

SKETCH PLAN SUBMITTAL REQUIREMENTS

CONCEPT DEVELOPMENT - CONSERVATION DEVELOPMENT - RURAL LAND USE - SUBDIVISION - PLANNED LAND DIVISION
Revised 3/4/2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

SKETCH 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.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 21-day referral period
3. Review & Sketch Plan Report Completed
4. Sketch Plan Meeting

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.

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>

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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 6.5.5.D of the Land Use Code. Please see following pages for Project Description requirements		
5.	Planned Development (PD) Rezone Description (if applicable) - include review criteria in Article 6.6.1 and how the proposed zone district meets the Framework Map in the Comprehensive Plan		
6.	Site Inventory Map - Please see following pages for Site Inventory Map requirements		
7.	Sketch Plan – Please see following pages for Sketch Plan requirements		
8.	Vicinity Map – illustrate roads and significant natural features near the project site. County and local roads must be labeled so that the site can be easily found		
9.	Growth Management Area (GMA) Form 1 Annexation Eligibility (as applicable) – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area (see attached form)		
10.	Submittal Checklist		
11.	Pre-application Form - last page of packet		
12.	Other – information as deemed necessary by the project planner		

Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at planningCIRT@larimer.org.

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Additional Information

Lien Holder Signature – If there is a lien on the property(s), please be aware 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.

For additional process information and handouts referenced in this guide, please refer to the following:

1. Larimer County Land Use Code or view it online at <https://www.larimer.org/planning/regulations>
2. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at: <https://www.larimer.org/engineering/development-review>
3. Memo Regarding Subdivision Water Supply Plans

GLOSSARY OF TERMS

Common Area – Land within a development, which may or may not be part of the residual land and may or may not be individually owned or dedicated for public use, that is designed and intended for common use or enjoyment of the residents of the development and their guests and may include such complementary structures and improvements as necessary and appropriate.

Developable land – Any part of land not in a floodway and not under water.

Outlot – Areas used only for drainage easements, rights-of-way or other uses that do not need any buildings.

Residual land – An area, which may include agricultural land and environmentally sensitive areas designated to be protected from development. Residual land may be commonly owned by one or more parties. Residual land does not include streets, sidewalks, or parking areas.

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Item# 4 Project Description

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

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Item# 4 Project Description Cont.

Element	Description	Include (but not limited to)
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).

Item# 6 Site Inventory Map

Site Inventory Maps should be legible and large enough to see the scope of the project.		
Element	Description	Include
1.	Drawing Title and Project Name	Example: Site Inventory for Joe's Subdivision
2.	Applicant Information	Name, Address, Phone Number
3.	Owner Information	Name, Address, Phone Number
4.	North Arrow and Scale	
5.	Existing Location of: (if applicable)	<ul style="list-style-type: none">-Buildings, structures (i.e. retaining walls, drainage structures, etc.), irrigation facilities, ditches, well sites, etc.-Easements and roads-Natural features such as vegetation, water bodies and courses-Floodways and/or floodplains-Utilities (gas, electric, water, sewer, well and/or septic system, etc.)-Landscape areas (without landscaping detail), fences-Drainage patterns and general direction of flows on and through the site-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-Geological features and hazards (See Article 4.4.3.G.)-Wetland areas (See Article 4.4.2.)-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.)-Habitat for rare and endangered plants with species clearly indicated;-Wildfire Hazards with location and classification shown (See Article 4.4.3.G.2.)-Special Places of Larimer County - sites and structures listed on the State and National Register of Historic Places.-Commercial Mineral Deposits (See Article 4.4.5.).

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Item# 7 Sketch Plan

Sketch Plans should be to scale

Element	Description	Include
1.	Project Name and File Number	Example: Joe's Subdivision
2.	Applicant Information	Name, Address, Phone Number
3.	Owner Information	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

→ **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** ←

**PROJECT INFORMATION FOR
PLANNED LAND DIVISIONS AND SUBDIVISIONS**

Total Project Area (Acres):	Number of Outlots:
Number of Residential Lots:	Total Outlot Acres:
Number of Residential Units:	
Total Residential Acres:	Number of Common Area Lots:
Number of Commercial/Industrial Lots:	Total of Common Area Acres:
Total Commercial/Industrial Acres:	

PROJECT INFORMATION FOR CONSERVATION DEVELOPMENTS
***TO DETERMINE THE INFORMATION BELOW REFER TO ATTACHED CONSERVATION
DEVELOPMENT CALCULATION WORKSHEET***

Total Project Area:	Enter Item #1 from Worksheet:	
Total acres of developed land:	Enter Item #10 from Worksheet:	
Total % of developable area that is developed:	Enter Item #11 from Worksheet:	
Total residual land acres:	Enter Item #12 from Worksheet:	
Total % of developable area in residual land:	Enter Item #13 from Worksheet:	
Number of residential lots (including existing):	Enter Item #C from Worksheet:	
Number of residential units:	Enter Item #D from Worksheet:	
Is the land protected by a Conservation Easement?	Is the land protected by a Covenant?	
If so, number of years protected?	Perpetuity (yes or no)?	

