



# SITE PLAN - SUBMITTAL REQUIREMENTS

Revised 3/4/2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

LARIMER.ORG/PLANNING  
200 W. OAK ST., 3RD FLOOR  
(970) 498-7683

# SITE PLAN 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 site plan review procedure is intended to ensure compliance with the development and design standards of this Code and to encourage quality development reflective of the adopted goals and objectives of the county. The site plan review procedure ensures that the county has an opportunity to mitigate potential impacts of development prior to issuance of a building permit.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review - minimum 21-day referral period
3. Review & Decision by the Community Development Director
4. Post-Decision Actions

The submittal requirements listed in this packet are intended to collect all information required for Larimer County staff and review agencies to fully evaluate the Site Plan Review proposal.

**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>

# SITE PLAN PROCESS



## 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 6.4.1.D of the Land Use Code. Please see following pages for Project Description requirements		
5.	Ownership & Encumbrance - Contact a Title Company for this information and must be current (no older than six months)		
6.	Site Plan - See following pages for Site Plan Requirements		
7.	Proposed Building Elevations - See Article 4.9		
8.	Building Project Information Sheet - see attached		
9.	Development Construction Plans - <ul style="list-style-type: none"><li>• If property is located in a GMA, refer to of the Urban Area Street Standards</li><li>• If property is not within an established GMA, refer to the Larimer County Rural Area Road Standards.</li></ul>		
10.	Draft Copies of new Deed of Dedication for new right-of-way		
11.	Submittal Checklist		
12.	Pre-application Form - last page of packet		
<b>Reports &amp; Plans</b>			
13.	Drainage and Erosion Control Report and Plan		
14.	Fire Protection Plan		
15.	Fugitive Dust Control Plan		
16.	Hazard Mitigation Plan		
17.	Hazardous Material Impact Analysis		
18.	Irrigation Facilities Plan		
19.	Water Supply Report or Non-Subdivision Water Supply Inquiry Form (as applicable)		

# SITE PLAN PROCESS



## Submittal Requirements Cont.

Item	Description:	No. Paper Copies Required	Staff sign- off
18.	Landscape Plan		
19.	Traffic Impact Study		
20.	Sewage Disposal Report (new construction only) *On-lot septic systems in a Growth Management Area require an appeal		
21.	Site Lighting Photometric Plan		
22.	Geotechnical Report		
23.	Wildlife Conservation Plan		
24.	Wetland Mitigation Report		
25.	Wildfire Mitigation Report		
26.	Water & Air Quality Report		

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 DEVELOPMENT SUBMITTAL REQUIREMENTS

Item	Description:
1.	Final Site Plan
2.	Development Construction Plans- must be signed by utility providers and stamped by Engineer licensed in the State of Colorado
3.	Landscape Plan
4.	Drainage and Erosion Control Report & Plan
5.	Final Executed Drainage Agreement – must include recording fees
6.	Final Executed Road Deed of Dedication or Deed of Easement
7.	Annexation Agreement (if applicable)
8.	Development Agreement or Development Acknowledgement

## Additional Information

**Appeal for On-Site Sewage Treatment Systems in the Growth Management Areas** – A development in a Growth Management Area that includes a proposal to use On-Site Sewage Treatment Systems must submit an appeal as part of their application. The appeal must include the following items:

- A technical/economic analysis demonstrating that public sewer is not feasible;
- A letter from the applicable city utility or sanitation district indicating concurrence that it is not feasible to connect to public sewer;
- A letter from the applicable municipality indicating their concurrence that the development as proposed will achieve the land use pattern envisioned for this part of the Growth Management Area;
- A letter from the applicable municipality that indicates their willingness to annex the property when it becomes eligible for annexation; and
- Information demonstrating that On-Site Sewage Treatment Systems can be safely provided as anticipated in Article 4.3.5.A.2.

