

HOSTED SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS

ADMINISTRATIVE SPECIAL REVIEW

REVISED JUNE 2023

LARIMER COUNTY COMMUNITY DEVELOPMENT PLANNING DIVISION

CONTACT INFO:

[Larimer.org/planning](https://larimer.org/planning)

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Fort Collins, CO 80521

(970) 498 - 7679

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



OVERVIEW

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:

An Administrative Special Review is required to obtain approval for a Hosted Short-term Rental, defined as a principal dwelling occupied by a full-time resident (owner or operator) living on-site where short-term lodging is provided to transient guests.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 21-day referral period
3. Scheduling and Notice of Public Hearing (if applicable)
4. Review & Decision

The submittal requirements listed in this packet are intended to collect all information required for Larimer County staff, review agencies, and the Board of County Commissioners (if applicable) to fully evaluate the Administrative Special Review proposal. At the required pre-application conference, a planner will determine which submittal requirements are applicable for your submittal based on site specific characteristics and the details of your 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.

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



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 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 STR building/structure is adjacent to or if any portion of the property is within a floodplain, additional standards and restrictions may apply.

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.

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



THINGS TO CONSIDER

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>

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



SUBMITTAL REQUIREMENTS

**Separate Electronic PDFs of ALL Submittal Materials
(must be in PDF format and named as listed below)**

Item:	Description:	Required	Staff Review
1.	Application Form - <i>must be signed by all property owners</i>		
2.	Application Fee - <i>current fee at time of submission</i>		
3.	Other Associated Fees - <i>if applicable</i>		
4.	Project Description – <i>detailed description of the proposed project, include review criteria from Section 6.4.2.D and 3.3.5.B. of the Land Use Code. Please see following pages for Project Description Form.</i>		
5.	Operations Manual - <i>see following pages</i>		
6.	Site Plan - <i>see following pages</i>		
7.	Floor Plans - <i>must be sized 8.5 x 11</i>		
8.	Egress Maps - <i>Maps for each habitable room that include exit routes, address, GPS Coordinates and the phone number of the short-term rental (if no land line add Property Managers number). You can create Egress Maps from your Floor Plans.</i>		
9.	Escape Route Maps - <i>applicable only if the short-term rental is adjacent to a floodplain. See attached Floodplain Overlay District Standards sheet.</i>		
10.	Non-Subdivision Water Supply Inquiry – <i>if water is supplied by a well. See attached sheet.</i>		
11.	Ownership & Encumbrance* - <i>contact a Title Company for this information. See attached example.</i>		
12.	Submittal Checklist - <i>one copy of this checklist</i>		
13.	Pre-Application Form - <i>last page of this packet</i>		

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

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



ADDITIONAL INFORMATION

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

Final Submittal Requirements (if revisions are required):

1. *Site Plan*
2. *Floor Plans*
3. *Egress Maps*
4. *Operations Manual*

License Renewal and Life-safety Inspection – STR license renewal will be required every other year on the anniversary of the original approval or license date. Re-inspection by the Building Division will be required every four (4) years accompanying the license renewal.

***Please keep your email updated so this condition of approval can be met.**

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

1. Short-term Rentals webpage: <https://www.larimer.gov/short-term-rentals>
2. Development Review Fee Schedule
3. Larimer County Land Use Code or view it online at:
http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm
4. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at:
<http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>



