



Larimer County Planning Department

REZONING PROCESS GUIDE

Purpose

The Rezoning process is meant to provide the method for changing boundaries of zoning districts or overlay zoning districts and for changing the zoning designation of a parcel as shown on the official zoning map.

Review Criteria – Article 6.6.1.D

Amending the zoning map is a matter committed to the legislative discretion of the County Commissioners. In deciding the application, the Planning Commission and County Commissioners shall consider the general approval criteria in 6.3.8.D, *General Review Criteria*, and whether and the extent to which the proposed amendment meets the following:

1. Compatible with surrounding uses
2. Community need or public benefit
3. Change of circumstances
4. Adequate infrastructure
5. Natural Environment
6. Additional review criteria in Growth Management Area (GMA) districts

* see Article 6.6.1.D of the Larimer County Land Use Code (LUC) for a full description of the Review Criteria. Link to the LUC: <https://www.larimer.org/planning/documents>

OVERVIEW – REZONING PROCESS (see Article 6.6.1 of the Larimer County Land Use Code)

Phase 1 Sketch Plan Review

Purpose

Sketch Plan is meant to address the technical and compatibility aspects of a proposed use and identify issues or concerns prior to proceeding with a Public Hearing for Rezoning.

Development Review Fee

Please see the Development Review Fee Schedule

Possible Fire District Fee

Steps

1. Pre-Application Conference
2. Application Submittal \$
3. Referral Agency/Staff Review
4. Sketch Plan Meeting
5. Neighborhood Meeting (if applicable)

Phase 2 Rezoning Public Hearing

Purpose

Formal application and development standards review.

Development Review Fee

Please see the Development Review Fee Schedule

Possible Fire District Fee

Steps

1. Pre-Application Conference
2. Application Submittal \$
3. Referral Agency/Staff Review
4. Planning Commission Hearing
5. Board of County Commissioners Hearing
6. Conditions of Approval

REZONING PROCESS

Phase 1 Sketch Plan Review

- 1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Rezoning application.
- 2. Application Submittal \$**
- 3. Referral Agency/Staff Review**
Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health, Code Compliance and Building and will also distribute copies of the application to outside review agencies such as utility providers. Written comments are sent to County Staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
- 4. Sketch Plan Meeting**
This meeting will include the Applicant and Development Review Staff (Planning, Health, and Engineering). Staff will discuss comments received and will review the application for compliance with all provisions of the Land Use Code. A written staff report will be presented at the meeting. Please refer to the Development Review Calendar for meeting dates.
- 5. Neighborhood Meeting (if applicable)**
A neighborhood meeting may be required after the Sketch Plan Meeting but before Public Hearing submittal. The Planning Director will determine if a neighborhood meeting is required based on land use impact or neighborhood comment and/or concern. Please refer to the Neighbor Input Process Handout for more information.

Development Review Staff will discuss any options or issues with the applicant before proceeding to Phase 2.

Goals of Sketch Plan Review:

- Exchange information between the applicant and Staff to address various issues that pertain to the project.
- Obtain sufficient information to accurately assess technical aspects of the proposed use.
- Provide a written report detailing all of the information conveyed in the Sketch Plan Review meeting.

Phase 2 Rezoning Public Hearing

- 1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Rezoning application.
- 2. Application Submittal \$**
- 3. Referral Agency/Staff Review**
Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health, Code Compliance and Building and will also distribute copies of the application to outside review agencies such as utility providers. Written comments are sent to County staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
Please Note: Some application materials may need to be revised and resubmitted and/or additional information may need to be provided based upon agency review.
- 4. Planning Commission Hearing**
The Planning Commission will consider all Staff, Applicant, and public input and will make a recommendation to the Board of County Commissioners. The Planning Commissions vote is a recommendation to the Board of County Commissioners and **not** a final decision.

If you are in the Laporte, Red Feather Lakes Plan Areas, or the Estes Valley separate public meeting with the appropriate advisory committee may be held. Please contact County staff for more information.
- 5. Board of County Commissioners Hearing**
The Commissioners will consider all Staff, Applicant, and public input, as well as the Planning Commissions recommendation, and then vote to approve, approve with conditions, or deny the Rezoning application.

The Board of County Commissioners hearing is the final public hearing for Rezoning applications and therefore is the final decision.

Larimer County Planning Department

Phone: 970-498-7679

Mailing Address: PO Box 1190
Fort Collins, CO 80522

Email: poc@larimer.org

Or visit us on the web at www.larimer.org/planning

****A Rezoning application does not incorporate site development approval; another land use application may be required depending on your proposed use.**