

FINAL PLAT SUBMITTAL REQUIREMENTS

CONCEPT DEVELOPMENT - CONSERVATION DEVELOPMENT - RURAL LAND USE - SUBDIVISION - PLANNED LAND
DIVISION

Updated February 2023

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

FINAL PLAT 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.

1. Preliminary Plat - This should be completed
2. Application Submittal & Processing (pre-application and pre-submittal conference required)
3. Staff & Referral Agency Review- minimum 21-day referral period
4. Signing & Recording of Final Plat and Documents

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff, review agencies and the Board of County Commissioners to finalize and approve the land division proposal, which was heard before the both the Planning Commission and the Board of County Commissioners.

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>

FINAL PLAT PROCESS



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. For all Conservation Developments the Calculation worksheet must be complete		
2.	Application Fee - Current fee at time of submission		
3.	Project Description – Updated detailed description for the proposed project, include review criteria from Article 6.5.6.D of the Land Use Code. Please see following pages for Project Description requirements.		
4.	Final Plat Contents: See following pages for requirements.		
5.	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		
6.	Legal Description – one legal description for each existing parcel included in the land division request, each on a separate page		
7.	Ownership & Encumbrance* - contact a Title Company for this information		
8.	Closure Data -One PDF of plat boundary data (perimeter bearings, distances, closure and acreage information).		
9.	Monuments- 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: 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. 2. Any plat to be filed shall reference at least two (2) public land survey monuments in the section in which it is located. 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.		
10.	Final Construction Plans - See Chapter 3 of the LC Urban Area Street Standards or Rural Area Street Standards as applicable		
11.	Completed Public Improvements Opinion of Costs Sheet - See following pages		

Submittal Requirements Cont.

One separate PDF of ALL Submittal Materials - must be in PDF format and named as listed below)

Reports and Plans			
12.	Drainage/Stormwater Construction Plans and Report		
13.	Erosion Control Plan - see the Larimer County Stormwater Design Standards		
14.	Landscape Plan		
15.	Irrigation Plan - applies to irrigation ditches and canals.		
16.	Letters of Commitment from water and sewer providers		
17.	Use Plan for Residual Lots, Outlots, and Common Lots - if applicable		
18.	Wetland Mitigation Plan		
19.	Wildlife Conservation Plan		
20.	Wildfire Mitigation Plan		
21.	Geologic Hazard Mitigation Plan		
22.	Preliminary Property Owners Documents - covenants, road maintenance agreement, and any other applicable documents		
23.	New Road Dedications - any required offsite new dedicated easements or right-of-way necessary for the project.		
24.	Other		

*** PLEASE SEE NEXT PAGE FOR ADDITIONAL SUBMITTAL REQUIREMENTS

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

FINAL PLAT PROCESS



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.

Item	Description:	Staff sign-off
1.	One (1) mylar copy of the plat - (24"x36" in size) with all owners/lienholders signatures. Must have original signatures.	
2.	Final signed construction plans	
3.	Final Use Plan	
4.	Final Landscape Plan	
5.	Ownership and Encumbrance – contact a Title Company for this information.	
6.	Final Development Agreement with all required signatures	
7.	Final form of collateral (letter of credit, escrow agreement, cash deposit per Article 6.3.9.H.4 & must match Development Agreement)	
8.	Final Property Owners Documents	
9.	Final Disclosure Notice with all signatures	
10.	Executed Consent of Lienholder and Subordination of Lien Form - (as applicable) see attached.	
11.	Quit Claim Deeds from the developer to the HOA for common tracts (as applicable).	
12.	Signed Annexation Agreement (if applicable)	
13.	State Access Permit	
14.	Recording Fees	

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.

