



Larimer County Planning Division

SITE PLAN REVIEW PROCESS GUIDE

Purpose

The Purpose of Site Plan Review is to ensure that plans for the development of multiple-family and non-residential uses, excluding agricultural uses, comply with all requirements of Larimer County Land Use Code and all conditions of previous approvals before a building permit application is accepted by the Building Department.

Review Criteria

The Director shall review the application in accordance with the approval criteria in Article 6.3.8.D, *General Review Criteria*.

Please refer to the Larimer County Land Use Code (LUC) online for more details pertaining to the required review criteria.

Link to the LUC: <https://www.larimer.org/planning/documents>

OVERVIEW – SITE PLAN REVIEW PROCESS (see Article 6 of the Larimer County Land Use Code)

Phase 1 Project Submittal	Phase 2 Internal/External Review	Phase 3 Decision/Final Documents	Phase 4 Permitting/Construction
<p>Formal application and technical plans review.</p> <p>Approval of a Site Plan application does not relieve the applicant from complying with any other County, State, or Federal regulations.</p> <p>Development Review Fee Please see the Development Review Fee Schedule</p> <p>Steps</p> <ol style="list-style-type: none">1. Pre-Application Conference2. Application Submittal \$	<p>The application materials are sent to internal and external reviewing agencies for comment.</p> <p>Estimated Time Frame At a minimum 21 days* *Review agencies may request additional review time</p> <p>Internal Review Internal review includes comments from agencies such as Engineering, Health, Building etc., and Site Plan Review Team meeting.</p> <p>External Review External review includes comments from agencies such as city, fire, water, sewer, CDOT, etc.</p> <p>NOTE: Resubmittal of application materials may be required following internal/external review; multiple reviews may be required.</p>	<p>Following the review period the Planning Director will provide written determination stating one of the following:</p> <ol style="list-style-type: none">1. The Site Plan is approved, with or without conditions2. The Site Plan requires modifications based upon the referral comments3. The Site Plan is denied based upon the inability to comply with the code. <p>Completion of Technical Reports/Documents Upon final determination by the Director, the applicant shall submit the final documents for approval signature from the Planning and Engineering Departments.</p>	<p>Application for the permits necessary to make site and building improvements prior to construction.</p> <p>Development Construction Permit A Development Construction Permit must be obtained prior to making any site improvements, please contact the Engineering Department at 970-498-5700 for more information.</p> <p>Building Permit A Building Permit may be required, please contact the Building Department at 970-498-7700 for more information on the building permit process.</p>