

FARMSTEAD ADMINISTRATIVE REVIEW SUBMITTAL REQUIREMENTS

Revised October 2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

FARMSTEAD ADMINISTRATIVE REVIEW



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 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.

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

Table 3-16: Farmstead Accessory Dwellings by Acreage		
Farmstead Contiguous Acreage	Primary Dwellings, Max.	Farmstead Accessory Dwellings
Up to 40	1	n/a
40 to 80	1	1
80 to 120	1	2
120 to 160	1	3

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.	Project Description – detailed description of the proposed project addressing review criteria and any appeals. Please see following pages for Project Description requirements		
4.	Site Plan - See following pages for requirements		
5.	Vicinity Map - Illustrate roads and significant natural features near the property site. County and local roads must be labeled so the site can be easily found		
6.	Fire Protection Plan - applicable if additional regulations require sprinkler systems or distance from fire hydrant		
7.	Legal Description - on separate page		
8.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.		
9.	Floor Plan - please provide scaled floor plans of the proposed farmstead		
10.	Water Commitment Letter - if on public water, obtain from water district		
11.	Sewage Disposal Commitment Letter - if on public sewer, obtain from sewer district		
12.	Submittal Checklist		
13.	Pre-application Form - last page of packet		

Please Note: Fire sprinklers may be required for a new building in your area. Please verify with the Building Department.

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

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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Item# 3 Project Description

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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Item# 4 Site Plan

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 farmsteads Distance between property lines for all existing and proposed buildings & 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

2242

COUNTY ROAD 17

263

178









1307

1518

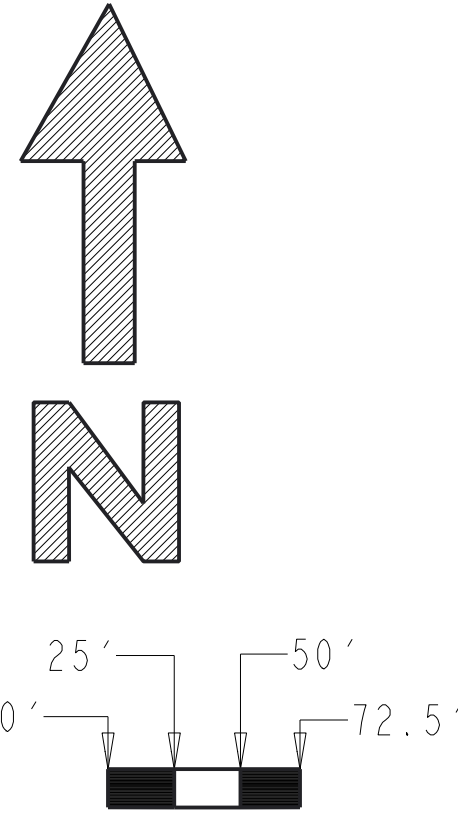
APPROXIMATE LIMITS OF - PIVOT IRRIGATION SYSTEM

- 1168

MONTGOMERY FARMSTEAD

LEGEND	
EXISTING STRUCTURES	
EXISTING DRIVEWAY	
EXISTING SEPTIC	
PROPOSED STRUCTURES	
PROPOSED DRIVEWAY	
PROPOSED SEPTIC	
PROPERTY LINES	
SETBACK LINES	

JOB SITE ADDRESS:	TBD W. CNTY RD 76 WELLINGTON, CO 80549
PROPERTY OWNERS:	VIRGINIA MONTGOMERY MARC MONTGOMERY ANABELLA MONTGOMERY
OWNER'S PHONE #:	(970) 310-4821
PARCEL #:	9034000017
ZONING DISTRICT:	OPEN
SETBACKS:	CNTY RD 76: 60' -ROW CL CNTY RD 17: 70' -ROW CL STREAM: 100' EITHER SIDE
SHEET SIZE:	B (11X17)
SHEET NUMBER	1 OF 2