Final Plat Contents

Element	Description	Include
Final Plat Contents		<ol style="list-style-type: none"> 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. 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. 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. 4. All blocks and all lots within each block shall be numbered consecutively and shown on the plat. 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"> 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. 6. Excepted parcels shall be marked "not included in this subdivision" and the boundary completely indicated by bearings and distances. 7. Naming of Lots, Outlots, Open Space Tracts and other Parcels shall be labeled as follows: <ul style="list-style-type: none"> • 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". • 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"> 1. Buildable/Residence(s) for those residual lots that may be occupied by a single family dwelling; 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 3. Non-Buildable for those residual lots that are not intended to be occupied by any buildings. • 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"> 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 2. Non-Buildable for those common area lots that are not intended to be occupied by any buildings or structures.

Final Plat Contents Cont.

Element	Description	Include
Final Plat Contents Cont.		<ul style="list-style-type: none"> 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. <p>8. All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field.</p> <p>9. All dimensions of irregularly shaped lots shall be indicated on each lot.</p> <p>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.</p> <p>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.</p> <p>12. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.</p> <p>13. The information on the plat shall include, in addition to the requirements of C. R. S., 1973, 38-51-106, the following:</p> <ol style="list-style-type: none"> 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). 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. 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). 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). <p>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.</p> <p>15. 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 dedicated with this plat</p> <p>16. Show regulatory floodplain limits in plan view</p>

Final Plat Contents 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>

Final Plat Contents Cont.

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:</p> <p>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)(planning file no.) 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.</p> <p>_____ Surveyor /Seal</p> <p>5. BOARD OF COUNTY COMMISSIONERS APPROVAL:</p> <p>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:</p> <p>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>

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 and Erosion Report and Plan (new construction only)	See Article 4.3.4. of the Land Use Code. A report prepared by a professional engineer that gauges increased storm water and water quality impacts associated with new development. Include a hydrologic analysis for peak flow rates of storm water entering, passing through, and leaving the site for the minor and major storm events (refer to the Larimer County storm water Design Standards pages 3-7 for submittal requirements). If approved by the Larimer County Engineering Department, a simplified drainage narrative may be submitted as an alternative to the drainage and erosion control report and plan.
Sewage Disposal Report (new construction only)	<ul style="list-style-type: none"> • If public sewer: A letter from the Sanitation District committing to provide such service consistent with Section 4.3.5 of the Land Use Code shall be provided • If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See Article 4.3.5.2
Wildlife Conservation Plan (new construction only)	See Article 4.4.4. of the Land Use Code.
Soils Report (new construction only)	<p>A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal</p> <ul style="list-style-type: none"> • If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.
Wetland Mitigation Report	See Article 4.4.2. of the Land Use Code.
Landscape Plan	If applicable - See Article 4.7 of the Land Use Code
Irrigation Plan	If applicable - See Article 4.13 of the Land Use Code
Use Plan	If applicable - See Article 4.13 of the Land Use Code

LARIMER COUNTY SUBDIVISION PLAT SURVEY REVIEW

The Survey Section of the Larimer County Engineering Department provides a public service of reviewing all final subdivision plat submittals.

This service provides a level of assurance to the public that the platting conforms with the minimum requirements of Colorado State Law and Larimer County regulations pertaining to land surveying.

The plat from a land survey perspective is a professional land surveyor's report of how the property is configured, divided, the location of easements and rights of way and what survey monumentation exists in the field at the time of recordation.

This review process is a cooperative effort between the county and the land surveyor to provide the best possible product for the public and owners of the platted property.

The review process includes:

- A cursory review of the boundary and division lines, easements and rights of ways for survey data to comply with the "Larimer County Land Use Code" and sufficiency for their field development. This review does not involve a detailed check for the accuracy of all mathematical or geometric data. The professional land surveyor who prepared the plat is responsible for this aspect.
- A comparison of the property description against the survey data provided around the perimeter of the platted lands.
- A detailed review for compliance with all applicable Colorado State Laws and County Regulations pertaining to land surveying and platting.

Plats are reviewed on an individual basis and the review comments are tailored for each specific submittal.

The following link will provide the basic survey guidelines for final plat review.

