

b. Permits Required

A building permit is required for the construction of buildings or structures on the site as required by building code. Development improvements and construction shall be approved and completed prior to commencement of the approved use.

c. Modifications

Changes to approved special review plans that the Director determines are not minor deviations require approval through the special review process. This requires a new application and receives full review under the process described below. The Director may, however, waive sketch plan review and a portion of the application fees.

D. Review Criteria

In reviewing a proposed special review application, the review bodies shall consider the general approval criteria in §6.3.8.D, *General Review Criteria* and also whether:

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*.

6.4.3. Administrative Special Review**A. 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.

B. Applicability

Administrative special review is required for certain land uses and zoning districts as specified in §3.2, *Tables of Allowed Uses*. Administrative special review approval is also required for modification or expansion of an existing administrative special review use.

C. Administrative Special Review Procedure

Figure 6-4 identifies the applicable steps from §6.3, *Common Review Procedures*, that apply to the review of administrative special review applications. Additions or modifications to the common review procedures are noted below.

Figure 6-4: Summary of Administrative Special Review Procedure

1	Pre-Application Conference	<i>Required</i>	
2	Sketch Plan	<i>Not required</i>	
3	Neighborhood Meeting	<i>Not required</i>	Neighborhood Notice and Application Processing
4	Application Submittal and Processing (additional pre-application conference required)	<i>Submit to Director</i>	
5	Staff Review	<i>Review by Staff</i>	
6	Scheduling and Notice of Public Hearings	<i>Not required</i>	Hearing and Decision-making
7	Review and Decision	<i>Decision by Director</i>	
8	Post-Decision Actions	<i>Administrative special review expires if not commenced within 3 years of approval</i>	

1. Pre-Application Conference

A pre-application conference shall be held in accordance with §6.3.2, *Pre-Application Conference*.

2. Application Submittal and Processing

The application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with §6.3.5, *Application Submittal and Processing*. Neighbor referral is not required.

3. Staff Review

The staff shall review the application and prepare a staff report and recommendation in accordance with §6.3.6, *Staff Review*.

4. Scheduling and Notice of Public Hearings

Not required, unless the Director refers the application for hearing and decision by the Board of County Commissioners.

5. Review and Decision

a. Director Review and Recommendation

The Director shall review and decide upon the administrative special review application in accordance with §6.3.8, *Review and Decision*, or shall refer the application to the Board of County Commissioners; see §6.3.6.D.3, *Referrals to Board of County Commissioners*.

b. Conditions of Approval

In addition to the allowed conditions of approval in §6.3.8.C, *Conditions of Approval*, the following shall apply:

- i. The Director may set limits on the length of any special review use to obtain assurances that the ongoing operation of the use will comply with all of the applicant's representations and all conditions of approval, including, but not limited to, requiring an annual compliance review.

6. Post-Decision Actions and Limitations

All common procedures in §6.3.9: *Post-Decision Actions and Limitations*, shall apply, with the following modifications:

a. Expiration

Administrative special review approvals expire following a public hearing if the use is not commenced within three years of the date of approval.

b. Permits Required

Development improvements and construction shall be approved and completed prior to commencement of the approved use. A building permit is required for the construction of buildings or structures on the site as required by building code.

D. Review Criteria

In reviewing a proposed administrative special review application, the Director shall consider the general approval criteria in §6.3.8.D, *General Review Criteria*, and also whether:

- 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*.

6.4.4. Location and Extent

A. Purpose

The purpose of the location and extent procedure is to determine if a public road, public park, trail or trailhead, public way, public ground or space, public building, or public structure or utility proposed for location in unincorporated Larimer County conforms with the adopted Comprehensive Plan. Certain highway and interchange projects that are required to follow the 1041 process set forth in Article 10.0, *Areas and Activities of State Interest* will not be subject to the location and extent procedure. This procedure is included in the Code pursuant to Colorado law.

B. Applicability

1. Review Required, Generally