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: _____

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



ITEM #4 PROJECT DESCRIPTION

Page 1 of 3

Summary	What are you proposing? (Example: 3-bedroom Hosted STR; Max Occupancy 6) NOTE: If there is anything you would like us to know about your property, please communicate that to us here. <hr/> <hr/> <hr/> <hr/> <hr/>
ELEMENT	DIRECTIONS: PLEASE CIRCLE 'YES' TO INDICATE THAT YOU ACKNOWLEDGE EACH STANDARD
Admin Special Review Criteria Article 6.4.3.D of the Land Use Code	<p>1. The proposed use has minimal impacts on existing and future development of the area:</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>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;</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>3. The recommendations of referral agencies have been considered and adequately addressed;</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>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</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p> <p>5. The applicant has demonstrated that this project can meet applicable additional criteria listed in Article 3.0, Use Regulations.</p> <p style="text-align: center;">YES, I acknowledge the above standard.</p>
ELEMENT	DIRECTIONS: Please circle 'YES' if you meet the standard. Please circle 'NO' if you do not meet the standard. If you circle 'NO', please elaborate as to why you cannot meet the standard.
Standards for Short-term Rentals: Article 3.3.5.B.2	<p>a. Only one short-term rental shall be allowed on a property.</p> <p style="text-align: center;">YES, I can meet the above standard; NO, I cannot meet the above standard.</p> <p>If you circled NO, please elaborate here: _____ _____</p>

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



ITEM #4 PROJECT DESCRIPTION

Page 2 of 3

B. The hosted short-term rental structure, any portion of the primary parking, and 100-feet of the existing driveway abutting the primary parking shall not be located within the Floodplain Overlay (FPO) District Zone AE (Floodway), the Floodplain Overlay (FPO) District Zone AE (Flood Fringe), the Floodplain Overlay (FPO) District Zone A, Floodplain Overlay (FPO) District Zone AH, nor within Floodplain Overlay (FPO) District Zone AO.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

C. The hosted short-term rental shall be equipped with an operations manual/users guide that is placed in a visible location (such as an entry table or kitchen table) accessible to all guests.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

D. The hosted short-term rental shall not be advertised as an event space.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

E. To be issued a new license, a hosted short-term rental must first undergo and pass a life-safety inspection or other required building inspection.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



ITEM #4 PROJECT DESCRIPTION

Page 3 of 3

In addition to the standards listed above, for Large (11-16 guests) Hosted STRs:

A. The hosted short-term rental shall be equipped with a fire sprinkler system.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

B. The hosted short-term rental shall meet International Building Code (IBC) accessibility requirements for a commercial operation.

YES, I can meet the above standard.

NO, I cannot meet the above standard.

If you circled NO, please elaborate here: _____

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



ITEM #5 OPERATIONS MANUAL

Completed: Y/N	Please include in your Operations Manual
	Contact Information. 24-hour contact information (i.e., name, address and telephone numbers) for the Owner.
	Address. The address, GPS coordinates and phone number of the STR.
	Maximum Occupancy Limits. The maximum number of occupants allowed to occupy the Hosted STR and the number of bedrooms.
	Parking Instructions. Where vehicles are allowed to park on the property shall be clearly indicated. Vehicles must park on the property. On-street parking or parking on neighboring properties is not allowed.
	Escape Route. A map of an escape route from the Hosted STR to a mainline road. An aerial map (does not need to be scaled) can be used by visiting: https://www.larimer.org/assessor/search#/property/
	Emergency 911. Contact information for the Fire District/ Department having jurisdiction, as well as contact information for Police/Sheriff and ambulance service.
	Emergency Shut Off Information. The location of, and instructions for, emergency shutoff of water, gas and electrical systems.
	Fire Extinguisher Information. Location and instructions on how to operate fire extinguishers.
	Garbage Storage and Removal. Information regarding the plan for garbage storage (inside and outside) and removal shall be provided.
	Fire Pit and/or Fire Ban Information. If providing a fire pit, please include instructions, the Wildfire Hazard Area restrictions and the dangers of fires in Colorado. (page 11)
	Wildlife Interaction. Please include the information provided on pages 12-13 in the packet in your Operations Manual.
	Quiet Hours. Please include restrictions on after-hour noise from your HOA or Larimer County's Noise Ordinance (https://www.larimer.org/policies/noise), whichever is more restrictive.
	Cigarette Butt Disposal - Address cigarette smoking on the property including direction on the proper disposal of cigarette butts. If not allowing cigarette smoking on the property, clearly state this.
	Floodplain Hazard Area Info (if applicable): Include information on sheltering in place or provide information on escape route map and safest way to evacuate. In addition to being in the OM, this information shall also be posted on or adjacent to the primary exit door. Please see Floodplain Overlay District Standards provided on the following pages.
	County Parks/Open Space Pass Info: Include information notifying guests that anyone visiting a Larimer County park or open space must purchase the required entrance permit pass for the park or open space.

