

SITE PLAN - SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

SITE PLAN 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. Schedule for Hearings - Planning Commission & Board of County Commissioners
3. Review & Decision - Planning Commission Reviews & Recommendation Board of County Commissioners 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 Special Review proposal.

The special review procedure provides a mechanism for the county to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties, including the environment and wildlife, and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the county.

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

Submittal Requirements

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.	Ownership & Encumbrance - Contact a Title Company for this information and must be current (within one year)		
6.	Preliminary Site Plan - See page 6 for requirements must be 24x36		
7.	Building Project Information Page - see attached		
8.	Development Construction Plans - <ul style="list-style-type: none"> • If property is located in a GMA, refer to of the Urban Area Street Standards in Article 4.13.2. • If property is not within an established GMA, refer to Article 4.13.1. of the Larimer County Rural Area Road Standards. 		
9.	Draft Copies of new Deed of Dedication for new right-of-way		
Reports & Plans (see page 8)			
13.	Drainage and Erosion Control Report and Plan		
14.	Fire Protection Plan		
14.	Fugitive Dust Control Plan		
15.	Hazard Mitigation Plan		
16.	Hazard Material Impact Analysis		
17.	Irrigation Facilities Plan		

Submittal Requirements Cont.

Item	Description:	No. Paper Copies Required	Staff sign- off
18.	Landscape Plan		
19.	Traffic Impact Study		
20.	Sewage Disposal Report (new construction only)		
21.	Site Lighting Photometric Plan		
22.	Soils		
23.	Wildlife Conservation Plan		
24.	Wetland Mitigation Report		
25.	Wildfire Mitigation Report		
26.	Water & Air Quality Report		

FINAL SITE DEVELOPMENT SUBMITTAL REQUIREMENTS

Item	Description:	No. Paper Copies Required	Staff sign- off
1.	Final Site Plan - 24" x 36" FOLDED		
2.	Development Construction Plans- must be signed by utility providers and stamped by Engineer licensed in teh State of Colorado		
3.	Landscape Plan		
4.	Drainage and Erosion Control Report & Plan		
5.	Final Executed Drainage Agreement – must include recording fees		
6.	Final Executed Road Deed of Dedication or Deed of Easement		
7.	Annexation Agreement (if applicable)		
8.	Development Agreement or Development Acknowledgement		

Additional Information

Appeal for On-Site Sewage Treatment Systems in the Growth Management Areas – A development in a Growth Management Area that includes a proposal to use On-Site Sewage Treatment Systems must submit an appeal as part of their application. The appeal must include the following items:

- A technical/economic analysis demonstrating that public sewer is not feasible;
- A letter from the applicable city utility or sanitation district indicating concurrence that it is not feasible to connect to public sewer;
- A letter from the applicable municipality indicating their concurrence that the development as proposed will achieve the land use pattern envisioned for this part of the Growth Management Area;
- A letter from the applicable municipality that indicates their willingness to annex the property when it becomes eligible for annexation; and
- Information demonstrating that On-Site Sewage Treatment Systems can be safely provided as anticipated in Article 4.3.5.2.

Sign Plan – a separate Sign Plan application will need to be submitted if signage is being proposed

****Please include the following stamp on each page of the Site Plan and Development Construction Plans:**

Project # _____

Reviewed By: _____
Engineering Date

Planning Date

Approved By: _____
Date

ADDITIONAL RESOURCES

1. Development Review Calendar
2. Development Review Fee Schedule
3. Neighborhood Meeting 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 (view online at Larimer.org/planning)

Item# 4 Project Description

Element	Description	Include
Summary	The project description should be a written narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Review Criteria	Written description of how this proposal meets the criteria.	Please explain how this proposed change will meet Article 6.4.2.D, number 1-5 of the Land Use code
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	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
Operation	A detailed written description of the operating plan.	<ul style="list-style-type: none"> Hours and days of operation Number of employees and/or subcontractors arriving/leaving the site each day Number of clients/customers arriving/leaving the site each day Total square footage of buildings used Number of residences Any outdoor display or storage areas proposed Special events outside normal operations

Item# 6 Preliminary Site Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Johnson's Special Review, File Number 21-ZONE0000
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.) Outdoor use 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.

Special Proposed Uses

The following information is required if you are proposing one of the following uses

<p>Mining Operation (includes sand & gravel extraction, quarries, and all other mining activities)</p>	<ul style="list-style-type: none"> • Location and type of all equipment and operations on site Type and weight of all trucks, frequency of trips to the site, and expected travel route • Impact of the trucks on existing traffic in the area (a detailed traffic impact study may be required) • All application materials submitted to the State Mined Land Reclamation Board, including detailed mining and reclamation plans • Plans for disposal/storage of overburden, waste materials, or rubble Frequency of blasting • Identify the names and addresses of any residences within 1,000 feet of the mine or excavation • Proposed time schedule for mining and reclamation • Plans for minimizing dust, noise pollution and water Explanation of any associated processing that will occur (e.g. batch plants, washing, crushing, screening, etc.) • Hydraulic modeling report • Ground water modeling report
<p>Kennel or Stable (includes breeding, training, boarding, and riding academies)</p>	<ul style="list-style-type: none"> • Number and type of animals to be on site • Associated facilities or services on the site (e.g. grooming, vet service, riding lessons, training, riding shows, etc.) • Plans for minimizing potential noise pollution • Plans for minimizing impacts of dust, flies, outdoor lighting • Plan for kennel/stable/arena maintenance, and disposal of animal wastes • Expected traffic • Impact of the kennel/stable (number and frequency of vehicles to the site, impact on local existing traffic patterns, etc)
<p>Campground or Mobile Home Park (includes recreational vehicle parks)</p>	<ul style="list-style-type: none"> • Describe the proposed water and sewer systems • Describe the proposed construction of all roads • Describe all accessory uses and structures (recreation areas, clubhouse, vehicle storage, carports, etc.) • Fire protection facilities available (fire hydrants, reservoirs, etc.)

Reports & Plans

Traffic Impact Memo	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. <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. 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 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 Mitigation Plan	See Article 4.4.3 of the Land Use Code.
Hazard Materials Impact Analysis	A written description answering the following questions: <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?
Wildfire Mitigation Report	See Article 4.4.3.M.
Wildlife Conservation Plan	See Article 4.4.4. of the Land Use Code.
Landscape Plan	See Article 4.7.2.C. and refer to the Landscaping Guide
Irrigation Facilities Plan	See Article 4.7.8.
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Soils Report	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. <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.
Water & Air Quality	See Articles 4.12. & 4.11. of the Land Use Code. Please explain how water & air quality will be maintained during construction.
Fugitive Dust Control Plan	See Article 4.11.5. of the Land Use Code
Manure & Pasture Management Plan	A written description of how manure and pastures will be managed to prevent odor, water quality, soil quality, ground cover and animal & human health issues.

SITE PLAN 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

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.



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:** _____

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