

ZONING - SKETCH PLAN REVIEW SUBMITTAL REQUIREMENTS

Revised 2/18/2022

REZONING

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

ZONING - SKETCH PLAN REVIEW



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:

To 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;

The purpose is to also obtain sufficient information to accurately assess the technical aspects of the application and to communicate major issues that would impact a formal submittal.

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

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.

It is the applicant's responsibility to abide by all state and federal regulations.

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.	Project Description – detailed description of the proposed project, include review criteria from Article 6.6.1.D of the Land Use Code and how the proposed zone district meets the Framework Map in the Comprehensive Plan. Please see following pages for Project Description requirements		
4.	Sketch Plan - Please see following pages for Sketch Plan requirements		
5.	Vicinity Map - illustrate roads and significant natural features near the property site. County and local roads must be labeled so the the site can be easily found		
6.	Submittal Checklist		
7.	Pre-application Form - last page of packet		
ADDITIONAL REQUIREMENTS			
8.	Other - information as deemed necessary by the project planner		
9.	GMA Form 1 Annexation Eligibility – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area		

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

ADDITIONAL RESOURCES

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

1. Process Guide
2. Development Review Fee Schedule
3. Comprehensive Plan <https://www.larimer.org/planning/documents>
4. Larimer County Land Use Code
<https://www.larimer.org/planning/regulations>

Item# 3 Project Description

A Rezoning application is reviewed for type of use, the level of intensity proposed, and compatibility with the surrounding area. Approval of a Rezoning will contain conditions that limit future expansion beyond what is approved. Therefore, the applicant's request should not only reflect initial operation but should also take into account long-term goals for growth.

The written narrative of the project description is the applicants opportunity to explain what is being proposed. In this narrative, please address how this proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.

*** See next page for all items to include in your project description.**

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Item# 3 Project Description Cont.

Element	Description	Include
Summary	The project description should be a narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Rezoning Criteria	Article 6.6.1.D of the Land Use Code and the Comprehensive Plan	Amending the zoning map is a matter committed to the legislative discretion of the County Commissioners. In deciding the application, the Planning Commission and the County Commissioners shall consider the general review and decision criteria in §6.3.8 and whether and the extent to which the proposed amendment meets the criteria in Article 6.6.1.D.
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none">• Storm water detention or infiltration ponds and easements• Existing and proposed utilities and easements
Proposed Changes & Improvements	List any proposed changes or improvements.	<ul style="list-style-type: none">• Size (outer dimensions and area in square feet) of all new proposed buildings• Proposed uses of all new buildings• Proposed additions/uses to existing buildings and outdoor space• Buildings being removed• Reason for the rezone request
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none">• 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)• Description of existing road network, access, intersection, and proposed improvements and mitigation to meet standards
Other		Any other pertinent information about the proposal and how the proposed request meets the Overlay District standards and requirements, if applicable

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Item# 5 Sketch Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Rezoning Sketch Plan
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"> Gross and net square footage of the lot/parcel Square footage of new structure(s) or addition(s) Square footage of existing structure(s) Proposed number and type of use(s) Number of parking spaces required and provided for handicapped regular Distance between property lines and all existing and proposed buildings & structures Project boundary annotated with distances Setbacks (building, parking and etc.) Off-site property information
6.	Locate and label existing and proposed locations of:	<ul style="list-style-type: none"> Buildings on and adjacent to the subject site Structures (i.e. retaining walls, drainage structures, signs, etc.) Misc. structures (e.g. retaining walls, signs, etc.) Outdoor use areas Manure storage areas Parking Areas Trailer parking/storage with dimensions Vehicular access and drives including widths Loading and delivery areas Storage areas with dimensions Fences Outdoor lighting Fire hydrants Trash receptacle location and any screening Floodways and/or floodplains Drainage features (e.g. detention ponds, swales, etc.) Location and name of any water courses, ditches or wetlands Location of utilities (gas, elec., water, sewer, well and/or septic system, etc.) Landscape areas (without landscaping detail) Existing and proposed access points adjacent roadway names and existing right-of-way
6.	Engineering Items	<ul style="list-style-type: none"> Exterior access opening(s) from the buildings and any drive up windows 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 rights-of-way and easements



GMA Form

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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