

# SPECIAL REVIEW SUBMITTAL REQUIREMENTS - PUBLIC HEARING

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

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



# 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. 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.	Written Appeal Request - include review Criteria from Article 6.7.2. of the Land Use Code.		
6.	Preliminary Site Plan - See page 6 for requirements must be 24x36		
7.	Reduced Preliminary Site Plan - 8.5 x 11		
8.	Vicinity Map - Illustrate roads and significant natural features near the property site. County and local roads must be labeled so the the site can be easily found (size should be 8.5 x 11).		
9.	Legal Description - include one for each parcel and should be on a separate page.		
10.	Neighborhood Meeting Report - see Neighborhood Meeting Packet		
11.	Building Project Information Page - see attached		
12.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
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		

# SPECIAL REVIEW PROCESS



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

## ADDITIONAL INFORMATION

**Special Proposed Use** – if you are proposing one of the following uses, please see page 7 and 8 for additional required information.

- Mining Operation (includes sand & gravel extraction, quarries, and all other mining activities)
- Kennel or Equestrian Operation (includes breeding, training, boarding, and riding)
- Campground or Mobile Home Park (includes recreational vehicle parks)

**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

**Mineral Interest Notification** – 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.

## ADDITIONAL INFORMATION CONT.

**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 Subsections 8.1.1.B.2.d and e of the Land Use Code.

### ADDITIONAL RESOURCES

1. Development Review Calendar
2. Development Review Fee Scheudle
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](http://Larimer.org/planning))

## 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		

## 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 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"> <li>• Stormwater detention or retention ponds and easements</li> <li>• Existing and proposed utilities and easements</li> </ul>
Proposed Changes	List any proposed changes or improvements.	<ul style="list-style-type: none"> <li>• Size (outer dimensions and area in square feet) of all new proposed buildings</li> <li>• Proposed uses of all new buildings</li> <li>• Proposed additions/uses to existing buildings and outdoor space</li> <li>• Buildings being removed</li> </ul>
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> <li>• 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 &amp; 10)</li> <li>• Spacing between the nearest existing and proposed access points on both sides of the adjacent road</li> <li>• 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)</li> <li>• Surface of access (gravel, asphalt, concrete, etc.)</li> <li>• Include transportation worksheet (attached) that addresses anticipated traffic volumes for employees, customers, etc.</li> </ul>
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"> <li>• Hours and days of operation</li> <li>• Number of employees and/or subcontractors arriving/leaving the site each day</li> <li>• Number of clients/customers arriving/leaving the site each day</li> <li>• Total square footage of buildings used</li> <li>• Number of residences</li> <li>• Any outdoor display or storage areas proposed</li> <li>• Special events outside normal operations</li> </ul>

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



## Special Proposed Uses

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

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

## 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"> <li>• If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4.</li> <li>• If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.</li> </ul>
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"> <li>• 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</li> <li>• 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</li> </ul>
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"> <li>• What hazardous materials will be brought to the site?</li> <li>• What are the likely scenarios for a release of hazardous materials?</li> <li>• What will be done to keep the release from being a community risk?</li> </ul>
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"> <li>• If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards.</li> <li>• If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.</li> </ul>
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.

# 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.

sg/92006



# 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 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 a plat or deed of transfer dated before June 1, 1972. The documentation 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 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, 30-28-403, and 30-28-404, as amended in 2001. The County may approve cluster developments 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 approved 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 a 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 one 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.





## 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



# 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](http://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 #: \_\_\_\_\_