Conservation Development Calculation Worksheet		
STEP (ITEM)	DATA ENTRY OR CALCULATION METHOD	RESULT OF CALCULATION
SECTION I – BASIC DATA		
A (Total lots - #)	Enter total # of lots shown on plat. Exclude outlots.	
B (Residual lots - #)	Enter # of residual lots shown on plat.	
C (Residential lots - #)	Subtract B from A. Enter total.	
D (Residential units – total #)	If duplexes, apartments or condos are allowed in the zoning district, add additional units to Item C. Enter total (include existing).	
E (Intended % residual land)	Enter 80% or 50%.	
1 (Project size - # ac.)	Enter total # project ac.	
2 (Non-developable land – # ac.) ¹	Enter # of ac. (if any) in Floodway Zoning District or below the high water mark of existing bodies of water.	
3 (Developable land - # ac.)	Subtract item #2 from item #1.	
4 (Residual land - intended # of ac.)	Enter # ac. of residual land as shown on submitted plat.	
SECTION II – DEVELOPED AREA		
5 (Internal streets - # ac.)	If proposing a 50:50 CD, enter # ac. of internal street right-of-way. If 80:20 CD, enter zero.	
6 (Outlots and drainage areas ² - # ac.)	Enter # ac. of outlots or areas required to handle drainage due to the increase in developed area.	
7 (Residual lot building envelopes - # ac.)	Enter # ac. in building envelope(s) located in residual lot(s).	
8 (SUBTOTAL) (# ac. excluded from residual land)	Add #5, #6 and #7. Enter result.	
9 (Single-family dwelling lots - # ac.)	Enter # ac. in residential lots (exclude acres shown in #8)	

¹ Include rivers, streams, ponds, lakes & reservoirs. Do not include irrigation ditches.

² Detention & retention ponds required to meet Section 8.1.3 of LCLUC can not be counted as residual land unless those areas also serve another purpose. Exclude drainage swales along internal street rights-of-way in an 80:20 CD.

SECTION III – DEVELOPED AREA COMPUTATIONS		
10 (Total developed land - total # acres)	Add #8 and #9. Enter result.	
11 (% acres of developable acres that would be developed)	Divide #10 by #3 and multiply the result by 100. Enter result.	
SECTION IV – RESIDUAL LAND CALCULATIONS		
12 (actual # ac. residual land)	Subtract #10 from #3. Enter result.	
13 (actual % residual land)	Divide # 12 by #3 and multiply the result by 100.	
SECTION IV – CROSS CHECKS: The following mathematical relationships must be true or some of Items A-E or #1-13 are incorrect. These kinds of errors may have major implications and result in major plan revisions or project redesign.		
E = Item #13. ³		
Item #10 + Item #12 = Item #3.		
Item #11 + Item #13 = 100%.		

³ Depending on type of CD, a **minimum** of either 80% or 50% residual land is required. See Section 5.3.6.A.3 & 4 for rules concerning 50% allocation CDs. If applying for a bonus under Sections 5.3.6.A.5 or 5.3.6.A.6, provide an explanation in the Project Description, **not on this form**. Note: residual land allocations greater than the minimum are encouraged.

GMA FORM 1 - Annexation Eligibility

**ANNEXATION ELIGIBILITY FOR PROPOSED NEW DEVELOPMENTS IN
GROWTH MANAGEMENT AREAS
(BERTHOUD, FORT COLLINS, LOVELAND, TIMNATH)**

1. Prior to submittal to Larimer County of any development review application in a growth management area, this form must be completed and signed by the applicant and a member of the Planning Staff at the appropriate municipality/town.

2. Application Name: _____
Property Address: _____
Property Owners Name: _____
Applicant's Name/Address/Phone Number: _____

3. **This section is to be completed by the appropriate municipality**

	Yes	No
A. Is the property eligible for annexation?	_____	_____

ADDITIONAL COMMENTS:

Signature of Applicant/Date

Signature of City Planning Staff/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)

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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