**Note – a separate Sign Permit application will need to be submitted if signage is being proposed**

**\*\*Please include the following stamp on each page of the Site Plan and Development Construction Plans:**

Project # \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Engineering Date

\_\_\_\_\_  
Planning Date

Approved By: \_\_\_\_\_  
Date

## ADDITIONAL RESOURCES

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

## Item# 4 Project Description

Element	Description	Include
Summary	The project description should be a written narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Review Criteria	Written description of how this proposal meets the criteria.	Please explain how this proposed change will meet Article 6.4.2.D, number 1-5 of the Land Use code
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	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
Operation	A detailed written description of the operating plan.	<ul style="list-style-type: none"> <li>Hours and days of operation</li> <li>Number of employees and/or subcontractors arriving/leaving the site each day</li> <li>Number of clients/customers arriving/leaving the site each day</li> <li>Total square footage of buildings used</li> <li>Number of residences</li> <li>Any outdoor display or storage areas proposed</li> <li>Special events outside normal operations</li> </ul>

## Item# 6 Site Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Johnson's Site Plan Review, File Number 21-ZONE0000
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>Outdoor use 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</li> <li>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>

## Reports & Plans

Traffic Impact Study	<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. Include a hydrologic analysis for peak flow rates of storm water entering, passing through, and leaving the site for the minor and major storm events. 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.A.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 Mitigation Plan	See Article 4.4.3 of the Land Use Code.
Hazardous 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>
Wildfire Mitigation Report	See Article 4.4.3.M.
Wildlife Conservation Plan	See Article 4.4.4 of the Land Use Code.
Landscape Plan	See Article 4.7.2.C and Article 1.0 (Supplemental Materials).
Irrigation Facilities Plan	See Article 4.7.7 and Article 1.0 (Supplemental Materials).
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Geotechnical Report	<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>
Water & Air Quality	See Articles 4.12 & 4.11 of the Land Use Code. Please explain how water & air quality will be maintained during construction.
Fugitive Dust Control Plan	See Article 4.11.5 of the Land Use Code
Manure & Pasture Management Plan	A written description of how manure and pastures will be managed to prevent odor, water quality, soil quality, ground cover and animal & human health issues.

# SITE PLAN PROCESS



## 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

# SITE PLAN PROCESS



## 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.

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## Transportation Worksheet

This form must be completed and submitted when requesting a waiver of the TIS submittal and compliance requirements. This form is not required with building permit applications for residential projects proposing twelve dwelling units or less and no substantial access changes on a collector or arterial roadway.

Project Name: \_\_\_\_\_

Developer: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Property Legal Description (lot, block,  
subdivision) \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

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### **NON-RESIDENTIAL DEVELOPMENT:**

Provide the following information for all non-residential projects:

#### **A. Existing use:**

1. Description of existing land use: (if none, proceed with Proposed Use) \_\_\_\_\_

2. Existing building area (square footage) for above use(s): (2) \_\_\_\_\_

3. Number of employees on site each day: (3) \_\_\_\_\_

4. Daily trip ends for employees [mult. line (3) by the number 4]: (4) \_\_\_\_\_

5. Number of customers on site each day: (5) \_\_\_\_\_

6. Daily trip ends for customers [multiply line (5) by the number 2] (6) \_\_\_\_\_

7. Number of vendors on site each day (include trash, ups, etc): (7) \_\_\_\_\_

8. Daily Trip Ends for vendors [mult. line (7) by the number 2]: (8) \_\_\_\_\_

9. Total Vehicular Daily Trip Ends [line (4) plus line (6) plus line (8)]: (9) \_\_\_\_\_

10. Source of trip generation data (circle one): ITE, business records, traffic engineer,

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personal estimate, other: \_\_\_\_\_. **Attach documentation to support your data.**