AES board rules:

<https://dpo.colorado.gov/AES/Laws>

CRS (See Title 12 Article 120 Part 3 and Title 38):

<https://leg.colorado.gov/agencies/office-legislative-legal-services/colorado-revised-statutes>

Note: A Boundary Line Adjustment plat does not fall under the Colorado Statutory requirements for a platted subdivision, but does fall under the Colorado Statutory requirements for a Land Survey

Public Improvements Opinion of Costs

Project Name: _____

Please note: Separate costs are needed for on-site and off-site improvements

	Public Improvement Item	Units	Unit Cost	Est. Qty	Item Cost
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20.2.1 Erosion Control

Stockpile Topsoil	CY			\$0.00
Straw Bales	EA			\$0.00
Inlet Protection	EA			\$0.00
Silt Fence	LF			\$0.00
Sediment Trap	EA			\$0.00
Vehicle Tracking Pad	EA			\$0.00

Subtotal 20.2.1 Erosion Control \$0.00

20.2.2 Street Improvements

Clearing and Grubbing Lump Sum	LS			\$0.00
Removal of Structures and Obstructions	EA			\$0.00
Subgrade Preparation	SY			\$0.00
Excavation	CY			\$0.00
Borrow	CY			\$0.00
Fill	CY			\$0.00
Rock Excavation	CY			\$0.00
Filter Material	CY			\$0.00
Lime Treatment	SY			\$0.00
Asphalt Patching	TONS			\$0.00
Asphalt Pavement	TONS			\$0.00
Base Course	TONS			\$0.00
Concrete Pavement	SY-IN			\$0.00
Geotextile	SY			\$0.00
Riprap	CY			\$0.00
Survey Monuments	EA			\$0.00
Adjust Manholes	EA			\$0.00
Adjust Valves	EA			\$0.00
Adjust Monuments	EA			\$0.00

Median Cover Material (Concrete)	SY			\$0.00
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Subtotal 20.2.2 Street Improvements \$0.00

20.2.3 Structures

Bridge Structure	EA			\$0.00
Culverts	EA			\$0.00
Guardrail	LF			\$0.00
Railing (Pedestrian)	LF			\$0.00
Railing (Traffic)	LF			\$0.00
Headwalls	EA			\$0.00

Subtotal 20.2.3 Structures \$0.00

20.2.4 Pedestrian and Bikeway Facilities

Sidewalk Grading	SY			\$0.00
4-inch Thick Sidewalk	SY			\$0.00
6-inch Thick Sidewalk	SY			\$0.00
Directional Curb Ramp	SY			\$0.00
Corner Curb Ramp	SY			\$0.00
Mid Block Ramp	SY			\$0.00
Concrete Bikeway	SY			\$0.00
Sidewalk Chase	EA			\$0.00
Curb and Gutter Grading	LF			\$0.00
Curb and Gutter – Type II	LF			\$0.00
Curb and Gutter – Type I	LF			\$0.00
Glue-down Curb	LF			\$0.00

*Subtotal 20.2.4 Pedestrian
and Bikeway Facilities* \$0.00

20.2.5 Street Lighting

Standard Pedestrian Light	EA			\$0.00
Standard Street Light	EA			\$0.00

Subtotal 20.2.5 Street Lighting \$0.00

20.2.6 Traffic Signals, Signing and Striping

Standard Street Signs	EA			\$0.00
Standard Sign Posts	EA			\$0.00
Standard Regulatory Signs	EA			\$0.00
Standard Speed Limit Signs	EA			\$0.00
Latex Paint (4 inches)	LF			\$0.00

Latex Paint (8 inches)	LF			\$0.00
Latex Paint (12 inches)	LF			\$0.00
Latex Paint (18 inches)	LF			\$0.00
Latex Paint (24 inches)	LF			\$0.00
Epoxy Pavement Marking (4 inches)	LF			\$0.00
Epoxy Pavement Marking (8 inches)	LF			\$0.00
Epoxy Pavement Marking (12 inches)	LF			\$0.00
Epoxy Pavement Marking (18 inches)	LF			\$0.00
Epoxy Pavement Marking (24 inches)	LF			\$0.00
Preformed Tape for Symbols & Crosswalks	LF			\$0.00
Preformed Thermoplastic	SF			\$0.00
Traffic Signals	EA			\$0.00