WILDFIRE HAZARD AREA RESTRICTIONS AND THE DANGERS OF FIRES IN COLORADO

Like most parts of Colorado, Larimer County faces the ever-present risk of wildfire and flooding, in both the rural and urban areas. The following tips will help visitors to Larimer County be prepared and informed should a wildfire or flood emergency arise:

- Text NOCOALERT to 888777 or sign up at www.nocoalert.org to receive all emergency alerts and evacuation orders sent in Larimer County - including wildfire and flood evacuation orders and guidance. You **MUST SIGN UP** to receive emergency evacuation orders and guidance.
- Keep a full tank of gas in an evacuation vehicle while staying in your Short-Term Rental, and review how to open the garage door manually without electricity in the event of an evacuation.
- Evacuate immediately before, or as soon as voluntary evacuation orders are given for your alerted area - do not wait for mandatory evacuation orders.
- Know at least 2 routes out of the town or area in which you are staying. In the event of an emergency evacuation, some routes may be blocked
- In some areas of Larimer County, water supply for firefighting and access for emergency vehicles may be limited or unavailable
- **NO SOLID FUEL-BURNING OUTDOOR FIRE APPLIANCES ARE PERMITTED FOR USE BY TRANSIENT RENTERS IN SHORT-TERM RENTAL UNITS IN LARIMER COUNTY.** Solid fuel-burning exterior appliances including, but not limited to fire pits, outdoor fireplaces, portable outdoor fireplaces, Solo Stove or similar, briquette or pellet-burning BBQ, smoker, or similar. (Larimer Co. Land Use Code)



LIVING WITH WILDLIFE

Handling Conflicts

There are many resources available to help if you are experiencing conflicts with wildlife. If you have conflict issues involving big game species, you should contact your local Colorado Parks and Wildlife office. Big game species include deer, elk, pronghorn, sheep, goats, bear, and moose. Before calling, read the appropriate articles, listed below, to learn of ways you can reduce the potential for conflicts with wildlife.

If a wildlife conflict poses immediate danger for the animal or people in the area, call your local CPW office or law enforcement agency. Please do not call if the conflict is simply "nuisance" in nature.

If you have nuisance wildlife issues that cannot be resolved, please check the yellow pages in your phone book under Pest Control. Again, read the pertinent articles below before calling; you may be able to resolve problems on your own.



Avoiding Conflicts

As cities along the Front Range and throughout Colorado grow, new or expanding subdivisions impact wildlife habitat. Wild animals are often displaced by development. Some species are able to live in nearby open spaces, parks, undeveloped parcels of land, river bottoms, and on or near bodies of water. Others have adapted well to urban living; skunks and raccoons, in particular, seem to thrive in and near cities. In most situations, people and wildlife can coexist. The key is to respect the wildness of wildlife.

“Wildlife” is just that—wild. Most dangerous and potentially harmful encounters occur because people fail to leave the animals alone. Wildlife should not be harassed, captured, domesticated or fed. Intentional or inadvertent feeding is the major cause of most wildlife problems, and it is illegal to feed deer, bighorn sheep, mountain goats, pronghorn, and elk in Colorado.

General

informational pamphlets about possible wildlife conflicts and mitigation methods, and Colorado Parks and Wildlife contact information.

The use of the signs will be determined by the local wildlife officer—for example, if a bear has been getting into trash in a neighborhood, the Bear Alert sign may be placed nearby. Signs will stay in place for a few days so that the public can be made aware of wildlife activity, but not long enough that residents and visitors might become habituated to the visual signal of the sign.

