

ZONING - SKETCH PLAN REVIEW SUBMITTAL REQUIREMENTS

SPECIAL REVIEW & REZONING

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

ZONING - SKETCH PLAN REVIEW



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 & Sketch Plan Report Completed
4. Sketch Plan Meeting

Purpose:

To initiate the exchange of information between the applicant and county staff and referral agencies to raise awareness of potential issues and allow the applicant to decide whether to proceed with the application;

The purpose is to also obtain sufficient information to accurately assess the technical aspects of the application and to communicate major issues that would impact a formal submittal. A checklist of submittal requirements is included in the Administrative Manual.

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.	Project Description – detailed description of the proposed project, include review criteria from Article(s) 6.4.2. or 6.6.1. of the Land Use Code. Please see page 5 for Project Description requirements		
4.	Written Appeal Request – include review criteria from Section 22 of the Land Use Code		
5.	Sketch Plan – Please see page 4 for Sketch Plan requirements		
6.	Reduced Sketch 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).		
ADDITIONAL REQUIREMENTS			
8.	Other - information as deemed necessary by the project planner		
9.	GMA Form 1 Annexation Eligibility – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area		
10.	Local, State, and Federal Permits – if applicable, please list		

ADDITIONAL RESOURCES

For additional process information and handouts refer to the following:

1. Development Review Calendar
2. Development Review Fee Schedule
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 https://www.larimer.org/sites/default/files/uploads/2021/larimer_luc_adoptiondraft_final_1.pdf

Item# 3 Project Description

A Special Review and Rezoning application are reviewed for type of use, the level of intensity proposed, and compatibility with the surrounding area. Approval of a Special or Rezoning will contain conditions that limit future expansion beyond what is approved. Therefore, the applicant's request should not only reflect initial operation but should also take into account long-term goals for growth.

The written narrative of the project description is the applicant's opportunity to explain what is being proposed. In this narrative, please address how this proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.

*** See next page for all items to include in your project description.**

Item# 3 Project Description Cont.

Element	Description	Include
Summary	The project description should be a narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Rezoning Criteria	Article 6.6.1.D of the Land Use Code	Amending the zoning map is a matter committed to the legislative discretion of the County Commissioners. In deciding the application, the Planning Commission and the County Commissioners shall consider the general approval criteria in §6.3.6 and whether and the extent to which the proposed amendment meets the criteria in Article 6.6.1.D.
Special Review Criteria	Section 6.4.2.D. of the Land Use Code	In reviewing a proposed special review application, the review bodies shall consider the general approval criteria in §6.3.6: General Review Criteria, and also whether the criteria in Article 6.4.2.D. is met.
Operation	A written description of the operating plan for the proposed project.	<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
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> Storm water retention or retention ponds and easements Existing and proposed utilities and easements
Proposed Changes & Improvements	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) 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	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)
Other		Any other pertinent information about the proposal.

Item# 5 Sketch 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 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 and 8.6.3.B.5 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
6.	Engineering Items	<ul style="list-style-type: none"> Exterior access opening(s) from the buildings and any drive up windows Vehicular access & Emergency vehicular access Proposed road right-of-way dedications- See Proposed right-of-way must meet currently adopted roadway classifications. Current and proposed width, name, type, and location of adjacent rights-of-way and easements



GMA Form

GMA FORM 1 - Annexation Eligibility

ANNEXATION ELIGIBILITY FOR PROPOSED NEW DEVELOPMENTS IN
GROWTH MANAGEMENT AREAS
(BERTHOUD, FORT COLLINS, LOVELAND)

1. Prior to submittal to Larimer County of any development review application in a growth management area, this form must be completed and signed by the applicant and a member of the Planning Staff at the appropriate municipality/town.

2. Application Name: _____

Property Address: _____

Property Owners Name: _____

Applicant's Name/Address/Phone Number: _____

3. This section is to be completed by the appropriate municipality

Yes

No

A. Is the property eligible for annexation? _____ _____

ADDITIONAL COMMENTS:

Signature of Applicant/Date

Signature of City Planning Staff/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:** _____