Subtotal 20.2.6 Traffic Signals, Signing and Striping \$0.00

20.2.7 Work Zone Traffic Control

Traffic Control	LS			\$0.00
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Subtotal 20.2.7 Work Zone Traffic Control \$0.00

20.2.8 Storm Drainage Facilities

Grading	SY			\$0.00
Inlets	EA			\$0.00
Manholes	EA			\$0.00
Pipe (Material Type - Size)	LF			\$0.00
Trickle Channel (width)	LF			\$0.00
Outlet Structure (orifice plate)	EA			\$0.00

Subtotal 20.2.8 Storm Drainage Facilities \$0.00

20.2.9 Removals and Repair

Asphalt Patching	SY			\$0.00
Concrete Sidewalk R & R	SY			\$0.00
Concrete Curbwalk R & R	LF			\$0.00
Milling	SY			\$0.00
Asphalt Removal	SY			\$0.00

Subtotal 20.2.9 Removals and Repair \$0.00

20.2.10 Construction Surveying/Staking

				\$0.00
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*Subtotal 20.2.10 Construction
Surveying/Staking* \$0.00

20.2.11 Material Testing			\$0.00
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Subtotal 20.2.11 Material Testing \$0.00

20.2.12 Record Drawings			\$0.00
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Subtotal 20.2.12 Record Drawings \$0.00

20.2.13 Construction Management			\$0.00
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*Subtotal 20.2.13
Construction Management* \$0.00

Water Line Construction

Water Mains				\$0.00
On-Site Water Supply Service				\$0.00
Fire Hydrants				\$0.00

Subtotal Water Line Construction \$0.00

Sewer Line Construction

Trunk Lines				\$0.00
Mains				\$0.00
Laterals or House Connections				\$0.00
On-Site Sewage Facilities				\$0.00

Subtotal Sewer Line Construction \$0.00

Other

			\$0.00
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*Subtotal
Other* \$0.00

SUBTOTAL OF PUBLIC IMPROVEMENTS: \$0.00

**Additional 15% required by Section
12.6.2.C:** \$0.00

GRAND TOTAL OF PUBLIC IMPROVEMENTS: **\$0.00**

Landscape Improvements:

Plant Materials				\$0.00
Irrigation System				\$0.00
Paving / Surfacing				\$0.00
Structural Elements (Gazebo's, Benches, Fountains, etc.)				\$0.00
Mulch / Weed Barrier Materials				\$0.00
Edging / Tree Staking Materials				\$0.00

**SUBTOTAL OF LANDSCAPE
IMPROVEMENTS:** \$0.00

**Additional 15% required by the Dev.
Agreement** \$0.00

**GRAND TOTAL OF LANDSCAPE
IMPROVEMENTS:** \$0.00

ATTEST:	BOARD OF COUNTY COMMISSIONERS LARIMER COUNTY Chairman
PROFESSIONAL ENGINEER (Signature/Stamp) (Required if project in GMA)	DEVELOPER

(Space above this line used for Recording Data)

CONSENT OF LIENHOLDER AND
SUBORDINATION OF LIEN

THE UNDERSIGNED, being the holder of an evidence of debt which is secured by a deed of trust, mortgage deed, or other lien (recorded in the Larimer County records at Reception No. _____, (LIEN) against the property described on Exhibit "A" (PROPERTY), hereby consents, agrees to, and subordinates the priority of its LIEN and its interest in the **PROPERTY** to all the terms, conditions, and provisions contained in the Development Agreement recorded in the Larimer County records on _____ at Reception No. _____

Dated this _____ day of _____, 20____

Bank:

By: _____

Title: _____

COUNTY OF LARIMER) STATE
OF COLORADO) SS.

