



BED AND BREAKFAST INN

COMMUNITY DEVELOPMENT | PLANNING

Bed and Breakfast Inn:

An establishment operated in a principal dwelling or portion thereof, which provides transient accommodations for a fee to overnight guests, a meal limited to guests only, and that is occupied by the owner or operator of such establishment. A bed and breakfast inn may provide accommodations to individuals or multiple separate parties concurrently on both a reservation or a walk-in basis. The term “party” as used in this definition shall mean one or more persons who stay at a bed and breakfast inn as a single group pursuant to a single reservation and payment.

Note: A Bed and Breakfast Inn shall be limited to 20 or fewer guests.

Administrative Special Review 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.

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 this project type.

4. Review and Decision:

Once all comments have been received and adequately addressed, a decision will be made either administratively or at a Board of County Commissioner hearing. Your assigned planner will let you know if a hearing is required for your application.

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>

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	YES
2.	Application Fee - Current fee at time of submission	
3.	Other Fees - Appeal, Fire District, Etc.	
4.	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 page.	YES
5.	Site Plan - See following pages for requirements	YES
6.	Floor Plans - See following pages for requirements	YES
7.	Operations Manual - See following pages for requirements	YES
8.	Egress Maps - Maps for each habitable room that includes exit routes, address, GPS coordinates, and the phone number of the operator. You can create Egress Maps from your floor plans.	YES
9.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf	
10.	Submittal Checklist - one copy of this page	YES

Final Requirements:

1. Final Site Plan, Floor Plans, and Egress Maps (if revisions are required)
2. Final Operations Manual (if revisions are required)

Please Note:

- Cisterns are not an adequate water source.
- If you are serviced by public water and/or sewer, we recommend contacting your applicable water/sewer district to ensure that they have the ability to service your proposal.
- For homes with wells, we recommend contacting the division of water resources.
- For homes with septic systems, we recommend contacting the health department.

Additional Fees that May Apply:

- Appeal to a Code Standard - \$562.92
- Fire District Review Fees:
 - Poudre Fire Authority - \$250
 - Loveland Fire - \$100
 - Berthoud Fire - \$100



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PROJECT DESCRIPTION REQUIREMENTS

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"> 1. The proposed use has minimal impacts on existing and future development of the area; 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; 3. The recommendations of referral agencies have been considered and adequately addressed; 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 5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> • Stormwater detention or retention ponds and easements • Water and sewer providers must be listed in the project description
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"> • 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.)
Appeals	Appeal request must be included in 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

SITE PLAN REQUIREMENTS

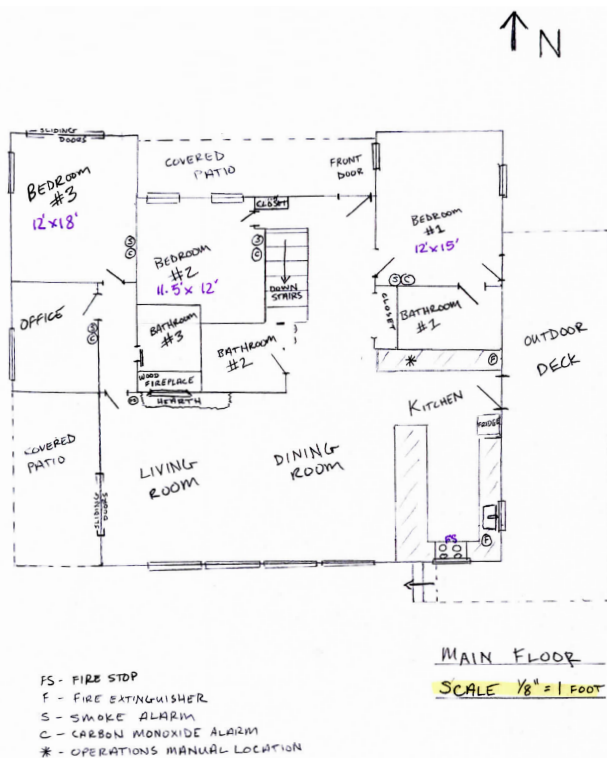
A site plan, also referred to as a plot plan, is a birds eye view of the property with proposed improvements. Please be sure to include all existing and proposed structures, along with their setbacks. This item may be hand drawn, but it must be done to scale.

