



# ADMINISTRATIVE SUBDIVISION SUBMITTAL REQUIREMENTS

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

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

# ADMINISTRATIVE SUBDIVISION 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.

The administrative subdivision procedure provides a streamlined land division process that allows the creation of no more than two new lots (resulting in three lots total) that meet the requirements of the Land Use Code. Please reference Article 6.5.3.B in the Land Use Code for Eligibility Criteria.

1. Sketch Plan - This should be completed
2. Application Submittal & Processing (pre-application conference required)
3. Staff & Referral Agency Review- minimum 21-day referral period
4. Review & Decision
5. Post-Decision Actions

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.

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

# 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>

# ADMINISTRATIVE SUBDIVISION PROCESS



## Submittal Materials

One separate PDF 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 Fees - if applicable		
4.	Project Description – detailed description of the proposed project, include review criteria from Section 6.5.3.B and 6.5.5.D of the Land Use Code. Please see following pages for Project Description requirements.		
5.	Final Plat Contents: See following pages		
6.	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		
7.	Legal Description – include for each parcel (should be on a separate page)		
8.	Ownership & Encumbrance* - contact a Title Company for this information.		
Reports and Plans			
9.	Geological Hazard Mitigation Plan		
10.	Traffic Impact Study - Applicable for access point off a State Highway		
11.	Water Supply Report for Domestic Use and Fire Protection		
12.	Wildfire Mitigation Plan		
13.	Drainage/Stormwater Narrative		
14.	Sewage Disposal Report		
15.	Access Construction Plan		
16.	Use Plan		
17.	Geotechnical Report		
18.	Closure Data- plat boundary data (perimeter bearings, distances, closure and acreage information).		
19.	Monuments - see following pages for details		
19.	Completed Public Opinion of Costs Sheet		
20.	Landscape Plan		

# ADMINISTRATIVE SUBDIVISION PROCESS



## Item# 4 Project Description

Element	Description	Include (but not limited to)
Summary	The project description is a narrative explaining what is being proposed.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal
Administrative Subdivision Review Criteria	How the proposal meets the applicable review criteria in Article 6.3.8.D. of the Land Use Code	In reviewing a proposed administrative subdivision application, the Director, or the Board of County Commissioners if referred, shall consider the general approval criteria in §6.3.8.D, and if the proposed administrative subdivision meets all requirements in §6.5.3.B, Eligibility and 6.5.5.D.
Existing Conditions	A written detailed description of the existing conditions.	<ul style="list-style-type: none"> <li>• Zoning</li> <li>• Current use of the property</li> <li>• Size of the property</li> <li>• Size (outer dimensions and area in square feet) of all existing buildings</li> <li>• Existing uses of all buildings</li> <li>• Use of surrounding properties</li> <li>• Off-site conditions</li> <li>• Recent and present uses of the site (ie: pasture, irrigated or dry land crops, etc.)</li> </ul>
Proposed Changes and Improvements	List any proposed changes or improvements	<ul style="list-style-type: none"> <li>• Total area of the project</li> <li>• Total developable land in the project (list the area of residential use, non-residential use, residual land)</li> <li>• Number of lots/number of dwelling units</li> <li>• Lot sizes</li> <li>• Proposed use (residential, commercial, etc.) and the total area of each use</li> <li>• Landscaping</li> </ul>
Infrastructure (Utilities)	A written detailed description of the current and proposed infrastructure.	<ul style="list-style-type: none"> <li>• Sewage disposal /water supply (include the name of district if applicable and a description of any utility extensions needed to serve the project) (see Article 4 of the Land Use Code)</li> <li>• Fire protection (see Article 8.1.4 of the Land Use Code)</li> <li>• Roads (include surface type)</li> <li>• Existing and proposed utilities, easements, irrigation facilities, etc.</li> </ul>
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> <li>• Approximate sight distance at proposed access location as measured from drivers eye entering and exiting the access point.</li> <li>• 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 will be required to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use)</li> <li>• Surface of access (gravel, asphalt, concrete, etc.)</li> </ul>
Drainage / Stormwater/ Erosion Control	A written detailed description of drainage features	<ul style="list-style-type: none"> <li>• List any on site or nearby drainage features such as culverts, drainages, water bodies, irrigation ditches, low ponding areas</li> <li>• Site Drainage Plan that includes contours, flow arrows, drainage features</li> <li>• Describe any upstream flows that flow onto the site, how flows are conveyed across the site, and where the flows go when leaving the site</li> <li>• Describe how Sediments &amp; Erosion Control will be handled on the site during and after construction</li> </ul>
Other Information	Any other pertinent information	<ul style="list-style-type: none"> <li>• List land dedications, if any</li> <li>• Any previous applications on the site</li> </ul>