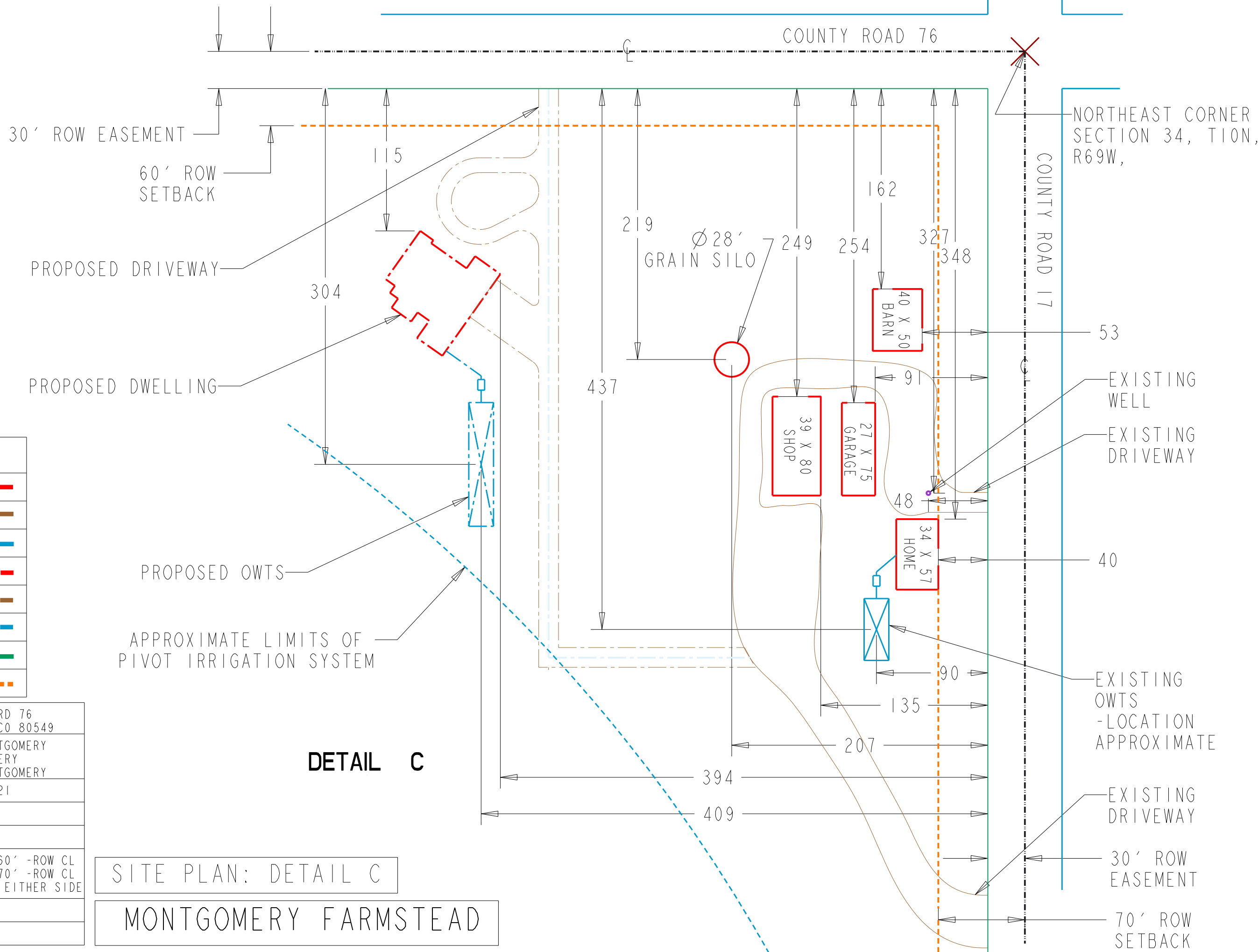
SCALE: 1" = 72.5'
THIS SHEET ONLY

LEGEND	
EXISTING STRUCTURES	———
EXISTING DRIVEWAY	———
EXISTING SEPTIC	———
PROPOSED STRUCTURES	- - - - -
PROPOSED DRIVEWAY	- - - - -
PROPOSED SEPTIC	- - - - -
PROPERTY LINES	———
SETBACK LINES	- - - - -

JOB SITE ADDRESS:	TBD W. CNTY RD 76 WELLINGTON, CO 80549
PROPERTY OWNERS:	VIRGINIA MONTGOMERY MARC MONTGOMERY ANABELLA MONTGOMERY
OWNER'S PHONE #:	(970) 310-4821
PARCEL #:	9034000017
ZONING DISTRICT:	OPEN
SETBACKS:	CNTY RD 76: 60' -ROW CL CNTY RD 17: 70' -ROW CL STREAM: 100' EITHER SIDE
SHEET SIZE:	B (11X17)
SHEET NUMBER	2 OF 2

SITE PLAN: DETAIL C

MONTGOMERY FARMSTEAD



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Larimer County Non-Subdivision Water Supply Inquiry (for land development applications which do not create a new parcel or lot)

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
Fax: 303-866-3589



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 #: _____
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