



# **AMENDED PLAT SUBMITTAL REQUIREMENTS - BUILDING ENVELOPE OR REMOVE PLAT NOTE**

**Revised July 2022**

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## **CONTACT INFO:**

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

# AMENDED PLAT PROCESS - BUILDING ENVELOPE OR REMOVE PLAT NOTE



## 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: The Amended Plat process can be used to modify an existing building envelope or remove a plat note from a previously approved and recorded plat.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 14-day referral period
3. Scheduling & Notice of Public Hearing
4. Review & Decision
5. Post-Decision Actions

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 amended plat proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

# 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

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		
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.5.7 of the Land Use Code. Please see following pages for Project Description requirements		
5.	Existing Structures – detailed description of the type, size, and location of any existing structures on all lots (it may be in written form or as a map)		
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.	Plat Exhibit – drawing showing existing and proposed building envelopes with dimensions. The approval/recorded document will be a Findings and Resolution with the Plat Exhibit attached.		
8.	Utility Check Sheet – signed by all applicable utility providers. See check sheet attached		
9.	Easement / Right-of-Way Legal Description (if applicable) – the legal description of the proposed easement(s) to be vacated		
10.	Ownership & Encumbrance - contact a Title Company for this information.		
11.	Submittal Checklist		
12.	Pre-application Form - last page of packet		

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

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## ADDITIONAL INFORMATION

### **Building Permits -**

Building permits will NOT be accepted on the property while the application is pending.

### **Hearings –**

Hearings are held with the Board of County Commissioners on the second and fourth Monday of each month. These hearings are held in the Commissioner's Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form.

Note: All proceedings are recorded.

### **Public Notice –**

The Planning Department will publish notice of the hearing once in a newspaper serving the area of the requested change at least 14 days prior to the hearing date. Notice by first-class mail will also be sent to property owners in the vicinity of the proposal informing them of the hearing.

### **Conditions of Approval –**

The Board of County Commissioners may impose conditions on an amended plat that are necessary to accomplish the purpose and intent of the Land Use Code and Master Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

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## Item# 4 Project Description

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative and on it's own page(s).
Existing Structures	A detailed description of the type, size, and location of any existing structures on all lots.
Other Information	Any other pertinent information about the proposed project.
Review Criteria for Plat Modification Section 6.5.7	<ul style="list-style-type: none"><li>a. No additional lots will be created by the amended plat.</li><li>b. The resultant lots will meet the required minimum lot size of the applicable zoning district and the lot dimension ratio required by §5.2, Lot and Block Standards. If any of the lots are nonconforming with respect to the minimum lot size or the lot dimension ratio, the amended plat must not increase the nonconformity.</li><li>c. The amended plat will not create a nonconforming setback for any existing building;</li><li>d. The amended plat will not adversely affect access, drainage or utility easements, or rights-of-way serving the property or other properties in the area; and</li><li>e. Any covenants, deed restrictions, or other conditions of approval that apply to the original lots must also apply to the resultant lots and be noted on the final plat, except those changes to a condition or note on a plat that are approved with this application. The Director shall consider the original reason or circumstance for a condition or note on a plat when approving a change.</li></ul>

## Item# 7 Plat Exhibit

Element	Description
Project Name and File Number	Example: Amended Building Envelope of Lot4, Meadow Subdivision 5th Filing #21-LAND0000
North Arrow and Scale	Boundaries of the total area with dimensions
Existing Location of: (if applicable)	<ul style="list-style-type: none"><li>• Buildings</li><li>• Structures (i.e. retaining walls, drainage structures, etc.)</li><li>• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li><li>• Roads</li><li>• Easements</li></ul>
Engineering Items	<p>Access (existing, proposed, and emergency)</p> <ul style="list-style-type: none"><li>• Vehicular access</li><li>• Current and proposed width, name, type, and location of adjacent rights-of-way and easements</li><li>• Proposed easement(s) or right-of-way(s) to be vacated</li></ul>