The foregoing instrument was acknowledged before me this _____ Day of _____
20____, by _____

Witness my hand and official seal.

NOTARY PUBLIC

My commission expires _____

LCPP- 122
February 18, 2003
Recording --Return to Planning

Final Stormwater Construction Drawings and Report

Final Stormwater Construction Drawings and Report will normally be submitted at the time of submittal of final construction plans for the overall project. All plans and drawings not in 8 ½ inch report format shall be on 24" x 36" paper. All stormwater plans, drawings, and reports will be checked for conformance with the design criteria set forth in the Land Use Code and the Stormwater Management Manual. Written approval of final plans must be obtained before any construction begins.

The Final Stormwater Construction Drawings and Report shall be submitted to the Larimer County Planning Department as required by the Larimer County Land Use Code. The final Stormwater Plans shall be sufficiently detailed to serve as the basis for construction of stormwater facilities to serve all aspects of the project. The final stormwater plans may be submitted along with other utility and street construction plans. The final plans shall include at least the following items:

1. **Overall Stormwater Facilities Map.** A map of the overall project shall be submitted which shows all onsite stormwater basins within the project area. The map must also show the routing of onsite stormwater through the site, and routing of stormwater generated offsite for which conveyance must be supplied through the site. The map must show the location of all proposed stormwater facilities in addition to natural channels needed to adequately serve the needs of the development.
2. **Final Stormwater Report.** The Final Stormwater Report shall present results of a hydrologic study to determine the peak rates of flow for the 2, 10, 50 and 100 year flows for each watershed that is tributary or within the proposed development. The Final Report shall document any changes in the hydrologic analysis since preparation of the Preliminary Report, and the reasons for such changes. The Report must also present results of a hydraulic study or studies as necessary to determine the sizing of the needed facilities.
3. **Final Stormwater Construction Drawings.** Construction drawings shall be presented on 24" by 36" sheets. The sheets shall include title block, name of engineer and engineering firm, north arrow, scale, and name of project and dates and notes concerning revisions. Each set of drawings shall have a title page, which shall include an index of sheets, an approval block, name of project, name of engineering firm, and a vicinity map. The term "Final Construction Drawings" shall refer to all plans, specifications, and drawings as necessary to fully and completely describe construction of the project in accord with Larimer County standards and requirements. Stormwater conveyance facilities shall be represented on the construction drawings by a plan view drawing and a vertical elevation profile precisely defining the alignment and grade of the improvements at all locations. The profile shall show the invert or flowline of the facility as well as the original ground surface including grade of top of channel bank and finished ground surface over pipes. The profile must also show the hydraulic grade line at all locations along stormwater conveyance elements. The plan drawings must show existing and proposed property boundaries, topographic contours, utility and drainage easement locations, and existing water features. The drawings shall be placed on topographic mapping of the project which shows existing and proposed structures. The plans shall also include typical sections of conveyance facilities as well as a detail sheet giving details of manholes, inlets, headwalls and so forth. The plans must also show typical sections of the streets and provisions for street subgrade drainage. Detention pond plans

must display areal extent of ponding, and the maximum water surface elevation for each pond shall be clearly identified on the drawings. An elevation-storage and elevation• discharge relationship shall be tabulated for each detention pond. The final construction plans must contain details of both temporary and permanent erosion control measures to be taken for the site, and specifications for the erosion control measures. Construction and erosion control information provided must be sufficient to act as stand-alone plans to provide all necessary information for full construction of the facilities.