# ADMINISTRATIVE SUBDIVISION PROCESS



## Item# 5 Plat

Element	Include
Final Plat Contents	<ol style="list-style-type: none"><li>1. The plat shall conform to all the requirements of C. R. S. 1973 38-51-106 (Land Survey Plats). A workmanlike execution of the plat shall be made in every detail. A poorly drawn or illegible plat is sufficient cause for its rejection.</li><li>2. The first submittal of the final plat shall be a blueline copy in the following size: twenty- four (24) inches by thirty-six (36) inches. The final submittal of the final plat shall be delineated in drawing ink on mylar, or other acceptable material, in the following size: twenty-four (24) inches by thirty-six (36) inches. No portion of the final plat shall have "stick on" type material. A photo mylar with original signatures is acceptable.</li><li>3. The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. When the property is bounded by an irregular shore line or body of water, the bearings and distances of a closing meander traverse shall be given and notation made that the plat includes all land to the water's edge or otherwise.</li><li>4. All blocks and all lots within each block shall be numbered consecutively and shown on the plat.</li><li>5. On curved boundaries and all curves on the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall include the following for circular curves:<ol style="list-style-type: none"><li>a. Radius of curve.</li><li>b. Central angle.</li><li>c. Arc length.</li><li>d. Chord length and bearing.</li><li>e. Notation of non-tangent curves with radial bearings shown to all points of non- tangency.</li></ol></li><li>6. Excepted parcels shall be marked "not included in this subdivision" and the boundary completely indicated by bearings and distances.</li><li>7. Naming of Lots, Outlots, Open Space Tracts and other Parcels shall be labeled as follows:<ul style="list-style-type: none"><li>• Outlots: All parcels that are to be used only for drainage easements, rights of way or other uses that do not need any buildings must be labeled "Outlot" followed by consecutive letter designations beginning with "A".</li><li>• Residual Lots: All parcels in Conservation Developments and Rural Land Plans that are considered to be Residual Land must be labeled "Residual Lot" followed by consecutive letter designations beginning with "A". Residual lots must be further identified by one of the following applicable designations that must be placed in parentheses after the residual lot label:<ol style="list-style-type: none"><li>1. Buildable/Residence(s) for those residual lots that may be occupied by a single family dwelling;</li><li>2. Buildable/Support Buildings Only for those residual lots that may be occupied by buildings that are accessory to the use of the residual lot; or</li><li>3. Non-Buildable for those residual lots that are not intended to be occupied by any buildings.</li></ol></li><li>• Common Area Lots: All parcels in Subdivisions, Conservation Developments, Rural Land Plans, Planned Land Divisions s and Minor Land Divisions that are common open space for the development must be labeled "Common Area Lot" followed by a letter designation beginning with "A". Common Area Lots must be further identified by one of the following applicable designations that must be placed in parentheses after the common area lot label:<ol style="list-style-type: none"><li>1. Buildable/Support Buildings Only for those common area lots that may be occupied by buildings or structures that are intended for use by the lot owners in the development; or</li><li>2. Non-Buildable for those common area lots that are not intended to be occupied by any buildings or structures.</li></ol></li></ul></li></ol>

