

MINOR LAND DIVISION SUBMITTAL REQUIREMENTS

Revised date

**LARIMER COUNTY COMMUNITY DEVELOPMENT
PLANNING DEPARTMENT**

CONTACT INFO:

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

MINOR LAND DIVISION 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.

Applicability

This procedure shall be required for the following land divisions:

1. Division of existing legal uses that have separate utilities; however, the minor land division procedure may not be used to divide accessory uses from principal uses or create an opportunity for additional principal uses;
2. Division of an existing legal use from the remaining vacant property with the condition that development of the vacant property must be approved through the land division process that would have been utilized prior to the approval of the MLD;
3. Division of quarter sections into four parcels of equal size where the original quarter section contains fewer than 140 acres; and
4. Divisions of the land for public utilities, open space, schools, or other public uses that require county review of potential impacts through the Location & Extent review or Special Review process

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 14-day referral period
3. Scheduling & Notice of Public Hearing
4. Review & Decision
5. Post-Decision Actions

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 land division proposal. 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>

MINOR LAND DIVISION SUBMITTAL REQUIREMENTS



Submittal Documents

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.	Additional Fees - if applicable		
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.5.10.D. of the Land Use Code. Please see page 5 for Project Description 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.	Minor Land Division Plat – See following pages for Plat requirements		
7.	Closure Data – plat boundary data (perimeter bearings, distances, closure and acreage information)		
8.	Monuments – please see page 7 for requirements		
9.	Utility Check Sheet – signed by all applicable utility providers. See check sheet attached		
10.	Evidence of Access - provide evidence of perpetual, conveyable access to each lot (if lots do not have existing access on a public right-of-way).		
11.	Legal Description - the legal description of the property		
12.	Ownership & Encumbrance - contact a Title Company for this information.		
13.	Evidence of Eligibility – For parcels greater than 35 acres: One copy of deeds or other legal documents that created the subject parcels and evidence that no parcel less than 35 acres remains or resulted from the creation. For parcels less than 35 acres: One copy of deeds or other legal documents which clearly demonstrate that the subject parcels are the parcels that existed on May 5, 1972, or evidence that the subject parcels were previously approved by Larimer County.		
14.	Other		

MINOR LAND DIVISION PROCESS



Final Documents Required

- 1. Final Plat** - mylar copy (24" x 36") with all owners/leinholders signatures. Must have original signatures. See following pages for approval statement requirements if applicable. Mylar must be recorded by Planning staff.
- 2. Deeds** - describing the resultant parcels, signed and dated by owners, and sealed by a Notary Public.
- 3. Recording Fees** - Please make checks out to the Larimer County Clerk & Recorder. (Staff will determine the fee amount at final submittal).

Additional Information

Building Permits -

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

Hearings –

Hearings are held with the Board of County Commissioners on the first and fourth Monday's of each month. These hearings are held in the Commissioner's Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form. Note: All proceedings are recorded.

Conditions of Approval –

The Board of County Commissioners may impose conditions on an amended plat that are necessary to accomplish the purpose and intent of the Land Use Code and Master Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

Lien Holder Signature –

If there is a lien on the property(s), please be aware that the lien holder will be required to sign the final plat before it can be recorded. Please check with the mortgage company to determine if they approve of the proposed amended plat, and who at the company will be responsible for signing the plat.

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.

MINOR LAND DIVISION PROCESS



Item# 4 Project Description

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative and on it's own page(s). It should touch on all the review criteria.
Existing Structures	A detailed description of the type, size, and location of any existing structures on all lots.
Other Information	Any other pertinent information about the proposed project.
Review Criteria for Board Approved Plat Modification Article 6.5.10.D.	<ul style="list-style-type: none">a. The property is not part of an approved or recorded subdivision plat;b. The property is not part of an exemption or minor residential development approved under the previous subdivision resolution or a minor land division;c. The newly created parcels will meet the minimum lot size required by the applicable zoning district;d. The newly created parcels meet minimum access standards required by the County Engineer or the Colorado Department of Transportation as applicable; ande. Approval of the minor land division will not result in impacts greater than those of existing uses. However, impacts from increased traffic to a public use may be offset by the public benefit derived from such use.

Item#6 Minor Land Division Plat

Project Name and File Number	Example: Smith Minor Land Division File #21- LAND0000 Note: The name cannot be a duplicate and cannot be changed during the course of the project.
North Arrow & Scale	
Site Data	<ul style="list-style-type: none">• Boundaries of the total area with dimensions• Section-Township-Range• Zoning• Lots proposed and resulting acreages (must be labeled as 'lots' not 'parcels' or 'tracts')• Water supply/ sewage disposal
Exisiting Location of: (if applicable)	<ul style="list-style-type: none">• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)• Buildings / Structures (i.e. retaining walls, drainage structures, etc.)• Roads• Easements• Natural or manmade features• Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards• Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)

Item#6 Minor Land Division Plat Cont.

Engineering Items:	<ul style="list-style-type: none">• Access (existing, proposed, and emergency)• Current and proposed width, name, type, and location of adjacent rights-of-way and easements• Proposed easement(s) or right-of-way(s) to be vacated Proposed road right-of-way dedications- See Article 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications
Other	<ul style="list-style-type: none">• Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments.• Vicinity Map – scale of 1"=600', 1,200' or 2,000' showing and labeling the perimeter of the property & significant features within one (1) mile.• Naming of Lots• Naming of Streets

LAND SURVEY REQUIREMENTS

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.

All blocks and all lots within each block shall be numbered consecutively and shown on the plat. (See Page 7 for information on naming standards.)

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:

- 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

Item# 6 Minor Land Division Plat Cont.

LAND SURVEY REQUIREMENTS CONT.

Excepted parcels shall be marked “not included in this subdivision” and the boundary completely indicated by bearings and distances.