4. **Overlot Grading Plan.** An overlot grading plan shall be included as part of the construction drawings for all projects having an average lot size of 1.00 acres or less, or for larger average lot sizes at the discretion of the County Engineer, on any project where further definition of interlot grades is required. This plan view drawing will provide all necessary grading information for the development. The overlot grading plan is intended to serve as a guideline for grading and drainage of individual lots, and it therefore must provide all necessary information for the implementation of building permit requirements for individual lots. At a minimum, the plan must show existing ground contours, proposed ground contours, first floor levels, and lowest floor levels for structures on all lots relative to project benchmarks, detention pond emergency spillway elevations, high water elevations, open channel flowline information, and natural channel flowline elevation. Detention ponds shall be shown with shading to indicate the area of maximum ponding, and the maximum water surface elevation shall be clearly identified on the drawings.
5. **Driveway Access Plan.** A driveway access plan will be required for all developments proposing roadside ditch type stormwater conveyance facilities. The plan must provide details as to geometry, materials and construction of driveway culverts.
6. **As-Built Drawings.** Where required by the terms of the Land Use Code or the Uniform Building Code, as-built drawings shall be submitted, along with certification of a registered professional engineer that the project was built in substantial compliance with the approved plans therefore. Each page of the as-built drawings shall be labeled "as-built drawing", dated and be separately signed by a registered professional engineer.

Certification of Engineer. Plans and reports submitted must be accompanied by a certification that they were prepared under the direct supervision of a registered professional engineer in the State of Colorado using the following language:

I hereby certify that this report (plan) for the _____ of _____ was prepared by me (or under my direct supervision) for the owners thereof and meet or exceed the criteria in the Larimer County Storm-Water Management Manual.

Registered Professional Engineer
State of Colorado No. _____
(Seal)

Requirements for Submitting Hydraulic and Hydrologic Modeling Reports to Larimer County

These guidelines are to be used to assist in the design and review of hydraulic and hydrologic modeling reports. The County wishes to streamline the review process and give consultants a framework of expectations to be met to gain approval of a drainage plan.

An initial meeting between the consultant and development review staff of the Larimer County Engineering Department **is mandatory** prior to beginning either a hydrologic or hydraulic modeling effort. This provides an opportunity for the consultant and County staff members to discuss the project and the planned modeling effort. It also provides an opportunity for the consultant and staff members to agree on assumptions and parameters that are appropriate for the particular modeling effort.

Hydraulic Modeling Reports

Hydraulic Modeling Reports will be required in the following circumstances:

- There is a need to document no-rise conditions in a **designated floodway**
- A development falls within a floodplain that has a **no-rise criteria**
- A development falls within a known hazard area that has **not** been **previously mapped**.
- There is a **CLOMR or LOMR** submittal.
- Other **unique special hazard projects** in flood prone areas such as channel restoration following a flood, at the direction of the County Engineer

Hydraulic Modeling Report Submittal Requirements:

1. **Narrative Report.** The following information must be included in a narrative report to accompany a hydraulic modeling report:
 - Summary of previous studies
 - Project Area Description (may be deleted if submitted with or as part of a preliminary drainage report)
 - Floodplain - name, description, FIS Panel No., date of FIRM map
 - A summary of methods and approach
 - Name of adopted basin master plan
 - Location - nearby intersecting streets
 - Characteristics of Study Area
 - Summary of modeling results including a narrative discussion and unedited computer printouts.

3. Project Area Description

- Describe the purpose of the hydraulic study
- Describe the intended land use for the area of the study
- Describe and document any changes in the basin since earlier studies such as basin development, road construction, or stormwater diversions which would affect basin hydrology.

4. Changes in Modeling Parameters - The modeling report must include a discussion of any changes in hydrologic parameters and an explanation of why they were changed. Parameters to be addressed shall at least include initial storage and abstraction, antecedent moisture conditions, infiltration rate, channel n-values and conditions, rainfall durations and intensities

5. Methods and approach to hydrologic modeling

The following information must be included in a narrative report to accompany the hydraulic modeling report:

- Describe what hydrologic model was used - state the model version, date of model, developed flow or existing flow model
- Duplicate effective - describe and use the exact parameters that are included in the existing model
- Incorporate any changes in basin hydrologic conditions since the previous study
- Corrected effective - describe how the documented changes in the floodplain were modeled to accurately reflect the changed conditions
- Describe any changes in the proposed project that were made as a result of the modeling