# ADMINISTRATIVE SUBDIVISION PROCESS



## Item# 5 Plat Cont.

Element	Include
Final Plat Contents Cont.	<ul style="list-style-type: none"> <li>• Residential, Commercial, Industrial or Multi-family Lots: All parcels in Subdivisions, Conservation Developments, Planned Land Divisions and Minor Land Divisions that are for residential, commercial, industrial or multi-family purposes must be labeled "Lot" followed by a number designation beginning with 1.</li> <li>8. All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field.</li> <li>9. All dimensions of irregularly shaped lots shall be indicated on each lot.</li> <li>10. Bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.</li> <li>11. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgement.</li> <li>12. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.</li> <li>13. The information on the plat shall include, in addition to the requirements of C. R. S., 1973, 38-51-106, the following:             <ul style="list-style-type: none"> <li>a. Name of subdivision and date of preparation. The plat must be titled properly and must include the Planning Department's file number (for example, XYZ Subdivision, File #21-LAND0000).</li> <li>b. The drawing shall be made at a scale of 1"=100', or less. Where lot size is greater than 2.5 acres, a scale of 1'=200' may be used.</li> <li>c. Square footage of each lot and/or tract (acreage to the nearest one hundredth acre may be substituted for square footage when the lot exceeds one acre in size).</li> <li>d. It is encouraged that the surveyor show all conflicting boundary evidence (ie. fences, monuments, physical features, etc.), to comply with Colorado Revised Statute 38-51- 106 (k).</li> </ul> </li> <li>14. Notations and Recordation: Developer shall note on the final subdivision plat, as a plat note, and in a disclosure statement the existence of the Development Agreement as recorded by the Larimer County Clerk and Recorder. Developer shall note on the final subdivision plat and in the disclosure notice the entity/person(s) responsible for maintenance of the improvements, landscaping, common areas and Residual Land. Developer shall file for recording with the Larimer County Clerk and Recorder, the Development Agreement and any deeds and/or other documents required as part of the final plat approval of this development by the Board of County Commissioners.</li> <li>15. Notations and Recordation: Developer shall note on the final subdivision plat, as a plat note, and in a disclosure statement the existence of the Development Agreement as recorded by the Larimer County Clerk and Recorder. Developer shall note on the final subdivision plat and in the disclosure notice the entity/person(s) responsible for maintenance of the improvements, landscaping, common areas and Residual Land. Developer shall file for recording with the Larimer County Clerk and Recorder, the Development Agreement and any deeds and/or other documents required as part of the final plat approval of this development by the Board of County Commissioners.</li> <li>16. Right-of-Way Dedications - Existing ROW dedications and proposed ROW dedications with the Plat must be shown and labeled on the plat as " ## feet (## ac, ##sf) of additional right-of-way dedicted with this plat</li> <li>17. Show regulatory floodplain limins in plan view</li> </ul>



# ADMINISTRATIVE SUBDIVISION PROCESS



## Item# 5 Plat Cont.

Element	Description	Include
Final Plat Contents Cont.	APPROVAL STATEMENTS: The plat shall contain the following statements:	<p>1. RECORDATION INFORMATION: Lots in this development are subject to the conditions and requirements of a Development Agreement. The Developer and Larimer County executed this agreement in consideration of the approval of this Development. This Agreement is recorded in the Larimer County Clerk's and Recorder's office immediately after this plat. All purchasers should obtain and read the Development Agreement.</p>
Final Plat Contents Cont.	Signature Blocks	<p>2. APPROVAL OF SURVEY PLAT: This plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivided and his surveyor concerning any noncompliance of this plat with current survey requirements. Date: _____ _____, Colorado P.L.S. No. _____ (Signature) _____, Larimer County Engineering Department (Printed Name)</p> <p>3. CERTIFICATION OF OWNERSHIP AND DEDICATION: Know all men by these presents that _____], being the owner(s) of that part of the (described quarter-section, section, township, range), Larimer County, Colorado, being more particularly described as follows, to wit: Beginning at (complete legal description); containing (to nearest one-hundredth) acres more or less; have by these presents caused the same to be surveyed and subdivided into lots (and blocks as appropriate) to be known as the plat of _____ (Subdivision name), and do hereby dedicate and convey to and for public use forever hereafter the streets as are laid out and designated on this plat, and do also reserve perpetual easements for the installation and maintenance of utilities and for irrigation and drainage facilities as are laid out and designated on this plat, witness our hands and seals this _____ day of _____, 20____.</p> <p>_____ Owner(s) The signature(s) shall be notarized as follows: State of _____) _____) SS County of _____) The foregoing dedication was acknowledged before me this _____ day of _____, 20__, by _____.</p> <p>SEAL _____ Notary Public</p> <p>My commission expires _____</p>

# ADMINISTRATIVE SUBDIVISION PROCESS



## Item# 5 Plat Cont. Plan

Element	Description	Include
Final Plat Contents Cont.	Signature Blocks	<p>NOTES:</p> <p>(A) Where a mortgage or lienholder are involved, the dedication and signature block must be modified accordingly.</p> <p>(B) Where private streets are allowed, the dedication must be modified accordingly.</p> <p>4. SURVEYOR'S CERTIFICATE: I, _____(surveyor's name), a duly registered land surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name) truly and correctly represents the results of a survey made by me or under my direct supervision.</p> <p>_____ Surveyor /Seal</p> <p>5. BOARD OF COUNTY COMMISSIONERS APPROVAL: Approved by the Larimer County Board of County Commissioners this day _____ of _____ 20__ . All dedications are hereby accepted on behalf of the public. This approval does not constitute acceptance of responsibility by the County for construction, repair, or maintenance of any streets, highways, alleys, bridges, rights-of- way or other improvements designated on this plat.</p> <p>_____ Chairman</p> <p>ATTEST:</p> <p>_____ Clerk of the Board</p> <p>6. LARIMER COUNTY HEALTH AUTHORITY APPROVAL: By the Larimer County Health Authority this _____day of _____, 20____. All construction on this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a manner which will meet all of the requirements of the Colorado Department of Health, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.</p> <p>_____ Larimer County Health Authority</p>

