



Larimer County Planning Department

Revised May 2022

SPECIAL REVIEW PROCESS GUIDE

Purpose

The special review procedure provides a mechanism for the county to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties, including the environment and wildlife, and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the county.

Review Criteria

In reviewing a proposed special review application, the review bodies shall consider the general approval criteria in Article 6.3.8.D, *General Review Criteria* and also whether approval criteria in Article 6.4.2.D:

1. The proposed use has minimal impacts on existing and future development of the area;
2. Any impacts associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other adverse impacts have been adequately addressed and/or mitigated;
3. The recommendations of referral agencies have been considered and adequately addressed;
4. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the Comprehensive Plan; and
5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulation

OVERVIEW – SPECIAL REVIEW PROCESS (see Article 6.4.2 of the Larimer County Land Use Code)

Phase 1 Sketch Plan Review	Phase 2 Public Hearing	Phase 3 Final Site Development Plans	Phase 4 Permitting/Construction
<p>Purpose Sketch Plan is meant to address the technical and compatibility aspects of a proposed use and identify issues or concerns prior to proceeding with a Public Hearing for Special Review.</p> <p>Development Review Fee Please see the Development Review Fee Schedule **Possible Fire District Fee</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Pre-Application Conference 2. Application Submittal \$ 3. Referral Agency/Staff Review 4. Sketch Plan Meeting 5. Neighborhood Meeting (if applicable) 	<p>Purpose Formal application and development standards review.</p> <p>Development Review Fee* Please see the Development Review Fee Schedule **Possible Fire District Fee</p> <p>Steps</p> <ol style="list-style-type: none"> 1. Pre-Application Conference 2. Application Submittal \$ 3. Referral Agency/Staff Review * 4. Planning Commission Hearing 5. Board of County Commissioner Hearing <p>* may include multiple rounds of review</p>	<p>Purpose Completion and review of additional information and final documents.</p> <ul style="list-style-type: none"> • Conditions for Approval Specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners • Development Agreement Formalized agreement between the County and the Owner, prepared by Staff • Completion of Technical Review, including reports, plans, and construction drawings Wrap up any reports that are required prior to Permitting/Construction 	<p>Purpose Application for the permits necessary to make site and building improvements prior to construction.</p> <ul style="list-style-type: none"> • Development Construction Permit A Development Construction Permit must be obtained prior to making any site improvements, please contact the Engineering Department at 498-5700 for more information. • Building Permit A Building Permit may be required, please contact the Building Department at 498-7700 for more information on the building permit process.

Phase 1 Sketch Plan Review

- 1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Special Review application. Applicants are encouraged to discuss potential Building Code requirements with the Building Department Staff prior to applying for a Special Review.
- 2. Application Submittal** §
- 3. Referral Agency/Staff Review**
Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health and Building and will also distribute copies of the application to outside review agencies such as fire districts, water districts and ditch companies. Written comments are sent to County Staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
- 4. Sketch Plan Meeting**
This meeting will include the Applicant, Development Review Staff (Planning, Health, and Engineering). Staff will discuss comments received and will review the application for compliance with all provisions of the Land Use Code. A written staff report will be presented at the meeting. Please refer to the Development Review Calendar for meeting dates.
- 5. Neighborhood Meeting (if applicable)**
A neighborhood meeting may be required after the Sketch Plan Meeting but before Public Hearing submittal. The Planning Director will determine if a neighborhood meeting is required based on land use impact or neighborhood comment and/or concern. Please refer to the Neighbor Input Process Handout for more information.

Development Review Staff will discuss any options or issues with the applicant before proceeding to Phase 2.

Phase 2 Special Review Public Hearing

- 1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Special Review application.
- 2. Application Submittal** §
- 3. Referral Agency/Staff Review**
Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health and Building and will also distribute copies of the application to outside review agencies such as fire districts, water districts and ditch companies. Written comments are sent to the Planner and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
Please Note: Some application materials may need to be revised and resubmitted or additional information provided based upon agency review.
- 4. Planning Commission Hearing**
The Planning Commission will consider all Staff and public input and will make a recommendation to the Board of County Commissioners. The Planning Commission's vote is a recommendation to the Board of County Commissioners and not a final decision.

If you are located in the LaPorte, Red Feather Lakes, or Estes Valley Plan Areas, separate public meetings with the appropriate advisory committee may be held. Please contact County staff for more information.
- 5. Board of County Commissioners Hearing**
The Commissioners will consider all Staff and public input, as well as the Planning Commission's recommendation, then vote to approve, approve with conditions, or deny the Special Review application.

The Board of County Commissioners hearing is the final public hearing for Special Review applications and therefore is the final decision.

Phase 3 Final Development Plans

Upon approval of a Special Review application, completion and review of additional information and final documents is required.

- **Conditions for Approval**
Specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners
- **Development Agreement**
Formalized agreement between the County and the Owner, prepared by Staff
- **Completion of Technical Review, including reports, plans, and construction drawings**
Wrap up any reports that are required prior to Permitting/Construction

Phase 4 Permitting/Construction

The Applicant must apply for the permits necessary to make site and building improvements prior to construction.

- **Development Construction Permit**
A Development Construction Permit must be obtained prior to making any site improvements, please contact the Engineering Department at 498-5700 for more information.
- **Building Permit**
A Building Permit may be required, please contact the Building Department at 498-7700 for more information on the building permit process.

Larimer County Planning Department

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