

# SPECIAL REVIEW - ADMINISTRATIVE ACCESSORY LIVING AREA SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

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

# ADMINISTRATIVE 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.

## Purpose:

The administrative 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.

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

**Table 3-15: Accessory Living Area Maximum Size by Lot Area**

Lot Area (sq. ft.)	Maximum Total Area of Accessory Living Area (lesser of) [1]
Up to 15,000	40 percent of the square footage of the single-family dwelling or 900 square feet
15,000 to 100,000	40 percent of the square footage of the single-family dwelling or 1,000 square feet
Greater than 100,000	40 percent of the square footage of the single-family dwelling or 1,200 square feet

**Notes:**  
[1] The total square footage of the single-family dwelling excludes any basement areas, finished or not.

# 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>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS



## Submittal Requirements

Separate Electronic PDFs 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 – detailed description of the proposed project and any appeals, include review criteria from Article 6.4.3. of the Land Use Code. Please see following pages for Project Description requirements		
4.	Site Plan - See following pages for requirements		
5.	Vicinity Map - Illustrate roads and significant natural features near the property site. County and local roads must be labeled so the site can be easily found		
6.	Fire Protection Plan - applicable if additional regulations require sprinkler systems or distance from fire hydrant		
7.	Legal Description - include one for each parcel and should be on a separate page		
8.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
9.	Floor Plan - please provide scaled floor plans of the proposed ALA		
10.	Water Commitment Letter - if on public water, obtain from water district		
11.	Sewage Disposal Commitment Letter - if on public sewer, obtain from sewer district		
12.	Submittal Checklist		
13.	Pre-application Form - last page of packet		

Please Note: Cisterns are not an adequate water source. Short-term rentals are not allowed in accessory living areas. Fire sprinklers may be required for a new building in your area. Please verify with the Building Department.

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

# ADMINISTRATIVE SPECIAL REVIEW PROCESS



## Item# 3 Project Description

Element	Description	Include
Summary	The project description is the applicant's opportunity to explain what is being proposed.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Administrative Special Review Criteria	Section 6.4.3.D of the Land Use Code	<ol style="list-style-type: none"> <li>1. The proposed use has minimal impacts on existing and future development of the area;</li> <li>2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated;</li> <li>3. The recommendations of referral agencies have been considered and adequately addressed;</li> <li>4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and</li> <li>5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations</li> </ol>
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>• 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> </ul>
Appeals	A written request 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

# ADMINISTRATIVE SPECIAL REVIEW PROCESS



## Item# 4 Site Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Accessory Living Area Site Plan
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 handicapped regular</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>Vehicular access and drives including widths</li> <li>Fences</li> <li>Fire hydrants</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>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 right-of-ways and easements</li> <li>Vehicular access &amp; Emergency Vehicular access</li> </ul>

# ADMINISTRATIVE 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



## Guideline 2016-1

### CONCERNING WATER SUPPLIES FOR AUXILIARY LIVING SPACES

#### Purpose:

This document provides guidance regarding the availability of a legal water supply for attached or detached auxiliary living spaces, which may include anything from a bathroom inside a garage or barn to a fully independent dwelling, and whether the auxiliary living space may be considered part of the main single-family residence for the purposes of well permitting. Colorado counties have varying names for auxiliary living spaces, including accessory buildings, accessory structures, accessory dwelling units (“ADUs”), secondary dwelling units (“SDUs”), guest houses, and more. This document is intended to encompass and provide guidance regarding all of these types of buildings, or portions of the main building, which will collectively be referred to in this document as “Auxiliary Living Spaces”.

#### Guideline:

##### Water Supply from a Water District

For those cases where the water supply is provided by a municipal or quasi-municipal water district, as long as the water provider operates within the terms and conditions of its water rights and decrees, the State Engineer’s Office would have no objection to the water provider servicing the subject property, including the Auxiliary Living Space.

##### Water Supply from a Well

Generally, well permits are issued with a limit on the number of single-family dwellings that can be served by the well. Therefore, the State Engineer’s Office must consider if the Auxiliary Living Space is a separate single-family dwelling or an extension of the main single-family dwelling.

