



ADD-ON AGREEMENT

COMMUNITY DEVELOPMENT | PLANNING

Add-on Agreement Purpose: The purpose of an Add-on Agreement is to allow existing, contiguous legal lots not in a platted subdivision to be combined into one parcel.

Process Overview:

1. Pre-application video: *pending*

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 4 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 30-day referral period for Add-on Agreements.

4. Review and Decision:

Once all comments have been recieved and adequately addressed, a decision will be made administratively.

Please Note:

Before recording of the Add-On-Agreement Documents, all prior year taxes must be paid on all parcels related to the Add-On-Agreement. Please make sure that all prior year property taxes have been paid on all parcels before submitting the final documents. If the taxes have not been paid, the applicant will be notified of such by the Larimer County Planning Department and the Add-On-Agreement will not be recorded until proof has been submitted to the Larimer County Planning Department that all prior year taxes have been paid.

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, ehance 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.

O&E Expiration:

An Ownership and Encumbrance Report (O&E) is valid for six months.

Land Use Code:

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

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.



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SUBMITTAL REQUIREMENTS

Please submit one separate PDF of all submittal materials to planningCIRT@co.larimer.co.us, named as listed below.

Item:	Description:	Required
1.	Application Form – https://www.larimer.gov/sites/default/files/land_use_application_form.pdf	YES
2.	Application Fee - current fee at time of submission	
3.	Project Description – written narrative of the proposed add-on agreement. Be sure to address the review criteria from article 6.5.8.D. See following pages for requirements.	YES
4.	Resultant Deed - a draft version, without signatures. See following page for more information.	YES
5.	Ownership and Encumbrance* - contact a Title Company for this information. (include each parcel)	YES
6.	Consent of Lienholder Form** - https://www.larimer.gov/sites/default/files/lienholder_consent_form.pdf	If applicable
7.	Evidence of Eligibility: <i>For parcels greater than 35 acres:</i> One copy of deeds or other legal documents that created the subject parcels and evidence that no parcel less than 35 acres remains or resulted from the creation. <i>For parcels less than 35 acres:</i> One copy of deeds or other legal documents which clearly demonstrate that the subject parcels are the parcels that existed on May 5, 1972, or evidence that the subject parcels were previously approved by Larimer County. For more information: https://www.larimer.gov/sites/default/files/legal_lot_101.pdf	
8.	Submittal Checklist - one copy of this page	YES

Final Submittal Items:

Once your project has reached the end of the referral period, your planner will supply you with an Add-on Agreement Form. It will need to be signed and dated by the property owner(s) and lienholders and signed, dated, and sealed by a Notary Public. Your planner will supply this once the application reaches the final stages. You will also be required to submit a copy of the resultant deed with notarized property owner signatures at the time of recording. Recording Fees will be required at the time of recording. Please make checks payable to Larimer County Clerk and Recorder.

Please Note:

*Ownership and Encumbrance: A report that identifies the last recorded owner, legal description and recorded deeds of trust or mortgages of a particular real property address available from public records. Contact a title company. Cannot be deeds or title research.

**Prior to submitting an application, please reach out to any applicable lienholders and complete the Consent of Lienholder form.



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PROJECT DESCRIPTION REQUIREMENTS

The project description should be a brief written narrative explaining your request to combine two or more existing parcels together. Please be sure to address/acknowledge the review criteria below from article 6.5.8.D.2 of the Land Use Code.

PLEASE INCLUDE WHO YOUR WATER AND SEWER PROVIDERS ARE IN THE PROJECT DESCRIPTION.

To approve an add-on agreement, the planning director must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- A. The lots being combined are legal lots as defined in the definitions section. An illegally-created lot can be combined with one or more existing legal lots, if the planning director determines the resultant lot or lots are consistent with the intent and purpose of this code;*
- B. The add-on agreement will not adversely affect access, drainage or utility easements or rights-of-way serving the property or other properties in the area; and*
- C. The add-on agreement will not result in a nonconformity. For example, an add-on agreement that results in two principal buildings on one lot is not allowed.*

RESULTANT DEED

A deed with the legal description of the resultant parcel (obtainable from a surveyor) must be submitted as a part of this application. The deed should state that it is for the purpose of combining parcels pursuant to the Add-on Agreement. You may want to consider working with a Land Use Attorney for this requirement.