DISTRICT NAME	CONTACT	ADDRESS	PHONE or EMAIL	
<b>WATER:</b>				
Bald Mountain Water Association	Chuck McAfee	419 Green Mtn. Drive, Loveland	667-7278	
East Larimer County (ELCO)	Mike Scheid	232 Link Lane, Fort Collins	493-2044	
Ft. Collins/Loveland	Chris Pletcher	5150 Snead Drive, Fort Collins	226-3104	
Little Thompson Water	Brad Eaton	835 East Highway 56, Berthoud	344-6373	
North Carter Lake Water	Gary Allen		303-618-7971	
North Weld County Water	Leann Koons	33247 Highway 85, Lucerne	356-3020	
Northern Colorado Water	Rich Patterson	4389 E CR 70, Wellington	568-3975	
Pinewood Springs Water	Gabi Benson	183 Cree Court, Lyons	303-823-5345	
Spring Canyon Water	Kevin Barricklow	4908 Shoreline, Fort Collins	226-5605	
Sunset Water District	Willard Wright	1556 Riverside, Fort Collins	484-0764	
West Fort Collins Water	Doug Biggee	2711 N. Overland, LaPorte PO Box 426, LaPorte	484-4881/ doug@wfcwdist.com	
<b>WATER/SANITATION:</b>				
Berthoud Water & Sanitation - S. Loveland Sanitation also	Berthoud Water	328 Massachusetts, Berthoud	532-2393	
Estes Park Water & Sanitation	Jim Duell	170 MacGregor, Estes Park	586-5331 / jduell@estesparksanitation.org	
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Shane Boyle	700 Wood Street, Fort Collins	221-6339	
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709 / melissa.morin@cityofloveland.org	
Wellington Water & Sewer	Bob Gowing	3735 Cleveland, Wellington	568-3381/ gowingbj@wellingtoncolorado.gov	
Boxelder Sanitation	Development Department	3201 E Mulberry # Q, Fort Collins	498-0604 / Info@boxeldersanitation.org	
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130 / chsd.vessey@hotmail.com	
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866	
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544	
<b>CENTURY LINK:</b>				
Fort Collins/Wellington/Red Feather Lakes/Crystal Lakes	Mark Fairchild Nicole Trupp	124 W Magnolia Street Fort Collins, CO 80525	297-7529 / Mark.fairchild@centurylink.com, Nicole.trupp@centurylink.com	
<b>MISCELLANEOUS:</b>				
Berthoud Fire Protection District	Joe Jaramillo	275 Mountain Ave, Berthoud	532-2264	
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232	
Division of Water Resources	Sarah Brucker	1313 Sherman St.#8244, Denver, CO	sarah.brucker@state.co.us	
Estes Park Fire Department	Kevin Sullivan	170 MacGregor, Estes Park	577-0900 ksullivan@estesvalleyfire.org	
Estes Park Light and Power	Steve Rusch	170 MacGregor, Estes Park	577-3625	
Loveland Fire Rescue Authority	Carrie Dann	410 E 5 <sup>th</sup> St, Loveland	962-2518	
Poudre Fire Authority	Andrew Rosen / Jim Lynxwiler	102 Remington, Fort Collins	221-6570	
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234	
Xcel Energy	<b>USE THE NORTH DOOR</b>	1901 E. Horsetooth, Fort Collins	225-7840	



## UTILITIES CHECK SHEET

**PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.**

Applicant Name & Address: \_\_\_\_\_

Landowner's Name & Address: \_\_\_\_\_

Engineer/Surveyor Name & Address: \_\_\_\_\_

**WATER DISTRICT:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**SANITATION DISTRICT:** \_\_\_\_\_

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**CENTURYLINK:** Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**POUDRE VALLEY REA:** Contact the Engineering Department,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**XCEL ENERGY:** Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**DITCH COMPANY:** \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## 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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