



# ADD-ON-AGREEMENT SUBMITTAL REQUIREMENTS

Revised 4/29/22

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

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

# ADD-ON-AGREEMENT 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.

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

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 21-day referral period
3. Review & Decision

**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.

# THINGS TO CONSIDER



## **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 see the attached “Road Map to Process Time” for more information.

**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.

## **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 pre-submittal 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*

## **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.

# THINGS TO CONSIDER



## **Mineral Interest Notification:**

*Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision*

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. Furthermore, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached notification form). Failure to receive this certification will result in the hearing being rescheduled to a later date.

## **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.

## **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.

## **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>

# ADD-ON-AGREEMENT PROCESS



## Submittal Requirements

One separate PDF of ALL Submittal Materials - must be in PDF format and named as listed below

Item	Description:	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 – A complete, detailed written project description is essential to the timely, effective review of a development proposal. Project review can be delayed if County staff and reviewing agencies are unable to determine what is being requested and how specific standards will be met.		
4.	Review Criteria - Provide a written explanation detailing how the application meets all of the review criteria as stated in Article 6.5.8.D.4 of the Land Use Code for this application.		
5.	Deed - with the legal description of the resultant parcel (obtainable from a surveyor) for recording. The deed should state that it is for the purpose of combining parcels pursuant to the Add-On Agreement.		
6.	Ownership and Encumbrance - contact a Title Company for this information.		
7.	Deeds or Legal Description - include one for each parcel and should be on a separate page.		
8.	Evidence of Eligibility: For parcels greater than 35 acres: 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. For parcels less than 35 acres: 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.		

**Final Submittal Item:** Add-on Agreement Form - signed and dated by the property owner(s) and lienholders and signed, dated, and sealed by a Notary Public. See attached.

**Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at [planningCIRT@larimer.org](mailto:planningCIRT@larimer.org).**

**\*\* Recording Fees:** will be required at the time of recording. Make checks payable to Larimer County Clerk and Recorder.

Prior to submitting an application, please reach out to any applicable lienholders.

# ADD-ON-AGREEMENT PROCESS



## RECORDING INFORMATION

### PRIOR TO THE RECORDING OF THE ADD-ON AGREEMENT:

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.

Prior to the recording of the Add-On-Agreement, the Larimer County Planning Department will verify with the Larimer County Treasurer Department that all prior year taxes have been paid on all parcels related to the Add-On-Agreement.

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

## REVIEW CRITERIA

Review Criteria Article 6.3.8.D	In reviewing a proposed plat modification, the County Commissioners shall consider the general review criteria in §6.3.8.D, and the following:
Review Criteria Article 6.5.8.D.4.	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.



## O&E REPORT

### Property Information

Owner: NA

Address: NA

County: Larimer

Parcel: XXX

Effective Date: May 27, 2020

### Legal Description

COMMENCING at the Northwest corner of said Southwest One-Quarter of Section....

County of Larimer, State of Colorado

### Ownership

Document Type	Date	Sales Price	Reference Number
Quit Claim Deed	4/26/2010	\$X	
Warranty Deed	9/1/2017	\$X	

### Encumbrances

Document Type	Date	Payable to	Amount	Reference Number
Deed of Trust	9/1/2017	Elevations Credit Union		

Please see attached documents

*This information is deemed reliable, but not guaranteed. No insurance product is associated with this information and Unified Title Company does not certify the information contained in this report and assumes no liability as to loss, consequence or damage resulting from the use of this information.*



# 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: \_\_\_\_\_



# **PRE-APPLICATION WORKSHEET**

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: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

## **Setback Information:**

Zoning Setbacks: \_\_\_\_\_

Highway or County Road Setback(s): \_\_\_\_\_

Streams, Creeks, or River Setback(s): \_\_\_\_\_

Building Envelope: \_\_\_\_\_ Flood: \_\_\_\_\_

Plat Notes: \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

Development Review Process: \_\_\_\_\_ Application Review Phase: \_\_\_\_\_

Received By: _____	Date: _____	Sign Given: _____	Paid \$: _____	Check #: _____
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