

# ADMINISTRATIVE SPECIAL REVIEW SUBMITTAL REQUIREMENTS

Revised 5/6/22

**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. If required, scheduling of public hearing
4. Review & Decision
4. Post-Decision Actions

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>

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## 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.	Other Associated Fees- see fee schedule for more information		
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.4.3. of the Land Use Code. Please see page 5 for Project Description requirements		
5.	Site Plan - See following pages for requirements		
6.	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.		
7.	Legal Description - include one for each parcel and should be as a separate PDF.		
8.	Building Project Information Page - See attached		
9.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
10.	Development Construction Plans		
10.	Submittal Checklist		
11.	Pre-Application Form - last page of packet		
Reports & Plans			
12.	Site Lighting Photometric Plan		
13.	Traffic Impact Study		
14.	Water Supply Report (if on public water)		
15.	Wildfire Mitigation Plan		
16.	Drainage and Erosion Control Report and Plan (new construction only)		
17.	Fire Protection Plan		
18.	Sewage Disposal Report (new construction only)		

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Item	Description:	Required	Staff sign- off
19.	Wildlife Conservation Plan		
20.	Geotechnical Report		
21.	Wetland Mitigation Report		
22.	Other		

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

## FINAL SITE PLAN REQUIREMENTS

1. Final Site Plan
2. Final Executed Drainage Agreement - must include recording fees
3. Final Executed Road Deed of Dedication or Deed of Easement
4. Final Construction Documents

## Additional Resources & Information

For additional process information and handouts referenced in this guide, please refer to the following:

1. Development Review Fee Schedule
2. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at <https://www.larimer.org/engineering/development-review>
3. Larimer County Land Use Code at <https://www.larimer.org/planning/regulations>

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## Item# 4 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>• Approximate sight distance at proposed access location as measured from the drivers eye entering and exiting the access point. See Larimer County Rural Area Road Standards (Chapter 4 &amp; 10)</li> <li>• Spacing between the nearest existing and proposed access points on both sides of the adjacent road</li> <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> <li>• Include transportation worksheet (attached) that addresses anticipated traffic volumes for employees, customers, 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 - Describe if any upstream flows that flow into the site, how flows are conveyed across the site, and where the flows go when leaving the site

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## Item# 5 Site Plan

The following information should included if applicable		
1.	Drawing Title and Project Name	Anderson 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>Misc. structures (e.g. retaining walls, signs, etc.)</li> <li>Outdoor use areas</li> <li>Manure storage areas</li> <li>Parking Areas</li> <li>Trailer parking/storage with dimensions</li> <li>Vehicular access and drives including widths</li> <li>Loading and delivery areas</li> <li>Storage areas with dimensions</li> <li>Fences</li> <li>Outdoor lighting</li> <li>Fire hydrants</li> <li>Trash receptacle location and any screening</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>Landscape areas (without landscaping detail)</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 rights-of-way and easements</li> <li>Vehicular access &amp; Emergency Vehicular access</li> <li>Proposed road right-of-way dedications- See Article 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications.</li> </ul>



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## REPORTS & PLANS

### Reports and Plans (as described in Articles referenced in the Land Use Code)

Traffic Impact Memo	<p>See Article 4.3.3. of the Land Use Code. A report prepared by a professional engineer to analyze the short and long term impacts of vehicular traffic associated with new development and identification of any improvements necessary to mitigate the impacts.</p> <ul style="list-style-type: none"> <li>• If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4.</li> <li>• If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.</li> </ul>
Drainage and Erosion Report and Plan (new site improvements)	A report prepared by a professional engineer that analyzes stormwater and water quality impacts associated with new development. Refer to the Stormwater Design Standards for submittal requirements. See Article 4.3.4
Sewage Disposal Report (new construction only)	<ul style="list-style-type: none"> <li>• If public sewer: A letter from the Sanitation District committing to provide such service consistent with Article 4.3.5 of the Land Use Code shall be provided</li> <li>• If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See Article 4.3.5.2</li> </ul>
Fire Protection Plan	A written description addressing Section 4.3.6.G and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures
Water Supply Report	A letter from the Water District committing to provide such service consistent with Article 4.3.7. of the Land Use Code shall be provided.
Wetland Mitigation Report	See Article 4.4.2. of the Land Use Code.
Hazard Materials Impact Analysis	<p>A written description answering the following questions:</p> <ul style="list-style-type: none"> <li>• What hazardous materials will be brought to the site?</li> <li>• What are the likely scenarios for a release of hazardous materials?</li> <li>• What will be done to keep the release from being a community risk?</li> </ul> <p>See Article 4.4.3 of the Land Use Code.</p>
Wildlife Conservation Plan (new construction only)	See Article 4.4.4. of the Land Use Code.
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Soils Report (new construction only)	<p>A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal and pavement design for on-site and off-site improvements.</p> <ul style="list-style-type: none"> <li>• If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards.</li> <li>• If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.</li> </ul>

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## PROPOSED BUILDING PROJECT INFORMATION SHEET For Commercial & Multi-family only

Occupancy Classification of Proposed Structure: (Per International Building Code.)  
{Check all that apply and list approximate square footage of each Occupancy Classification.}

	Occupancy	Sq. Ft.
A – (Assembly Occupancy, such as; Church or Restaurant)	_____	_____
B – (Business Occupancy, such as; Offices, Banks)	_____	_____
E – (Educational Occupancy, such as; Schools)	_____	_____
F – (Factory Occupancy, such as Manufacturing)	_____	_____
H – (Hazardous Occupancy, such as Hazardous Materials Manufacturing & Storage)	_____	_____
I – (Institutional Occupancy, such as Hospitals, Jails)	_____	_____
M – (Mercantile Occupancies, such as Retail Stores)	_____	_____
R – (Residential Occupancies, such as Hotels, Apartments)	_____	_____
S – (Storage Occupancies, such as Warehouses)	_____	_____
U – (Utility Occupancies, such as Private Garages, Barns)	_____	_____

Proposed Type of Construction for your Proposed Structure (Check one)

Type I – Noncombustible \_\_\_\_\_

Type II - Noncombustible \_\_\_\_\_

Type III – Noncom. Exterior walls \_\_\_\_\_

Type IV – Heavy Timber \_\_\_\_\_

Type V – Combustible \_\_\_\_\_

Number of Stories for your proposed structure: \_\_\_\_\_(1, 2, 3, etc..)

Other Information about you proposed structure: (Circle one, please)

Will the structure be fully sprinkled? Yes or No

Will the structure be 1-hour fire rated or of Fire Resistive Construction? Yes or No

Please attach this form to the Site Plan for your project.

sg/92006

## **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.

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## 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



# 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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