

LOCATION & EXTENT SUBMITTAL REQUIREMENTS

Updated December 2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

LOCATION & EXTENT 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 purpose of the location and extent procedure is to determine if a public road, public park, trail or trailhead, public way, public ground or space, public building, or public structure or utility proposed for location in unincorporated Larimer County conforms with the adopted Comprehensive Plan. Certain highway and interchange projects that are required to follow the 1041 process set forth in Article 10.0, Areas and Activities of State Interest will not be subject to the location and extent procedure. This procedure is included in the Code pursuant to Colorado law.

1. Application Submittal & Processing (pre-application conference required)
1. Staff must review and deem complete
2. Staff & Referral Agency Review- 14-day referral period after project has been deemed complete
4. Review & Decision - Planning Commission Hearing
5. Post-Decision Actions

Please Note: Once submitted to the County, all application materials become a matter of public record.

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>

LOCATION & EXTENT 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 – Completed and signed by the public official or the authorized representative of the governing body of the entity or utility making the application.		
2.	Application Fee- Current fee at time of submission		
3.	<p>Project Description – narrative describing the proposed project, including the following information:</p> <ul style="list-style-type: none"> a) A general description of the proposed project, location, site characteristics, types of uses proposed, estimated number of employees and/or customers using the site, proposed timeframe of development, and other general information to assist the Planning Commission in understanding the project. b) A description of how the project is consistent with the Larimer County Comprehensive Plan. c) A general description of existing and proposed utilities and facilities that will serve the project including water and sewer service, fire protection and transportation facilities. d) Please site specific Comprehensive Plan policies and goals and describe how the proposed project meets those policies and goals. 		
4.	Location and Extent Plan - A plan of the project, showing the existing buildings/ structures, the proposed location of any new buildings/structures, proposed access, proposed screening or buffering areas, and proposed location of site improvements such as utilities and roads.		
5.	Location Map: A map showing the location of the project, its relationship to surrounding properties and uses, and illustrating roads and significant natural features near the project site.		
6.	Legal Description – This must be a boundary description certified by a licensed surveyor. A specific legal description will not be required for linear facilities; however an accurate and succinct description in layman's terms of the route alignment must be provided.		
7.	Submittal Checklist		
8.	Pre-Application Conference Form - last page of packet		

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

LOCATION & EXTENT PROCESS



Applicability

Applicability	<p>Public projects shall be brought before the Larimer County Planning Commission for location and extent review in accordance with C.R.S. §30-28-110, unless otherwise stated below:</p> <ul style="list-style-type: none">a. Schoolb. Prison or Detention Centerc. Hospitald. Parks and Open Lands (all uses in this category)e. Campgroundf. Recreational Vehicle Parkg. Airporth. Helipadi. Transit Terminal or Stationj. Landfillk. Treatment Plantl. Utility Substationm. Water Storage Facility
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LOCATION & EXTENT PROCESS



Review Criteria & Process

Review Criteria	To approve a Location and Extent Application, the Larimer County Planning Commission must find that the proposal is consistent with the Larimer County Comprehensive Plan, Estes Valley Comprehensive Plan, and any other adopted plans as applicable
Process:	<p>Public Schools</p> <ol style="list-style-type: none">1. Prior to acquiring land or contracting for the purchase of land for a school site, the Board of Education must consult with and advise the Planning Commission in writing to ensure that the proposed site conforms to the adopted Comprehensive Plan as far as is feasible.2. Prior to construction of any structure or building, the Board of Education must submit a site development plan for review and comment to the Planning Commission.3. The Planning Commission may request a public hearing before the Board of Education on the proposed site location or site development plan. If the Planning Commission requires a hearing, the Board of Education must promptly schedule the hearing, publish at least one notice in advance of the hearing and provide written notice of the hearing to the Planning Commission.4. The Planning Commission will consider all information presented at the hearing. If no hearing is requested, the Planning Commission will consider all information provided by the Board of Education and provide to the board of education its recommendations and conclusions.5. The authority to make final determinations as to the location of public schools and to erect buildings and structures remains with the Board of Education.
	<p>All Other Public Projects</p> <ol style="list-style-type: none">1. A proposed site location and development plan shall be submitted to the Planning Commission for approval before construction or authorization of any public road, public park, trail or trailhead, public way, ground or space, public building, or structure or utility. This does not include County acquisition of right-of-way for public roads through negotiation and/or eminent domain.2. In case of denial of a county-funded project, the Planning Commission shall communicate its reasons to the County Commissioners. County Commissioners are authorized to overrule such denial by a majority vote. Upon overruling, the County may proceed with construction or authorization of the project.3. If the project is one that is not required to be authorized or financed by the County Commissioners or other county officials or county board, the Planning Commission's denial may be overruled by the body or official having jurisdiction over the authorization and financing of the project by a majority vote. In the case of a utility owned by an entity other than a political subdivision, the Planning Commission's denial may be overruled by the Public Utilities Commission by a majority of its entire membership.4. In the case of county-funded or county-authorized projects, approval is required from the Planning Commission for the acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, or sale or lease of or acquisition of land for any public park, trail or trailhead, public ground or space, public property, public structure, or building or public utility. Denial may be overruled as described above.5. Failure of the Planning Commission to act within 30 days after the date of official submission to it is deemed approval unless a longer period is granted by the submitting board, body or official.



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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