



SITE PLAN

COMMUNITY DEVELOPMENT | PLANNING

Site Plan Purpose:

The site plan review procedure is intended to ensure compliance with the development and design standards of this Code and to encourage quality development reflective of the adopted goals and objectives of the county. The site plan review procedure ensures that the county has an opportunity to mitigate potential impacts of development prior to issuance of a building permit.

Process Overview:

1. Pre-application Meeting

2. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.

3. Staff and Referral Agency Review:

Once your case is assigned to a planner, they will review it and send it out for referral agency comments. There is a minimum 60-day referral period for Site Plan Applications.

4. Review and Decision:

Once all comments have been received and adequately addressed, a decision will be made administratively by the Community Development Director.

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.

Contact Information:

- Assessors Office - 970.498.7050
- Building Division - 970.498.7660
- Clerk and Recorder - 970.498.7860
- Division of Water Resources (Wells) - 970.352.8712
- Engineering Dept. - eng-devrev@larimer.org
- Flood - eng-floodplain@larimer.org
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - planning@larimer.org



THINGS TO CONSIDER

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Customer Responsibilities:

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. For certain application types, a resubmittal fee may apply. In the event you are unfamiliar with any submittal requirements and need assistance, please seek the help of a third party consultant.

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.

Water Verification:

It is the applicant's responsibility to verify an adequate water source is available. If water is to be obtained from a public water supply, contact the appropriate water district. A cistern is not an adequate water source. Refer to the Land Use Code for specific requirements to this proposal.

Sanitary Sewer or Septic Verification:

It is the applicant's responsibility to verify an adequate sewage disposal is available. If an on-lot septic system is to be used, contact the Larimer County Department of Health and Environment. If a public sewage system is to be used, contact the appropriate sanitation district. Refer to the Land Use Code for specific requirements to this proposal.

Floodplain:

If the property is within or partially within a FEMA and/or locally designated floodplain, additional standards and restrictions may apply. Contact the floodplain administrator for more information.

Expiration of Pre-Application Meeting Packet:

Pre-applications expire six months from the date of the meeting. If you have not submitted an application within six months of the pre-application meeting, check with the planner to see if a new meeting will be required. This is only applicable for project types that require pre-application meetings.

Land Use Code:

Please view the Land Use Code here: <https://www.larimer.org/planning/regulations>

Pre-Submittal Meeting:

Depending on the complexity of the case and the application type, a pre-submittal meeting may be required prior to submitting an application. Submitting an application without a presubmittal meeting may result in substantial delays in application processing or application rejection. Application types that may require a pre-submittal meeting are: Special Review, 1041, L&E, Rezoning, Variance, Site Plan Review, Preliminary Plat, Final Plat

Use Specific Standards:

In addition to review criteria, refer to the Land Use Code for use-specific standards applicable to the proposed use. Use specific standards may be found in Article 3.0 or Article 13 for the Estes Valley.

Fire Protection:

Fire sprinklers and/or fire suppression may be required for a new building. This requirement may be listed on your subdivision plat. Please email the On Call Planner at planning@larimer.org to verify this requirement.



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SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to planningCIRT@co.larimer.co.us.

All PDFs should be named as listed below and attached to the same email.

Item	Description	Required
1.	Application Form – https://www.larimer.gov/sites/default/files/land_use_application_form.pdf	
2.	Application Fee - Current fee at time of submission	
3.	Other Associated Fees	
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.4.1.D of the Land Use Code. Please see following pages for Project Description requirements	
5.	Site Plan - See following pages for Site Plan Requirements	
6.	Proposed Building Elevations - See Article 4.9	
7.	Building Project Information Sheet - https://www.larimer.gov/sites/default/files/proposed_building_information_sheet.pdf	
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 • If property is not within an established GMA, refer to the Larimer County Rural Area Road Standards. 	
9.	Draft Copies of new Deed of Dedication for new right-of-way	
10.	Submittal Checklist - one copy of this page	
Reports & Plans		
11.	Drainage and Erosion Control Report and Plan	
12.	Fire Protection Plan	
13.	Fugitive Dust Control Plan	
14.	Hazard Mitigation Plan	
15.	Hazardous Material Impact Analysis	
16.	Irrigation Facilities Plan	
17.	Water Supply Report or Non-Subdivision Water Supply Inquiry Form (as applicable) https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf	
18.	Landscape Plan	
19.	Traffic Impact Study	
20.	Sewage Disposal Report (new construction only) *On-lot septic systems in a Growth Management Area require an appeal	
21.	Site Lighting Photometric Plan	
22.	Geotechnical Report	
23.	Wildlife Conservation Plan	
24.	Wetland Mitigation Report	
25.	Wildfire Mitigation Report	
26.	Water & Air Quality Report	

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



FINAL SITE DEVELOPMENT SUBMITTAL REQUIREMENTS

Item	Description:
1.	Final Site Plan - 24" x 36" FOLDED
2.	Development Construction Plans - must be signed by the utility providers and stamped by Engineer licensed in the 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

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.A.2.

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

Project # _____

Approved By: _____

Engineering
Date

Planning
Date

PROJECT DESCRIPTION REQUIREMENTS

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

SITE PLAN REQUIREMENTS

The following information should be included if applicable

1.	Drawing Title and Project Name	Johnson's Site Plan 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 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.
8.	Vicinity Map	

REPORTS AND PLANS

Traffic Impact Study	<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.
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.A.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.
Hazardous Materials Impact Analysis	<p>A written description answering the following questions:</p> <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 Article 1.0 (Supplemental Materials).
Irrigation Facilities Plan	See Article 4.7.7 and Article 1.0 (Supplemental Materials).
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Geotechnical Report	<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.
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.