Please include all applicable items:

- Title (Ex: ABC B&B Inn Site Plan)
- Property lines with dimensions labeled
- Existing structures (labeled as "existing")
- Proposed structures (labeled as "proposed")
- Parking areas and # of parking spaces
- Any structures to be removed or replaced
- Distances between proposed structures and property lines labeled
- Septic, well and utility locations (if applicable)
- Streams, lakes, drainages, ditches and other natural or man-made features
- North arrow
- Scale used for drawing (1"=100', 1"= ½ ", etc.)
- If the B&B is located adjacent to a floodplain or if any portion of the property is located within a floodplain, please include:
 - Adjacent stream or river channel(s)
 - County regulatory floodplain(s)
 - Label and dimension 100' of the existing driveway abutting the primary parking

FLOOR PLAN REQUIREMENTS

Example:



A floor plan of each level of the Bed and Breakfast Inn, drawn to a common scale or with all dimensions included, is required.

The floor plan must be complete, legible and accurate.

You must provide dimensions of each room, space, decks, and porches.

Label the following: bedrooms, additional sleeping areas, bathrooms, common areas, mechanical equipment rooms, fireplaces/stoves (indicate gas or wood), decks, porches, stairs, doors (indicate door swing), windows, outdoor grills, and attached garages.

Label location of the following: fire extinguishers (F), smoke detectors (SD), carbon monoxide detectors (CO), stove-top fire stop (FS), and the operations manual (*)



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OPERATIONS MANUAL REQUIREMENTS

Completed: Y/N	Please include the following in your operations manual:
	Contact Information. 24-hour contact information (i.e., name, address and telephone numbers) for the Owner.
	Address. The address, GPS coordinates and phone number of the B&B inn.
	Maximum Occupancy Limits. The maximum number of occupants allowed to occupy the B&B inn and the number of bedrooms.
	Parking Instructions. Where vehicles are allowed to park on the property shall be clearly indicated. Vehicles must park on the property. On-street parking or parking on neighboring properties is not allowed.
	Escape Route. A map of an escape route from the property to a mainline road. An aerial map (does not need to be scaled) can be used by visiting: https://www.larimer.org/assessor/search#/property/
	Emergency 911. Contact information for the Fire District/ Department having jurisdiction, as well as contact information for Police/Sheriff and ambulance service.
	Emergency Shut Off Information. The location of, and instructions for, emergency shutoff of water, gas and electrical systems.
	Fire Extinguisher Information. Location and instructions on how to operate fire extinguishers.
	Garbage Storage and Removal. Information regarding the plan for garbage storage (inside and outside) and removal shall be provided.
	Fire Pit Information. If providing a fire pit, please include instructions.
	Wildfire Hazard Information Sheet: https://www.larimer.gov/sites/default/files/wildfire_hazard_info.pdf
	Wildlife Interaction Information Sheet: https://www.larimer.gov/sites/default/files/wildlife_interaction.pdf
	Quiet Hours. Please include restrictions on after-hour noise from your HOA or Larimer County's Noise Ordinance (https://www.larimer.org/policies/noise), whichever is more restrictive.
	Cigarette Butt Disposal - Address cigarette smoking on the property including direction on the proper disposal of cigarette butts. If not allowing cigarette smoking on the property, clearly state this.
	Floodplain Hazard Area Info (if applicable): Include information on sheltering in place or provide information on escape route map and safest way to evacuate. In addition to being in the OM, this information shall also be posted on or adjacent to the primary exit door. Please see Floodplain Overlay District Standards provided on the following pages.
	County Parks/Open Space Pass Info: Include information notifying guests that anyone visiting a Larimer County park or open space must purchase the required entrance permit pass for the park or open space.