ADDITIONAL DETAILS



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



Dwelling Information

Year Constructed:

Square Feet:

Number of Bedrooms:

Maximum Occupancy:

Owner Information

Name:

Mailing Address:

Email:

Phone:

Property Manager Info:

Name:

Emergency Contact:

Mailing Address:

Email:

Phone:

Website:

To be completed by Planner:

File No.	<input type="text"/>
Lot Size	<input type="text"/>
Uses on Property	<input type="text"/>
No. Parking Spaces	<input type="text"/>
Occupancy Maximum	<input type="text"/>
Subdivision	<input type="text"/>
Floodplain	<input type="text"/>
Water/Sanitation	<input type="text"/>
Fire District	<input type="text"/>
Wildfire Hazard	<input type="text"/>
Garbage Storage Location	<input type="text"/>



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)

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:** _____