##### State Engineer’s Office Determination of what Constitutes a Single-Family Dwelling

The State Engineer’s Office would consider the Auxiliary Living Space to be an extension of the main residence if it is able to meet all of the following criteria:



- The Auxiliary Living Space will not be rented, leased, or otherwise permanently occupied by a party other than a member of the family that would otherwise live in the main single-family dwelling. An Auxiliary Living Space occupied by those providing a service on the site in exchange for their residency, such as by a nanny or caretaker in exchange for services would be considered a second single-family dwelling.
- The Auxiliary Living Space will not use water for non-residential purposes such as businesses, manufacturing, or a facility providing restrooms for customer or public access, etc. (Please refer to item 2 of State Engineer Policy 2011-3 for information regarding commercial activities that may be conducted on the property including allowances and limitations for home offices.)
- For Auxiliary Living Spaces that are separated from the main living area and that have an independent entry, the space does not contain kitchen facilities, which the State Engineer's Office considers enabling an independent living area. Based upon a review of current Colorado county zoning regulations, an Auxiliary Living Space is considered by the State Engineer's Office to have kitchen facilities if it has either:
  - o a stove or oven or a 240-V electric hookup or equivalent gas piping for cooking facilities; or
  - o a refrigerator more than 6 cubic feet in size.

A wet bar with a sink and a refrigerator no more than 6 cubic feet in size is acceptable.

If the Auxiliary Living Space meets all the criteria above it would be considered by the State Engineer's Office to be an extension of the main residence and a well permitted to serve only one single-family dwelling may legally supply both the main residence and the Auxiliary Living Space. No changes or amendments to the permit are required.

If the Auxiliary Living Space does not meet all of the criteria above it would be considered by the State Engineer's Office to constitute a single-family dwelling and a well permit must allow for use in two (or more) single-family dwellings, one for the main residence and one for each Auxiliary Living Space.

### **Additional Information:**

A well permitted pursuant to Section 37-92-602 (3)(b)(II)(A), C.R.S., as the only well on a parcel of 35 acres or more may be permitted for uses that include ordinary household purposes inside up to three single-family dwellings, one of which could be the Auxiliary Living Space, which is considered by the State Engineer to constitute a single-family dwelling. If the permit is issued as the only well on a 35+ acre parcel, but the permit conditions do not specifically identify the number of dwellings that can be served, it may be possible to amend this type of permit to specify that up to three single-family dwellings can be served pursuant to State Engineer Policy 93-4.

A well on a parcel of less than 35 acres, which is permitted for ordinary household use inside one single-family dwelling, could typically only be re-permitted for use inside two single-family dwellings pursuant to a decreed plan for augmentation. Similarly, a well first put to use prior to May 8, 1972 for "domestic" purposes that historically (before May 8, 1972) only



served one single-family dwelling could typically only be expanded to allow for use inside two single-family dwellings pursuant to a decreed plan for augmentation.

For a residential well located within a Designated Ground Water Basin that is permitted pursuant to Section 37-90-105, C.R.S., if the well is on a parcel of land that qualifies for a well permit that may supply more than one single-family dwelling, one of the dwellings could be the Auxiliary Living Space. If the well is on a parcel that only qualifies for a permit to serve one single-family dwelling, the well could typically only be re-permitted for use inside two single-family dwellings pursuant to a replacement plan approved by the Ground Water Commission. Questions regarding whether a specific parcel would qualify for a well permit that allows for more than one single-family dwelling should be referred to Ground Water Commission staff. For a well first put to use prior to May 8, 1972 for “domestic” purposes that historically (before May 8, 1972) only served one single-family dwelling, this well could typically only be expanded to allow for use inside two single-family dwellings pursuant to a replacement plan approved by the Ground Water Commission.

If the well is located within the Denver Basin or a river basin that is not over-appropriated, it *may* be possible to obtain a permit allowing for the use of the well in an additional single-family dwelling.

If the existing well is permitted for “ordinary household use inside one single-family dwelling” and is already included in a decreed plan for augmentation or replacement plan approved by the Ground Water Commission, the terms and conditions of the decree or replacement plan will determine if a new permit could be issued allowing for use in an additional single-family dwelling. If the decree or replacement plan explicitly states that the use of each well permitted pursuant to the augmentation plan is limited to serving one single-family dwelling, then a new or amended augmentation plan or replacement plan would need to be obtained to allow for use in a second single-family dwelling.

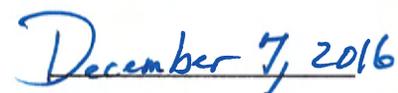
If the State Engineer’s Office has previously provided written comments regarding a specific proposal that conflict with the positions taken in this Guideline, the written comments will be honored.

Customers should contact the Division of Water Resources at 303-866-3581 if they have any questions.

Approved:

Date:

  
Dick Wolfe, P.E.  
Director/State Engineer





# ADMINISTRATIVE 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 State Engineers Office (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 of a plat or deed of transfer dated before June 1, 1972. The document 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 of 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, 38-28-403, and 30-28-404, as amended in 2001. The County may approve cluster development 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 approval 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 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 on 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.



# 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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