



FARMSTEAD ACCESSORY DWELLING

COMMUNITY DEVELOPMENT | PLANNING

Purpose:

When an agricultural operation has sufficient contiguous acreage as identified in Table 3-16 (see page 3), farmstead accessory dwellings are allowed on a farmstead in addition to the primary dwelling. Farmstead accessory dwellings shall be occupied by a person or persons needed to support the agriculture operation. Farmstead accessory dwellings may not be used for short-term rentals.

Administrative Special Review Purpose:

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

Process Overview:

1. Pre-application Meeting

2. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us as separate PDFs attached to the same email. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.

3. Staff and Referral Agency Review:

Once your case is assigned to a planner, they will review it and send it out for referral agency comments. There is a minimum 60-day referral period for Farmstead Accessory Dwellings.

4. Review and Decision:

Once all comments have been received and adequately addressed, a decision will be made either administratively or at a Board of County Commissioner hearing. Your assigned planner will let you know if a hearing is required for your application.

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.

Contact Information:

- Assessors Office - 970.498.7050
- Building Division - 970.498.7660
- Clerk and Recorder - 970.498.7860
- Division of Water Resources (Wells) - 970.352.8712
- Engineering Dept. - eng-devrev@larimer.org
- Flood - eng-floodplain@larimer.org
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - planning@larimer.org



THINGS TO CONSIDER

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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 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.

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. This is only applicable for project types that require pre-application meetings.

Land Use Code:

Please view the Land Use Code here: <https://www.larimer.org/planning/regulations>

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.

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 presubmittal 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

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.

Fire Protection:

Fire sprinklers and/or fire suppression may be required for a new building. This requirement may be listed on your subdivision plat. Please email the On Call Planner at planning@larimer.org to verify this requirement.



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SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to planningCIRT@co.larimer.co.us.
All PDFs should be named as listed below and attached to the same email.

Item	Description:	Required
1.	Application Form – https://www.larimer.gov/sites/default/files/land_use_application_form.pdf	yes
2.	Application Fee - Current fee at time of submission	
3.	Other Fee(s) - Fire District, Appeal, etc.	
4.	Project Description – detailed description of the proposed project addressing review criteria and any appeals. Please see following pages for Project Description requirements	yes
5.	Site Plan - See following pages for requirements	yes
6.	Floor Plan - please provide scaled floor plans of the proposed farmstead	yes
7.	Non-Subdivision Water Supply Inquiry – required if water is supplied by a well. https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf	
8.	Submittal Checklist - one copy of this page	yes

Please Note:

- Cisterns are not an adequate water source.
- Short-term rentals are not allowed in farmstead accessory dwellings.
- If you are serviced by public water and/or sewer, we recommend contacting your applicable water/sewer district to ensure that they have the ability to service your proposal.
- For homes with wells, we recommend contacting the division of water resources.
- For homes with septic systems, we recommend contacting the health department.

If approval is granted, a signed and notarized agreement will be required. The agreement form will be provided by planning staff.



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PROJECT DESCRIPTION REQUIREMENTS

Element	Description	Include
Summary	The project description is the applicant's opportunity to explain what is being proposed.	<p>How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal. Specifically include:</p> <ol style="list-style-type: none"> 1. Describe the nature of the agricultural operation including the number of animals and the acres under cultivation. 2. Is the agricultural operation existing or proposed? If it is proposed, when will the operation commence? 3. Describe the duties and responsibilities of the farm help. 4. Describe why the farm help is necessary. 5. Describe the relationship of the farm help to the applicant/owner.
Farmstead Review Criteria	Section 3.4.5.D of the Land Use Code	<ol style="list-style-type: none"> 1. Farmstead accessory dwellings shall be occupied by a person or persons needed to support the agriculture operation. Farmstead accessory dwellings may not be used for short-term rentals. 2. A farmstead is limited to one primary dwelling plus one dwelling for each 40 acres of contiguous ownership, to a maximum of three farmstead accessory dwellings as shown in the table on page 2. 3. Each farmstead shall be designed to allow a logical pattern of lots that all meet minimum lot size and setback requirements of the applicable zoning district and provide for adequate access, drainage, and utilities for each lot. 4. Should the agricultural operation cease, the property owner shall pursue one of the following options: the rural land use process; subdivision; conservation development to place each accessory farmstead on a separate lot; identify a separate 35-acre or larger tract for each accessory dwelling; present a proposal to be approved by the Director.
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> • Stormwater detention or retention ponds and easements • Existing and proposed utilities and easements
Proposed Changes	List any proposed changes or improvements.	<ul style="list-style-type: none"> • Size (outer dimensions and area in square feet) of all new proposed buildings • Proposed uses of all new buildings • Proposed additions/uses to existing buildings and outdoor space • Buildings being removed
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> • 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 may be asked to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use) • Surface of access (gravel, asphalt, concrete, etc.)
Appeals	A written request must be incorporated into the project description.	How the appeal will comply with the applicable review criteria (see Article 6.7.2 of the Land Use Code)
Drainage / Stormwater	A written detailed description of drainage features and patterns	List and show on an exhibit any on-site or nearby drainages, water bodies, irrigation ditches, low ponding areas



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SITE PLAN REQUIREMENTS

The following information should be included if applicable		
1.	Drawing Title and Project Name	Farmstead Site Plan
2.	Applicant Information	Name, Address, Phone Number
3.	Owner Information	Name, Address, Phone Number
4.	North Arrow and Scale	
5.	Site Data	<ul style="list-style-type: none"> Gross and net square footage of the lot/parcel Square footage of new structure(s) or addition(s) Square footage of existing structure(s) Proposed number of farmstead Distance between property lines for all existing and proposed buildings and structures Project boundary annotated with distances Setbacks (building, parking and etc.) Off-site property information
6.	Locate and label existing and proposed locations of:	<ul style="list-style-type: none"> Buildings on and adjacent to the subject site Structures (i.e. retaining walls, drainage structures, signs, etc.) Outdoor use areas Parking Areas Vehicular access and drives including widths Fences Fire hydrants Floodways and/or floodplains Drainage features (e.g. detention ponds, swales, etc.) Location and name of any water courses, ditches or wetlands Location of utilities (gas, elec., water, sewer, well and/or septic system, etc.) Existing and proposed access points adjacent roadway names and existing right-of-way
7.	Engineering Items	<ul style="list-style-type: none"> Current and proposed width, name, type, and location of adjacent right-of-ways and easements Vehicular access & Emergency Vehicular access

FLOOR PLAN REQUIREMENTS

A floor plan of the Farmstead Accessory Dwelling, drawn to a common scale or with all dimensions included, is required. The floor plan must be complete, legible and accurate. Be sure to label all rooms including bedrooms, bathrooms, common areas, mechanical equipment rooms, fireplaces, decks, porches, stairs, windows, and attached garages.