



# SKETCH PLAN - LAND DIVISION

COMMUNITY DEVELOPMENT | PLANNING

CONCEPT DEVELOPMENT - CONSERVATION DEVELOPMENT - RURAL LAND USE - SUBDIVISION - PLANNED LAND DIVISION

## Sketch Plan Purpose:

1. Initiate the exchange of information between the applicant and county staff and referral agencies to raise awareness of potential issues and allow the applicant to decide whether to proceed with the application;
2. Obtain sufficient information to accurately assess the technical aspects of the application and to communicate major issues that would impact a formal submittal.

## When Required:

1. Sketch plan review is required for various development applications as established in Table 6-1: Development Review Procedures Summary.
2. The Director may waive the sketch plan review requirement for projects that do not need the additional input that results from sketch plan review.

## Process Overview:

### 1. Pre-application Meeting

### 2. Electronic Application Submittal:

*Please email all submittal materials to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us) in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 4 for application submittal requirements.*

### 3. Staff and Referral Agency Review:

*Once your case is assigned to a planner, they will review it and send it out for referral agency comments. There is a minimum 60-day referral period for the Sketch Plan phase.*

### 4. Sketch Plan Meeting

*A written staff report that includes all comments received during the review period will be presented at the sketch plan meeting.*

## 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.

## Contact Information:

- Assessors Office - 970.498.7050
- Building Division - 970.498.7660
- Clerk and Recorder - 970.498.7860
- Division of Water Resources (Wells) - 970.352.8712
- Engineering Dept. - [eng-devrev@larimer.org](mailto:eng-devrev@larimer.org)
- Flood - [eng-floodplain@larimer.org](mailto:eng-floodplain@larimer.org)
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - [planning@larimer.org](mailto:planning@larimer.org)



# THINGS TO CONSIDER

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### **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 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.

### **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.

### **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>

### **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. This is only applicable for project types that require pre-application meetings.

### **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.

### **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 presubmittal 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

### **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.

### **Building Permits:**

Building permits will NOT be accepted on the property while the application is pending.



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## SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us).

All PDFs should be named as listed below and attached to the same email.

Item	Description:	Required
1.	<b>Application Form</b> – <a href="https://www.larimer.gov/sites/default/files/land_use_application_form.pdf">https://www.larimer.gov/sites/default/files/land_use_application_form.pdf</a>	
2.	<b>Application Fee</b> - Current fee at time of submission	
3.	<b>Other Fees</b> - see fee schedule for more information	
4.	<b>Project Description</b> – detailed description of the proposed project, include review criteria from Article 6.5.5.D of the Land Use Code. Please see following pages for Project Description requirements	
5.	<b>Project Information Form</b> - <a href="https://www.larimer.gov/sites/default/files/land_division_-_project_information_form.pdf">https://www.larimer.gov/sites/default/files/land_division_-_project_information_form.pdf</a>	
6.	<b>Planned Development (PD) Rezone Description (if applicable)</b> - include review criteria in Article 6.6.1 and how the proposed zone district meets the Framework Map in the Comprehensive Plan	
7.	<b>Site Inventory Map</b> - Please see following pages for Site Inventory Map requirements	
8.	<b>Sketch Plan</b> – Please see following pages for Sketch Plan requirements	
9.	<b>Growth Management Area (GMA) Form 1 Annexation Eligibility (as applicable)</b> – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area. <a href="https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf">https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf</a>	
10.	<b>Submittal Checklist</b> - one copy of this page	
11.	<b>Other</b> – information as deemed necessary by the project planner	

### Please Note:

**Lien Holder Signature** – If there is a lien on the property(s), please be aware that that the lienholder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed land division, and who at the company will be responsible for signing the plat.



