



LOCATION & EXTENT

COMMUNITY DEVELOPMENT | PLANNING

Location and Extent 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.

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 14-day referral period for Location and Extents.

4. Scheduling and Noticing of Public Hearings:

Once all comments have been received and adequately addressed, your assigned planner will work with you to get the required hearing scheduled.

5. Review and Decision

Planning Commission Hearing

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.

Additional Resources

1. Development Review Fee Schedule
2. Special Review Process Guide
3. Neighborhood Meeting Packet
4. Transportation Capital Expansion Fees
5. Larimer County Land Use Code

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.

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.

Building Permits:

Building permits will NOT be accepted on the property while the application is pending.



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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	
2.	Application Fee - current fee at time of submission	
3.	Other Associated Fees - see fee schedule for more information	
4.	Project Description – narrative describing the proposed project, including the following information: 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 cite specific Comprehensive Plan policies and goals and describe how the proposed project meets those policies and goals.	
5.	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.	
6.	Vicinity 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.	
7.	Submittal Checklist - one copy of this page	

Applicability:

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:

- Public School/Charter School
- Prison or Detention Center
- Hospital
- Parks and Open Lands (all uses in this category), including trails and trail heads
- Campground - public agency
- Recreational Vehicle Park - public agency
- Airport
- Helipad
- Transit Terminal or Station
- Landfill
- Treatment Plant - water & sewer
- Utility Substation
- Water Storage Facility



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Review Criteria & Process Overview

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.