11. Number of accesses existing onto the public street(s) from this property: \_\_\_\_\_
12. Number of pedestrians visiting the site each day: \_\_\_\_\_
13. Number of bicyclists visiting the site each day: \_\_\_\_\_
14. Do sidewalks exist along street(s) adjacent to the property? Yes\_\_\_ No\_\_\_
15. Are bike lanes existing (striped) along major collector or arterial street(s) adjacent to this property (on both sides of the street)? Yes\_\_\_ No\_\_\_ NA\_\_\_
16. Is the property adjacent to a major collector or arterial street as shown on the City's transportation plan? Yes\_\_\_ No\_\_\_

**B. Proposed use:**

1. Description of proposed land use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Proposed building area (square footage) for above use(s): (2)\_\_\_\_\_
3. Anticipate number of employees on site each day: (3)\_\_\_\_\_
4. Daily Trip Ends for employees [multiply line (3) by the number 4]: (4)\_\_\_\_\_
5. Anticipate number of customers on site each day: (5)\_\_\_\_\_
6. Daily trip ends for customers [multiply line (5) by the number 2]: (6)\_\_\_\_\_
7. Anticipate number of vendors on site each day: (7)\_\_\_\_\_
8. Daily Trip Ends for vendors [multiply line (7) by the number 2]: (8)\_\_\_\_\_
9. Total Daily Trip Ends [line (4) plus line (6) plus line (8)]: \_\_\_\_\_
10. Source of trip generation data (circle one): ITE, business records, traffic engineer, personal estimate, other: \_\_\_\_\_.  
**Attach documentation to support your data.**
11. Proposed number of accesses onto the public street(s) from this property (does NOT include any existing accesses proposed to remain for use): \_\_\_\_\_
11. Number of existing accesses proposed to remain and be used: \_\_\_\_\_
13. Number of pedestrians visiting the site each day: \_\_\_\_\_
14. Number of bicyclists visiting the site each day: \_\_\_\_\_
15. Are sidewalks proposed to be installed (or exist in good condition) along the street(s) adjacent to the property? Yes\_\_\_ No\_\_\_

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16. Are bike lanes existing or proposed to be installed (to be striped with any required no parking signs installed) along major collector or arterial street(s) adjacent to this property (on both sides of the street)? Yes\_\_\_ No\_\_\_ NA\_\_\_
17. Is the property adjacent to a major collector or arterial street as shown on the City's current transportation plan? Yes\_\_\_ No\_\_\_

If the total trip new trips, (that is the difference between the daily trip ends calculation for any existing use and the total daily trip ends calculated for the proposed use), is less than 200 and if peak hour and/or daily traffic counts demonstrate that the existing traffic plus the site generated traffic volumes are within the limits set by City Street Standards, the applicant may request a waiver of the Traffic Impact Study submittal requirements by signing below.

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Signature

Date

Full TIS Required: \_\_\_\_\_ Intermediate TIS Required: \_\_\_\_\_ TIS Waived:

By: \_\_\_\_\_ Date:

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## **RESIDENTIAL DEVELOPMENT:**

The following residential development projects require an Intermediate or full Traffic Impact Study.

1. Any application proposing more than 20 single family detached dwelling units.
2. Any application proposing more than 24 multi-family dwelling units where dwelling units are within duplex, triplex, or four-plex structures.
3. Any application proposing more than 34 multi-family dwelling units where dwelling units are within structures containing five or more units.
4. Any application proposing a substantial access change onto a major collector or arterial roadway.

Fill out the table below and indicate in the table the number of dwelling units or access changes proposed for the type(s) of residential development included in your development. If the number of dwelling units and changes in access are less than the thresholds established above and if peak hour and/or daily traffic counts demonstrate that the existing traffic plus the site generated traffic volumes are within the limits set by City policy, the applicant may request a waiver from the TIS requirement by signing your name below.

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Signature

Date

Full TIS Required: \_\_\_\_\_ Intermediate TIS Required: \_\_\_\_\_ TIS Waived:

By: \_\_\_\_\_ Date:



# 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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