6. Discharges and Modeled Frequencies - Provide a table showing the discharges used for the computations and the frequencies represented by the discharges. Provide a narrative discussion of the results as they apply to property in the basin. Provide unedited computer printouts of both input data and output data as well as

Groundwater Modeling reports

Groundwater Modeling Reports will be required in the following circumstances:

- There is a need to document no influence on surrounding groundwater conditions
- A development proposes to incorporate subsurface facilities either to drain away groundwater or to inhibit the natural flow of groundwater
- At the direction of the County Engineer when other **unique, special groundwater conditions** such as unique wetlands habitat are thought or known to exist.

errors in original modeling. If a corrected effective model is not done, then the (water surface elevation) WSEL for the new cross section for the effective condition can be interpolated. There should be a WSEL for all cross sections for both the effective or corrected effective condition and proposed project condition unless the project prohibits determining a WSEL at a particular cross section. Discuss methods and include all WSELs (modeled or interpolated) in the results.

7. **Modeling Results** - Submit unedited computer input and output forms for the modeling effort, including the duplicate effective and corrected effective models. For HEC-2 or HEC-RAS modeling, the submittal must also include the data input and output files on PC-compatible 3.5-inch disk.

Hydrologic Modeling Reports

A hydrologic modeling report will be required in the following circumstances:

- The area of the tributary basin or any subbasin **exceeds 70 acres**. In this case, the engineering concern is the complexity of the basin being modeled, and the validity of assumptions implicit in rational formula computations. The rational formula assumes a uniform velocity of flow of runoff through the basin, and it does not differentiate between different basin shapes or varying slopes or varying infiltration rates.
- A development falls within a basin for which **no master plan** or accepted hydrologic modeling report exists
- There is a **diversion of stormwater** from one subbasin to another which might affect downstream properties or which was not modeled in the original basin study.

1. **Narrative Report.** The following information must be included in a narrative report to accompany a hydraulic modeling report:

- **Summary** of previous hydrologic studies
- **Project Area Description** - Location - nearby intersecting streets- hydrologic basin-name, description, FIS Panel No., date of FIS and documentation of changes in hydrologic conditions
- **Changes in modeling parameters** proposed to reflect changed conditions
- **A summary of methods and approach** to hydrologic modeling
- **Summary of Frequencies and Discharges** and narrative report on modeling results

2. **Summary of Previous Hydrologic Studies**

- Previous adopted master plans, master plan updates, flood insurance studies
- Map Revisions
- Other pertinent reports

2. A Summary of Previous Hydraulic Studies

- Previous adopted master plans, master plan updates, flood insurance studies
- Map Revisions
- Other pertinent reports

3. A Project Description (may be deleted if submitted with or as part of a preliminary drainage report)

- Describe the purpose of the hydraulic study
- Describe the intended land use for the area of the study
- Describe any changes which may have occurred since earlier studies such as gravel mining, or road construction

4. Compensatory Storage - In non-conveyance zones and storage areas for floodplains, compensatory storage must be computed. Modelers will be expected to demonstrate that floodwater displaced by the project is offset by storage at another location so as to not impact neighboring properties.

5. Discharges and Modeled Frequencies - Provide a table showing the discharges used for the computations and the frequencies represented by the discharges.

6. A Summary of Methods and Approach - The following information must be included in a narrative report to accompany hydraulic modeling report:

