

# OIL & GAS FACILITIES

## Sketch Plan Application Submittal Requirements

Revised July 2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

### CONTACT INFO:

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## Special Review Process

### Community Development Department 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 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.

**Applicability:** Special Review is required for land uses in certain zoning districts as specified in §3.2, Table of Allowed Uses of the Land Use Code. Special Review approval is also required for modification or expansion of an existing Special Review use.

### Special Review Procedure

1	<b>Pre-Application Conference</b>	<i>Required</i>	
2	<b>Sketch Plan</b>	<i>Required</i>	
3	<b>Neighborhood Meeting</b>	<i>Director may waive meeting requirement based on response to neighbor referral</i>	Neighborhood Notice and Application Processing
4	<b>Application Submittal and Processing (additional pre-application conference required)</b>	<ul style="list-style-type: none"> <li>– Submit to Director</li> <li>– Neighbor referral required</li> </ul>	
5	<b>Staff Review</b>	<i>Review by Staff</i>	
6	<b>Scheduling and Notice of Public Hearings</b>	<ul style="list-style-type: none"> <li>– Planning Commission hearing</li> <li>– County Commissioners hearing</li> </ul>	Hearing and Decision-making
7	<b>Review and Decision</b>	<ul style="list-style-type: none"> <li>– Planning Commission review and recommendation</li> <li>– County Commissioners review and decision</li> </ul>	
8	<b>Post-Decision Actions</b>	<i>Special review expires if not commenced within 3 years of approval</i>	

## Sketch Plan Submittal Requirements

**One (1) PDF formatted version of ALL Submittal Materials shall be required.  
(Please use form names 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(s) - Current fee(s) at time of submission		
3.	Project Description – detailed project description based on criteria found on page 3 of this packet.		
4.	Vicinity Map(s): The map(s) must include the outline of the perimeter of the parcel proposed for the project site including lease area and for linear elements (on-site and off-site to be considered for the application.		
5.	Site Plan		
6.	Preliminary Site Analysis: Some information needed to complete the site inventory (specifically GIS data) is available from the Planning Department and will be made available upon request. See page 4 of this packet for additional details.		
7.	Alternative Location Analysis: Some of the information needed to complete the alternative location analysis (specifically GIS data) is available from the Planning Department and will be made available upon request. See page 5 of this packet for additional details.		
8.	Legal Description – This must be a boundary description of the property and lease area certified by a licensed surveyor. A specific legal description will not be required for linear facilities; however, an accurate and succinct description in layman’s terms of the route alignment must be provided.		
9.	Reduced Vicinity Map(s)		

## Item# 3 - Project Description

Element	Description	Include (but not limited to)
Review Criteria	How the proposal meets the applicable review criteria.	Refer to Land Use Code Articles: 11.2.4 - Oil and Gas Application Review Criteria 6.3.8.D - General Review Criteria 6.4.2.D - Review Criteria (Special Review)
Summary		The following features must be addressed in the Project Description: <ol style="list-style-type: none"> <li>a. General description, including purpose and need for the project.</li> <li>b. Location and total area of the project,</li> <li>c. Description of other alternatives considered, or explanation of why noreasonable alternatives are available,</li> <li>d. Description of recent and present uses of the site such as pasture, irrigated or dry land crops, etc.,</li> <li>e. Description of any mitigation measures proposed to address existing hazards or adverse impacts of the project on existing conditions or features addressed in the Item #5 Preliminary Site Analysis (below),</li> <li>f. Description of any potential negative impacts of the project to health and safety and welfare of the public, environment and Wildlife including mitigation measures proposed to address the impacts.</li> <li>g. Description of existing and proposed utilities and facilities needed to provideAdequate Public Facilities (See Section 8.1 of the Code), and how adequate facilities will be provided:                             <ol style="list-style-type: none"> <li>1) Sewage Disposal, include the name of the district and a description ofany utility extensions needed to serve this project,</li> <li>2) Water Supply, include the name of the district and a description of anyutility extensions needed to serve this project,</li> <li>3) Fire Protection, identify the name of the district and the road traveldistance to the nearest fire station,</li> <li>4) Road, identify roadways and accesses points to the site including surface type and functional road classifications,</li> <li>5) Site improvements: describe all the public improvements (roads, drainage, etc.) needed to accommodate the project and how thesepublic improvements will be financed,</li> </ol> </li> <li>h. Projected development schedule, including:                             <ol style="list-style-type: none"> <li>1) Schedule for permitting and design (include a list of all local, state, and federal permits required),</li> <li>2) Estimated beginning and completion of construction and beginning of operations of the facility,</li> <li>3) Total number of employees, employees per shift, number of shifts duringthe construction, operation, and maintenance phases of the project.</li> </ol> </li> <li>i. Description of the public input process prior to the application, including the comments and concerns raised during the process and how they are addressedin the proposal,</li> <li>j. Any addition explanation or maps detailing how the application meets the applicable review criteria.</li> </ol>

## Item# 6 - Preliminary Site Analysis

The applicant is responsible for assembling a preliminary site analysis and using it to inform the design the proposed project. The application must include this information so the project file is complete, and the applicant shall demonstrate the source of the information gathered and how the information was utilized.