# ADMINISTRATIVE SUBDIVISION PROCESS



## Final Submittal of Approved Plat

### **FINAL SUBMITTAL OF THE PLAT:**

Once the above information has been submitted and reviewed, the applicant will need to submit the following information before the plat can be recorded (the applicant will need to communicate with the assigned planner as to when this information is needed). The plat will not be recorded until all of the following information has been submitted and determined to be complete.

1. One (1) mylar copy of the plat (24"x36" in size) with all owners/lienholders signatures. Must have original signatures.
2. Final signed Access Construction Plans
3. One (1) digital submittal of the final plat as it will be recorded in a pdf or jpg format – either e-mailed to [lcplngbldg@larimer.org](mailto:lcplngbldg@larimer.org) OR put on a CD.
4. Final Landscape Plan
5. Ownership and Encumbrance – contact a Title Company for this information.
6. Final Development Agreement with all required signatures (if applicable)
7. Final form of collateral (letter of credit, escrow agreement, cash depositor development loan agreement, if applicable)
8. Final Property Owners Documents
9. Final Disclosure Notice with all signatures
10. Executed Consent of Lienholder and Subordination of Lien Form (if applicable) – see attached
11. Quit Claim Deeds from the developer to the HOA for common tracts (if applicable).
12. Recording Fees
13. Property Taxes - Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all prior year taxes have been paid. Please make sure that all prior year property taxes have been paid on all parcels before submitting the final mylars.
14. Utility Plans (if applicable)
15. State Access Permit and/or Larimer County Access Permit (if applicable)

Prior to the plat being signed by the Board of County Commissioners, the Larimer County Planning Department will verify with the Larimer County Treasurer Department that all prior year taxes have been paid on all parcels on the final plat.

If the taxes have not been paid, the applicant will be notified of such by the Larimer County Planning Department. The final plat may not proceed to the Board of County Commissioners for signature until proof has been submitted to the Larimer County Planning Department that all prior year taxes have been paid.

**FINAL PRINTED MYLAR MUST BE DELIVERED TO THE PLANNING DEPARTMENT ONLY**

# ADMINISTRATIVE SUBDIVISION PROCESS



## Reports & Plans

Fire Protection Plan	A written description addressing Article 4.3.6.G and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures.
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Traffic Impact Memo	See Article 4.3.3. of the Land Use Code. A report prepared by a professional engineer to analyze the short and long term impacts of vehicular traffic associated with new development and identification of any improvements necessary to mitigate the impacts.
Water Supply Report	A letter from the Water District committing to provide such service consistent with Article 4.3.7. of the Land Use Code shall be provided.
Drainage/Stormwater Narrative (new construction only)	See Article 4.3.4. of the Land Use Code.
Sewage Disposal Report (new construction only)	<ul style="list-style-type: none"><li>• If public sewer: A letter from the Sanitation District committing to provide such service consistent with Article 4.3.5 of the Land Use Code shall be provided</li><li>• If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See section 4.3.5.2</li></ul>
Wildlife Conservation Plan (new construction only)	See Article 4.4.4. of the Land Use Code.
Geotechnical Report (new construction only)	A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal.
Wetland Mitigation Report	See Article 4.4.2. of the Land Use Code.
Monuments	<p>For subdivision or resubdivision, in regard to the survey, compliance with all the rules and regulations as set forth in Articles 51 and 53, Title 38, Colorado Revised Statutes, 1973 shall be required. The monumentation required shall be completed before final plat approval is given. In addition, the following shall be required:</p> <ol style="list-style-type: none"><li>1. A copy of each monument record the surveyor has filed with the State Board of Registration for Professional Land Surveyors, or if the surveyor has used an existing monument record, and the description of the monument and it's accessories substantially matches that of the one indicated on the plat, a copy thereof is acceptable.</li><li>2. Any plat to be filed shall reference at least two (2) public land survey monuments in the section in which it is located.</li><li>3. All final plats shall be reviewed by the Larimer County Public Works Department for compliance with the survey requirements of Larimer County and of state law pertaining to platting and monumentation.</li></ol>



## 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	9/1/2017	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.*



# 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](http://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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