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### PROJECT DESCRIPTION REQUIREMENTS

Element	Description	Include (but not limited to)
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative.	How the proposal meets the development standards. Explain existing conditions and any unusual or unique circumstances about the property or proposal.
Review Criteria	How the proposal meets the applicable review criteria	Refer to Article 6.5.5.D. of the Land Use Code
Existing Conditions	A written detailed description of the existing conditions.	Zoning Current use of the property Size of the property Size (outer dimensions and area in square feet) and uses of all existing buildings Recent and present uses of the site (ie: pasture, irrigated or dry land crops, etc.) Use of surrounding properties Unique features of the property
Proposed Changes and Improvements	List any proposed changes or improvements	Total area of the project Total developable land in the project (list the area of residential use, non-residential use, residual land, etc.) Number of lots/number of dwelling units Lot sizes Proposed uses (residential, commercial, etc.) and the total area of each use Common areas, if any (describe intended ownership, use(s) and management) Landscaping
Infrastructure (Utilities)	A written detailed description of the current and proposed infrastructure.	Sewage disposal /water supply (include the name of district if applicable and a description of any utility extensions needed to serve the project) Fire protection (see Article 4.3.6. of the Land Use Code) Roads (include surface type) Existing and proposed utilities, easements, irrigation facilities, etc.
Traffic & Access	A written detailed description of traffic and access information.	Sight distance at proposed access location 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) Surface of access (gravel, asphalt, concrete, etc.)
Other Information	Any other pertinent information about the proposed project	List land dedications, if any Any previous applications on the site Wildlife habitat Other
Appeals	Written request 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).



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## SITE INVENTORY MAP REQUIREMENTS

Site Inventory Maps should be legible and large enough to see the scope of the project.

#	Description	Include
1.	Drawing Title and Project Name	Example: Site Inventory for Joe's Subdivision
2.	Applicant Info	Name, Address, Phone Number
3.	Owner Info	Name, Address, Phone Number
4.		North Arrow and Scale
5.	Existing Location of: (if applicable)	<ul style="list-style-type: none"><li>-Buildings, structures (i.e. retaining walls, drainage structures, etc.), irrigation facilities, ditches, well sites, etc.</li><li>-Easements and roads</li><li>-Natural features such as vegetation, water bodies and courses</li><li>-Floodways and/or floodplains</li><li>-Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li><li>-Landscape areas (without landscaping detail), fences</li><li>-Drainage patterns and general direction of flows on and through the site</li><li>-Topography with a contour interval sufficient to evaluate the proposal but no greater than 40-foot intervals. Areas of 20% or greater slope must be clearly shown by shading or other means</li><li>-Geological features and hazards (See Article 4.4.3.G.)</li><li>-Wetland areas (See Article 4.4.2.)</li><li>-Wildlife habitat and migration corridors with a description of the ways wildlife use the site and the species involved, with proposed setbacks or other potential mitigation measures (See Article 4.4.4.)</li><li>-Habitat for rare and endangered plants with species clearly indicated;</li><li>-Wildfire Hazards with location and classification shown (See Article 4.4.3.G.2.)</li><li>-Special Places of Larimer County - sites and structures listed on the State &amp; National Register of Historic Places.</li><li>-Commercial Mineral Deposits (See Article 4.4.5.).</li></ul>



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## SKETCH PLAN REQUIREMENTS

Sketch Plans should be to scale

#	Description	Include
1.	Project Name and File Number	Example: Joe's Subdivision (23-LANDXXXX)
2.	Applicant Info	Name, Address, Phone Number
3.	Owner Info	Name, Address, Phone Number
4.		North Arrow and Scale
5.	Site Data	Section-Township-Range Zoning, existing and proposed Boundaries of the total development area with dimensions Acreage of total development Acreage of developable land Type and number of lots proposed (residential, open space, etc. ) and resulting acreages Density (dwelling units per acre of developable land) and intensity of proposed development Amount of gross building area for all non-residential uses Water supply/ sewage disposal proposed, irrigation water available Landscape screening (without landscaping detail)/buffer areas, fences
6.	Existing and Proposed Location of: (if applicable)	Lots, open space, residual land, streets, parks, etc. Buildings Structures (i.e. retaining walls, drainage structures, etc.) Utilities (gas, electric, water, sewer, well and/or septic system, etc.) Easements Natural or man-made features Floodways and/or floodplains
7.	Engineering Items	Access (existing, proposed, and emergency) Vehicular access Emergency vehicular access Proposed road right-of-way dedications- See Article 15.1.9. Proposed right-of-way must meet currently adopted roadway classifications. Current and proposed width, name, type, and location of adjacent right-of-way and easements