The preliminary site analysis shall include both mapped and written descriptions of the following information:

- a. Drilling and Spacing units proposed by the applicant within 1 mile of the County's boundaries,
- b. Proposed locations or routes of flowlines for the oil and gas facility and all feature defined below, including those completely contained as part of and within  $\frac{1}{4}$  mile of all drilling and spacing units proposed by the applicant,
- c. All existing residential, platted residential, or property(s) currently entitled for residential use, not including properties zoned or utilized for agricultural purposes over five (5) acres in area,
- d. All facilities classified as high occupancy buildings by the Colorado Oil and Gas Conservation Commission (COGCC),
- e. All schools and nursing facilities as defined in § 25.5-4-103(14), C.R.S., hospitals and life care institutions as defined in § 12-13-101, C.R.S., or correctional facilities as defined in § 17-1-102(1.7), C.R.S.,
- f. All operating child/elderly care centers or child/elder care homes as defined on the Land Use Code,
- g. All identified disproportionately impacted communities,
- h. All community Park Land, Public Parks, Regional Park Land as defined in the Land Use Code, including all publicly maintained trails and trailheads,
- i. All FEMA 10-year Flood Plain boundaries, with Flood Way and Flood Fringe boundaries clearly illustrated,
- j. The centerline on all USGS perennial and intermittent streams and all surface water features downgradient from the proposed facilities,
- k. All public and private reservoirs and water supply wells,
- l. All wetlands (see Land Use Code Article 4.4.2. Wetlands)
- m. High priority wildlife habitat and migration corridors with a description of the ways wildlife utilize the areas and the species involved. Include proposed setbacks and other proposed mitigation measure to be utilized,
- n. The applicant must identify all resources and environmental conditions potentially impacted by the proposed development. The inventory must include the following features on the site and within one half mile of the boundaries of the project perimeter (1,000 feet for linear facilities).  
If access to adjacent land is not possible the inventory may be completed by using map resources available in the Planning Department. The inventory may include a narrative explanation and/or maps depicting the location of the features. The site inventory may be integrated with the Project Description to give a complete picture of the proposal. The title of the project must appear on each map sheet. If an aerial photo is being used, indicate the date of the photography. The Site Inventory Map(s) may be required to contain the following information:
  - o. Existing buildings, structures, utilities (water transmission lines and sewer collection lines), easements and other features including irrigation facilities, fences, roads, etc.,
  - p. Location of all residences, any abutting subdivision outlines and names, and the boundaries of any adjacent municipality or Growth Management Area.
  - q. Drainage patterns and general direction of flows coming onto, through and away from the development site,
  - r. Topography with a contour interval sufficient to evaluate the proposal but no greater than 40-foot intervals. Contours must be labeled every 5 to 7 inches and every 5th contour line clearly shown by a heavier line. Areas of 20% or greater slope must be clearly shown by shading or other illustrative means,
  - s. Habitat for rare and endangered plants with species clearly indicated,
  - t. Wildfire Hazards with location and classification shown,
  - u. Sites and structures listed on the State and National Register of Historic Places, and
  - v. Any other information necessary to demonstrate how the application meets the applicable review criteria as stated in the Land Use Code.

## Item# 7 - Alternative Site Analysis

The applicant is responsible submitting an alternative site analysis and using to formulate the basis for the proposed site selection. The application must include this information so the project file is complete, and the applicant shall demonstrate the source of the information gathered and how the information was utilized.

The alternative location analysis will include, at a minimum, the following information:

- a. A map depicting the following elements within three (3) miles of the proposed surface location. (This requirement may be limited to one (1) mile for a proposed single vertical or directional well): or pipeline route:
  - i. All mineral rights held or controlled by the applicant;
  - ii. All drilling and spacing units proposed by the applicant; and
  - iii. The location of all features listed in the "Preliminary Site Analysis."
- b. Unless waived by the Community Development Director, the analysis shall evaluate a minimum of three potential locations or routes that can reasonably access the mineral resources within the proposed drilling and spacing unit(s), including the following information for each site or pipeline route:
  - a. General narrative description of each location or pipeline route;
  - b. Any location restrictions that the site does not satisfy;
  - c. Off-site impacts that may be associated with each site or route;
  - d. Proposed truck traffic routes and access roads for each location; and
  - e. Any information pertinent to the applicable review criteria that will assist the Community Development Director in evaluating the locations or routes. B. Neighborhood Meeting Submittal Requirements and Guidelines for Oil and Gas Facilities.







# 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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