

SKETCH PLAN REVIEW SUBMITTAL REQUIREMENTS

Revised 2/18/2022

SPECIAL REVIEW

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

SPECIAL REVIEW - 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>

SPECIAL REVIEW - SKETCH PLAN REVIEW



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.	Additional Fee - Fire District		
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.4.2. of the Land Use Code. Please see following pages for Project Description requirements		
5.	Sketch Plan - Please see following pages for Sketch Plan requirements		
6.	Vicinity Map - illustrate roads and significant natural features near the property site. County and local roads must be labeled so the site can be easily found.		
7.	Transportation Worksheet - Urban or Rural		
8.	Submittal Checklist		
9.	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.

SPECIAL REVIEW - SKETCH PLAN REVIEW



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>
5. Transportation Capital Expansion Fee (TCEF) <https://www.larimer.org/engineering/development-review>

Item# 3 Project Description

A Special Review application is reviewed for type of use, the level of intensity proposed, and compatibility with the surrounding area. Approval of a Special Review 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.**

SPECIAL REVIEW - SKETCH PLAN REVIEW



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.
Special Review Criteria	Article 6.4.2.D of the Land Use Code	In reviewing a proposed special review application, the reviewing bodies shall consider the general approval criteria in Article 6.3.8.d: General Review Criteria, and also whether the criteria in Article 6.4.2.D is met.
Operation	A written description of the operating plan for the proposed project.	<ul style="list-style-type: none"> Hours and days of operation Number of employees and/or subcontractors arriving/leaving the site each day Number of clients/customers arriving/leaving the site each day Total square footage of buildings used Number of residences Any outdoor display or storage areas proposed Special events outside normal operations
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> Storm water retention or retention 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
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
Appeals	A 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)
Other		Any other pertinent information about the proposal and how the proposed request meets the Overlay District standards and requirements, if applicable

SPECIAL REVIEW - SKETCH PLAN REVIEW



Item# 5 Sketch Plan

The following information should be included if applicable		
1.	Drawing Title and Project Name	Special Review 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 and uses 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

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: _____

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,

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.

Signature

Date

Full TIS Required: _____ Intermediate TIS Required: _____ TIS Waived:

By: _____ Date:

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.

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)

Applicant Signature

Date: _____