- Describe what model was used - state the model version, date of model, developed flow or existing flow model
- Duplicate effective - describe and use the exact parameters that are included in the existing model
- Document any changes in the floodplain or basin hydraulic conditions since the previous study. Changes in hydraulic conditions might be the result of street or bridge construction, channel improvements or changes in land use. Documentation might consist of as-built plans, surveyed cross sections, or pictures of new land uses
- Corrected effective- describe how the documented changes in the floodplain were modeled to effectively represent the changed conditions
- Describe any changes in the proposed project that came about as a result of the modeling
- Describe how changes in the floodplain represented by the proposed project were incorporated into the corrected effective model, and any changes in the proposed activity proposed to accommodate
- Discuss any changes in modeling parameters and explain why they were changed. Parameters to be addressed include n-values, expansion - contraction coefficients, and encroachments.
- If the proposed project is between cross sections, then cross sections will need to be added to accurately reflect the proposed project (i.e., new buildings or bridge, etc). New cross sections must be added to the corrected effective model if a corrected effective model is created for other reasons, such as better topographic mapping or correcting

Groundwater Modeling Report Submittal Requirements

1. **Narrative Report.** The following information must be included in a narrative report to accompany a hydraulic modeling report:
 - **Summary** of any previous groundwater studies or summary of baseline studies
 - **Project Area Description** - Location - nearby intersecting streets- hydrologic basin - name, description of project area, existing geohydrologic conditions, and proposed changes in geohydrologic conditions
 - **Changes in modeling parameters** proposed to reflect changed geohydrologic conditions
 - **A summary of methods and approach** to groundwater modeling
 - **Summary of existing and predicted** groundwater conditions
2. **Summary of previous groundwater studies and baseline conditions.** A narrative report on baseline conditions existing at the time of the modeling study. The baseline condition study must contain sufficient data points to enable contour mapping of the piezometric surface. It must be conducted over a sufficient duration as to reflect seasonal variation of the groundwater surface.

→ **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** ←

**PROJECT INFORMATION FOR
PLANNED LAND DIVISIONS AND SUBDIVISIONS**

Total Project Area (Acres):	Number of Outlots:
Number of Residential Lots:	Total Outlot Acres:
Number of Residential Units:	
Total Residential Acres:	Number of Common Area Lots:
Number of Commercial/Industrial Lots:	Total of Common Area Acres:
Total Commercial/Industrial Acres:	

PROJECT INFORMATION FOR CONSERVATION DEVELOPMENTS
***TO DETERMINE THE INFORMATION BELOW REFER TO ATTACHED CONSERVATION
DEVELOPMENT CALCULATION WORKSHEET***

Total Project Area:	Enter Item #1 from Worksheet:	
Total acres of developed land:	Enter Item #10 from Worksheet:	
Total % of developable area that is developed:	Enter Item #11 from Worksheet:	
Total residual land acres:	Enter Item #12 from Worksheet:	
Total % of developable area in residual land:	Enter Item #13 from Worksheet:	
Number of residential lots (including existing):	Enter Item #C from Worksheet:	
Number of residential units:	Enter Item #D from Worksheet:	
Is the land protected by a Conservation Easement?	Is the land protected by a Covenant?	
If so, number of years protected?	Perpetuity (yes or no)?	

SECTION III – DEVELOPED AREA COMPUTATIONS		
10 (Total developed land - total # acres)	Add #8 and #9. Enter result.	
11 (% acres of developable acres that would be developed)	Divide #10 by #3 and multiply the result by 100. Enter result.	
SECTION IV – RESIDUAL LAND CALCULATIONS		
12 (actual # ac. residual land)	Subtract #10 from #3. Enter result.	
13 (actual % residual land)	Divide # 12 by #3 and multiply the result by 100.	
SECTION IV – CROSS CHECKS: The following mathematical relationships must be true or some of Items A-E or #1-13 are incorrect. These kinds of errors may have major implications and result in major plan revisions or project redesign.		
E = Item #13. ³		
Item #10 + Item #12 = Item #3.		
Item #11 + Item #13 = 100%.		

³ Depending on type of CD, a **minimum** of either 80% or 50% residual land is required. See Section 5.3.6.A.3 & 4 for rules concerning 50% allocation CDs. If applying for a bonus under Sections 5.3.6.A.5 or 5.3.6.A.6, provide an explanation in the Project Description, **not on this form**. Note: residual land allocations greater than the minimum are encouraged.



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 #: _____
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