



CONDOMINIUM MAP APPLICATION & SUBMITTAL REQUIREMENTS

Revised December 2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

CONDOMINIUM MAP 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.

Purpose:

The condominium maps procedure is intended to provide a consistent process for creating condominium units in existing buildings.

Applicability:

A condominium map is required for the conversion of any existing building to condominium units.

| |
|---|
| 1. Application Submittal & Processing (pre-application conference required) |
| 2. Staff & Referral Agency Review- minimum 21-day referral period |
| 3. Scheduling & Notice of Public Hearing |
| 4. Review & Decision |
| 5. Post-Decision Actions |

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 Documents

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 Article 6.5.9.D of the Land Use Code. Please see following pages for Project Description requirements | | |
| 5. | Condominium Map - see following pages for requirements | | |
| 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. | Property Owners Association Documents - or their equivalent that addresses the unit owners' right and responsibilities with respect to parking, loading and access facilities, landscaping, utilities and any other common area and facilities on site. The document must also provide perpetual maintenance of common facilities by property owners. | | |
| 8. | Utility Check Sheet – signed by all applicable utility providers. See check sheet attached & contact information sheet | | |
| 9. | Ownership & Encumbrance - contact a Title Company for this information. See sample on following pages | | |
| 10. | Submittal Checklist | | |
| 11. | Pre-application Form- found on last page of packet | | |

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

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Final Documents Required

1. **Final Plat** - mylar copy (24" x 36"). Must have original signatures. See following pages for approval statement requirements.
2. **Deeds** - describing the resultant parcels, signed and dated by owners, and sealed by a Notary Public
3. **Recording Fees** - Please make checks out to the Larimer County Clerk & Recorder. (Staff will determine the fee amount at final submittal).

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 select Monday's of each month (no hearings are held on the 5th Monday of a 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. Hearing dates are not guaranteed.

Public Notice -

Colorado Statutes require that the Planning Department publish notice of the hearing once in a newspaper serving the area of the requested easement vacation at least 14 days prior to the hearing date. Hearing dates are not guaranteed.

Conditions of Approval -

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

Lien Holder Signature –

If there is a lien on the property(s), please be aware that that the lien holder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed amended plat, and who at the company will be responsible for signing the plat.

Property Taxes -

Prior to recording the final plat, all prior year property taxes must be paid.

Pursuant to state law, no subdivision plat can be recorded until proof has been provided that all current and prior year taxes have been paid.

CONDOMINIUM MAP PROCESS



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 its own page(s). It should touch on all the review criteria. |
| 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 Article 6.5.10.D. | <ol style="list-style-type: none">1. The proposed uses in the condominium units are consistent with existing zoning of the site;2. The site complies with §4.7, Landscaping, §4.6, Off-Street Parking and Loading, and Article 8.0, Signs;3. The condominium map complies with the monumentation and plat preparation standards required by state statute; and4. The applicant has submitted property owner's association documents or their equivalent that address the unit owners' rights and responsibilities with respect to parking, loading and access facilities, landscaping, utilities, and any other common areas and facilities on the site. The documents must also provide for perpetual maintenance of common facilities by property owners. If property owners fail to adequately maintain the common facilities, the County Commissioners may take over maintenance and charge the cost to the property owners until property owners demonstrate they can adequately maintain the property. |

CONDOMINIUM MAP PROCESS



Item# 5 Map Requirements

| | |
|---|---|
| Site Data | <ul style="list-style-type: none">• Boundaries of the total area with dimensions Section-Township-Range• Zoning• Units proposed• Water supply/ sewage disposal• Any and all common elements |
| Exisiting Location of: (if applicable) | <ul style="list-style-type: none">• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)• Roads• Easements• Natural or manmade features• Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards• Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property) |
| Engineering Items: | <ul style="list-style-type: none">• Access (existing, proposed, and emergency)• Vehicular access• Emergency vehicular access• Current and proposed width, name, type, and location of adjacent rights-of-way and easements• Proposed easement(s) or right-of-way(s) to be vacated Proposed road right-of-way dedications- See Article 5.7.9 Proposed right-of-way must meet currently adopted roadway classifications |

*The map must be prepared by a Colorado licensed land surveyor. The map shall be clearly labeled as a condominium map with the name of the condominium and the section, township, and range in which the condominium is located.

LAND SURVEY REQUIREMENTS

1. 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. All blocks and all lots within each block shall be numbered consecutively and shown on the plat. (See following pages for information on naming standards.)

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:

- a) Radius of curve.
- b) Central angle.
- c) Arc length.
- d) Chord length and bearing.
- e) Notation of non-tangent curves with radial bearings shown to all points of non-tangency

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Item# 5 Map Requirements

LAND SURVEY REQUIREMENTS CONT.

2. Excepted parcels shall be marked “not included in this subdivision” and the boundary completely indicated by bearings and distances. All streets, walkways and alleys shall be designated as such and streets shall be named. Bearings and dimensions shall be given. All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field. All dimensions of irregularly shaped lots shall be indicated on each lot.

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. 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 acknowledgment.

Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

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Final Plat Approval Statements

The final plat shall contain the following statements:

1. 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 (Land Division 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__.

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

SEAL

Notary Public

My commission expires

NOTES:

(A) Where a mortgage or lienholder are involved, the dedication and signature block must be modified accordingly.

(B) Where private streets are allowed, the dedication must be modified accordingly.

SURVEYOR'S CERTIFICATE:

I, _____ (surveyor's name), a duly licensed Professional Land Surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name/land description) was completed in accordance with the applicable standards of practice and truly and correctly represents the results of a survey made by me or under my direct supervision to the best of my knowledge. This document is based upon my knowledge, information, and belief and is not a guaranty or warranty, either expressed or implied.

Surveyor /Seal

ADDITIONAL PLAT NOTES -

"The new units created by this action are subject to the same restrictions, covenants, and regulations as set forth in the plat of record of (Subdivision Name).

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Final Plat Approval Statements

The final plat shall contain the following statements:

3. 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 subdivider 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)

4. 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.

Larimer County Health Authority

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.

Chairman ATTEST

Clerk of the Board

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: _____

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: _____

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

Comments:

Signed: _____ Date: _____

POUDRE VALLEY REA: Contact the Engineering Department,

Signed: _____ Date: _____

XCEL ENERGY: Comments:

Signed: _____ Date: _____

DITCH COMPANY: _____

Comments:

Signed: _____ Date: _____

| DISTRICT NAME | CONTACT | ADDRESS | PHONE or EMAIL | |
|--|---------------------------------|--|---|--|
| WATER: | | | | |
| 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 | |
| WATER/SANITATION: | | | | |
| 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 | |
| CENTURY LINK: | | | | |
| 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 | |
| MISCELLANEOUS: | | | | |
| 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 th 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 | USE THE NORTH DOOR | 1901 E. Horsetooth, Fort Collins | 225-7840 | |



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)

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 #: _____ |
|--------------------|-------------|-------------------|----------------|----------------|