These signs are part of the Colorado Parks and Wildlife's ongoing efforts to assist and inform the public about certain wildlife activity on the Front Range. It is expected that people in an area temporarily affected will heed these alerts, and take advantage of prevention tips and information provided by the signs.

Bear Alert— When this sign is posted it means that a bear has been seen in the area or neighborhood. The bear may or may not have had contact with food sources or caused property damage. Citizens need to be aware of the presence of a bear or bears and take precautions:

- Make sure trash is stored in a bear proof container, shed, or garage; put trash out on the morning of pickup only.
- Remove bird feeders and other food attractants (pet food, for example), including BBQ grills.
- Secure windows and doors.
- Supervise children and pets when they are outside.



Lion Alert—When this sign is posted it means that a lion has been seen in the area or neighborhood. The lion may or may not have had contact with humans or pets. Citizens need to be aware of the presence of a mountain lion and consider these precautions:

- Supervise children and pets when they are outside.
- Refrain from playing, running, or walking outside between dusk and dawn.
- When leaving home or returning in the evening and early morning hours, turn on outside lights.



Coyote in the Area—When this sign is posted it means that a coyote or coyotes have been seen in the area or neighborhood. The coyote may or may not have had contact with humans or pets. Citizens need to be aware of the presence of coyotes and consider precautions:

- Supervise pets or small children when they are outside.
- Make sure there are no food attractants near homes or in the area (bird feeders, pet food, trash, etc.). Remove or store attractants indoors.

