

Planning Division Service Changes During the COVID-19 Outbreak

In response to county, state and national Declarations of Emergency on March 13, 2020, we are temporarily changing how we provide our services, effective immediately until further notice

Planner on Call, Applications, and Submittals

The Community Development front counter and offices are closed to the public starting March 17 and will continue until further notice.

Under this temporary protocol, we cannot accept in-person submittals of applications, plans, or supplemental documents, nor can we respond to inquiries or planning concerns in-person. Customers may contact us by sending e-mail to POC@larimer.org, by calling (970) 498-7679 or sending mail to P.O. Box 1190, Fort Collins, CO 80521. Please continue calling (970) 498-7683 for code compliance questions. Additional staff will be available to respond to customer inquiries in order to quickly respond and minimize impacts to your projects and concerns. We are working to establish a drop box for submittals and pickups, as well as video conferencing to talk with planners and citizen resource technicians. Customers may continue to use our on-line portal at https://onlineportal.larimer.org/EnerGov_Prod/CitizenAccess/Site/Public/Main. Fees may be paid over the phone via credit card or mailed to the address above. Review of planning cases, applications and Short-term rental cases will continue, with much of our staff either working remotely or practicing social distancing in the office.

Site Visits

For now, we will no longer conduct site visits unless necessary. If a site visit is determined to be necessary, we will contact the property owner at least 72 hours in advance to secure permission.

We are exploring workarounds to minimize inconvenience to our customers, including live video streaming applications, additional phone conferences, and remote participation in public hearings. We hope to have alternatives ready by the week of March 23, 2020 and will announce those when ready.

Life safety inspections for Short-term rental applications, as well as other required entitlement inspections are suspended, and we are working with the Code Compliance and Building divisions to build and support workarounds that may include photo/video inspections, owner affidavits, and other methods which will mitigate the impact to your case from these public safety-oriented measures.

We thank you for your understanding and cooperation in teaming with us to help mitigate this global issue.