All streets, walkways and alleys shall be designated as such and streets shall be named. Bearings and dimensions shall be given.

All easements shall be designated as to type and adequate bearings and dimensions shall be shown to develop their position in the field.

All dimensions of irregularly shaped lots shall be indicated on each lot.

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.

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 acknowledgment.

Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

Item# 8 Monuments

MONUMENT REQUIREMENTS

For subdivision or resubdivision, in regards to the survey, compliance with all the rules and regulations as set forth in

Articles 51 & 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 its 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.

NAMING OF LOTS

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:

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 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:

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.

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. Lots labeled as “Tracts” or “Parcels” will not be accepted.

For naming of streets, please visit www.larimer.org/addressing

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 registered land surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name) truly and correctly represents the results of a survey made by me or under my direct supervision.</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>

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

DISTRICT NAME	CONTACT	ADDRESS	PHONE or EMAIL	
WATER:				
Bald Mountain Water Association	Chuck McAfee	419 Green Mtn. Drive, Loveland	667-7278	
East Larimer County (ELCO)	Mike Scheid	232 Link Lane, Fort Collins	493-2044	
Ft. Collins/Loveland	Chris Pletcher	5150 Snead Drive, Fort Collins	226-3104	
Little Thompson Water	Brad Eaton	835 East Highway 56, Berthoud	344-6373	
North Carter Lake Water	Gary Allen		303-618-7971	
North Weld County Water	Leann Koons	33247 Highway 85, Lucerne	356-3020	
Northern Colorado Water	Rich Patterson	4389 E CR 70, Wellington	568-3975	
Pinewood Springs Water	Gabi Benson	183 Cree Court, Lyons	303-823-5345	
Spring Canyon Water	Kevin Barricklow	4908 Shoreline, Fort Collins	226-5605	
Sunset Water District	Willard Wright	1556 Riverside, Fort Collins	484-0764	
West Fort Collins Water	Doug Biggee	2711 N. Overland, LaPorte PO Box 426, LaPorte	484-4881/ doug@wfcwdist.com	
WATER/SANITATION:				
Berthoud Water & Sanitation - S. Loveland Sanitation also	Berthoud Water	328 Massachusetts, Berthoud	532-2393	
Estes Park Water & Sanitation	Jim Duell	170 MacGregor, Estes Park	586-5331 / jduell@estesparksanitation.org	
Fort Collins Water & Sewer - LaPorte & Mtn. View San. also	Shane Boyle	700 Wood Street, Fort Collins	221-6339	
Loveland Water & Wastewater	Melissa Morin	200 North Wilson, Loveland	962-3709 / melissa.morin@cityofloveland.org	
Wellington Water & Sewer	Bob Gowing	3735 Cleveland, Wellington	568-3381/ gowingbj@wellingtoncolorado.gov	
Boxelder Sanitation	Development Department	3201 E Mulberry # Q, Fort Collins	498-0604 / Info@boxeldersanitation.org	
Cherry Hills Sanitation	Charles R. Vessey	512 North Link Lane, Fort Collins	493-6130 / chsd.vessey@hotmail.com	
Estes Park Sanitation	Jim Duell	1201 Graves Ave, Estes Park	586-2866	
Upper Thompson Sanitation	Jeffery Hodge	2196 Mall Road, Estes Park	586-4544	
CENTURY LINK:				
Fort Collins/Wellington/Red Feather Lakes/Crystal Lakes	Mark Fairchild Nicole Trupp	124 W Magnolia Street Fort Collins, CO 80525	297-7529 / Mark.fairchild@centurylink.com, Nicole.trupp@centurylink.com	
MISCELLANEOUS:				
Berthoud Fire Protection District	Joe Jaramillo	275 Mountain Ave, Berthoud	532-2264	
Colorado Division of Highways	Gloria Hice-Idler	1420 2nd Street, Greeley	353-1232	
Division of Water Resources	Sarah Brucker	1313 Sherman St.#8244, Denver, CO	sarah.brucker@state.co.us	
Estes Park Fire Department	Kevin Sullivan	170 MacGregor, Estes Park	577-0900 ksullivan@estesvalleyfire.org	
Estes Park Light and Power	Steve Rusch	170 MacGregor, Estes Park	577-3625	
Loveland Fire Rescue Authority	Carrie Dann	410 E 5 th St, Loveland	962-2518	
Poudre Fire Authority	Andrew Rosen / Jim Lynxwiler	102 Remington, Fort Collins	221-6570	
Poudre Valley REA	Engineering Dept.	7649 REA Parkway, Fort Collins	226-1234	
Xcel Energy	USE THE NORTH DOOR	1901 E. Horsetooth, Fort Collins	225-7840	

UTILITIES CHECK SHEET

PLEASE NOTE THAT YOU WILL BE ASKED TO PROVIDE THE UTILITY COMPANIES WITH A SITE PLAN AND A PROJECT DESCRIPTION.

Applicant Name & Address: _____

Landowner's Name & Address: _____

Engineer/Surveyor Name & Address: _____

WATER DISTRICT: _____

Comments:

Signed: _____ Date: _____

SANITATION DISTRICT: _____

NOTE: This is for lots which are served by public sewer only. If on-lot sewage disposal is proposed, this blank is not applicable. DO NOT CONTACT THE HEALTH DEPARTMENT.

Comments:

Signed: _____ Date: _____

CENTURYLINK: Contact Business Office for the service area in which the property is located (See next page for info).

Comments:

Signed: _____ Date: _____

POUDRE VALLEY REA: Contact the Engineering Department,

Signed: _____ Date: _____

XCEL ENERGY: Comments:

Signed: _____ Date: _____

DITCH COMPANY: _____

Comments:

Signed: _____ Date: _____



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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