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW



#5 OPERATIONS MANUAL

ESCAPE ROUTE EXAMPLE

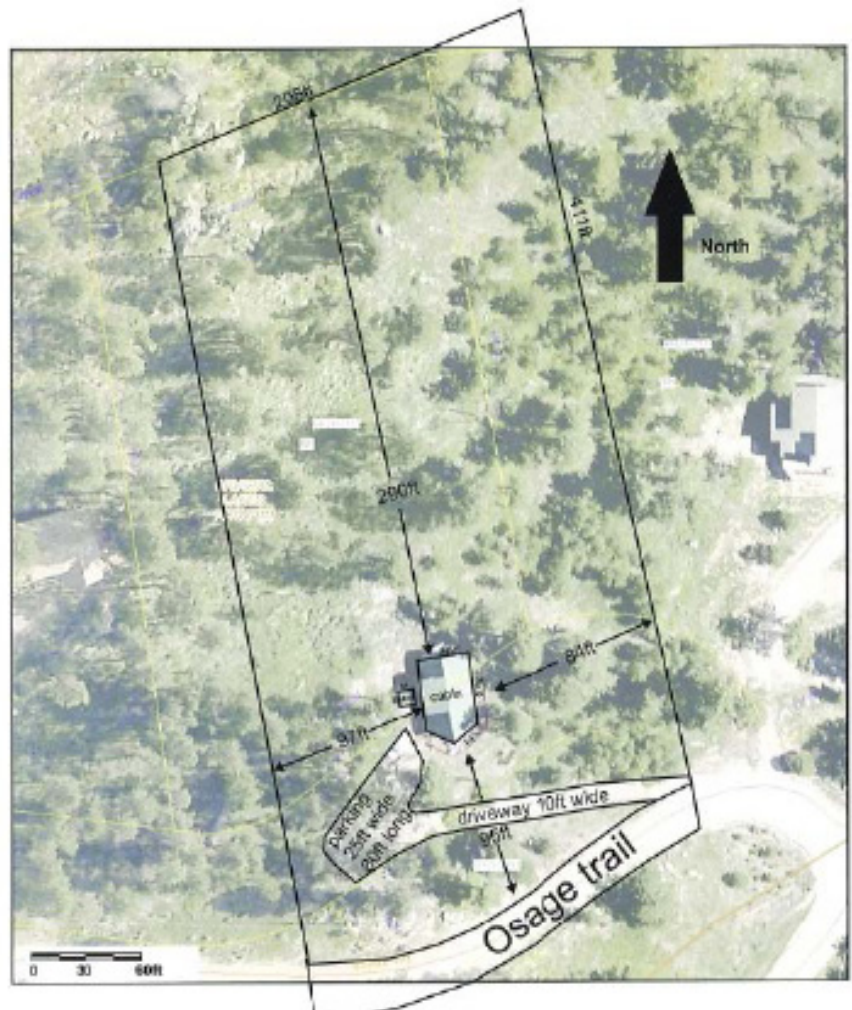


Item #6 Site Plan

SITE PLAN REQUIREMENTS

1. **Drawing Title/Project Name** (Ex: ABC Short-Term Rental Site Plan)
2. **Owner or Property Manager Information** - Name, Address & Phone Number
3. **For an existing building you may use an aerial map. Please include the following:**
 - North Arrow
 - Property boundary
 - Label/outline existing structures
 - Show parking areas and # of parking spaces
4. **For Short-term Rentals located adjacent to a Floodplain or if any portion of the short-term rental property is located within a floodplain, the following should be included on the Site Plan:**
 - Adjacent stream or river channel(s)
 - County regulatory floodplain(s)
 - Label and dimension 100-feet of the existing driveway abutting the primary parking

Example:



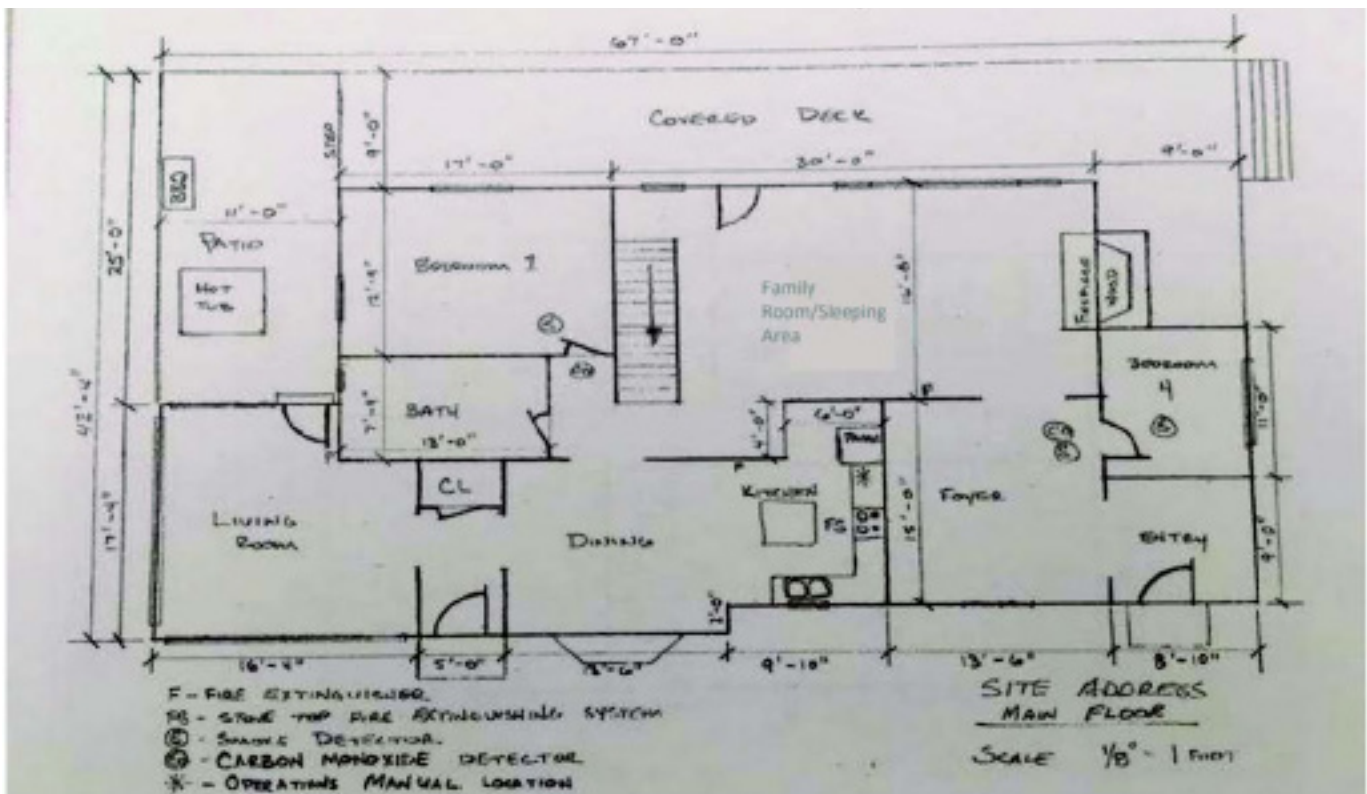
HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



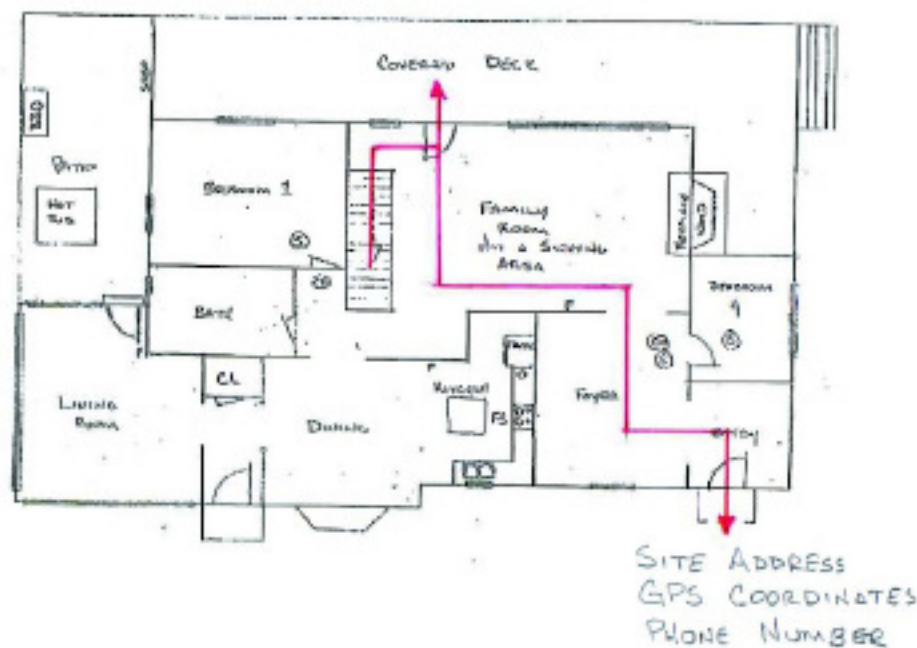
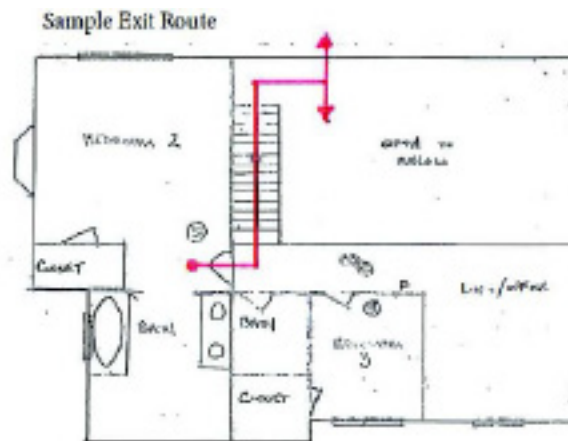
Item #7 Floor Plans

1.	Summary	A floor plan of each level of the home, drawn to a common scale or with all dimensions included on a 8.5 x 11 paper. The plan must be complete, legible and accurate
2.	Floor Plan Details	<p>1. Label all rooms including bedrooms, additional sleeping areas outside of a bedroom, bathrooms, common areas, mechanical equipment rooms, fireplaces, decks, porches, stairs, windows, and attached garages. All sleeping rooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements.</p> <p>2. Label location of fire extinguishers, smoke detectors, carbon monoxide detectors, stove-top fire stops, and the operations manual.</p>



Item #8 Egress Maps

Egress maps can be created from your floor plans. Please include the address, phone number, and GPS coordinates of the STR on each egress map. See example below.



HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item #10: Non-subdivision Water Supply Inquiry Form

Date: _____

Property Address: _____ City: _____

Parcel Number(s): _____

Legal Description (including Section, Township and Range): _____

Property Owner Name: _____ Phone #: _____

Property Owner Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone: _____

Contact Person Address: _____ City: _____

Zip: _____

Proposed Land Use Description: (Please circle one):

Agricultural; Business, Commercial, Equestrian, Lodging, Public Use or Other (if other, please explain):

Type of Business (include the type of business, hours/days of operation, area irrigated and # of people served):

Proposed Source of Water Supply: _____ Estimated Water Use (gallons per day): _____

If on a Well:

How well water will be used: _____ Current Well Permit #: _____

Permitted Use: If Well Permit # unknown, please list owners names (past and present). (Locating the current well permit # is strongly encouraged): _____

of Users of the Well: _____

Sewage Disposal System: Existing: _____ Proposed: _____

If the applicant would like to have an initial evaluation from the State Engineer regarding the well and use, please send this information to:

State of Colorado, Office of the State Engineer Attn: Sarah Brucker
1313 Sherman Street Room 821
Denver CO 80203
Phone: 303-866-3581

HOSTED SHORT-TERM RENTAL

ADMINISTRATIVE SPECIAL REVIEW PROCESS



Item #11 O&E Report

EXAMPLE:



O&E REPORT

Property Information

Owner: NA
Address: NA
County: Larimer
Parcel: XXX
Effective Date: May 27, 2020

Legal Description

COMMENCING at the Northwest corner of said Southwest One-Quarter of Section...
County of Larimer, State of Colorado

Ownership

Document Type	Date	Sales Price	Reference Number
Quit Claim Deed	4/26/2010	\$x	
Warranty Deed	9/1/2017	\$x	

Encumbrances

Document Type	Date	Payable to	Amount	Reference Number
Deed of Trust	8/1/2017	Elevations Credit Union		

Please see attached documents

This information is deemed reliable, but not guaranteed. No insurance product is associated with this information and Unified Title Company does not certify the information contained in this report and assumes no liability as to loss, consequence or damage resulting from the use of this information.

ACKNOWLEDGEMENT

(if choosing not to pursue STR approval)

Date: _____

PARCEL NUMBER: _____

SITE ADDRESS: _____

I/we are the owner(s) of the property referenced above. If there is more than one owner, I am authorized to act on behalf of all the owners of the property. The property is currently being rented on a short-term basis without required County approvals. After discussion with County staff regarding the Land Use Code regulations to obtain the required approvals, I/we have decided not to pursue an application at this time.

Therefore, I/we will:

1. Immediately discontinue advertising the property for rent for periods of time less than 31 days.
2. Stop accepting future reservations to rent the property for periods of time less than 31 days as of the date of this Acknowledgement.
3. Cancel all reservations that commence on or after 31 days from the date of this Acknowledgement.

I understand if, in the future, I want to rent a residence for less than 31 days, I must first obtain the required County approvals.

I also understand the County regularly monitors advertising and rental activities. Should it be discovered that I/we begin to again advertise and rent the property for periods of time less than 31 days, further action may be taken including steps to seek an injunction for the illegal use to cease.

By: _____

Property Owner Name(s)

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

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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