



Larimer County Planning Department

MINOR LAND DIVISION PROCESS GUIDE

Purpose

This section provides the procedure for the Board of County Commissioners to review proposed minor land divisions that do not discernibly impact surrounding properties, environmental resources, or public facilities.

Applicability

The Minor Land Division process may be used for the following land divisions:

1. Division of existing legal uses that have separate utilities. This process 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 appropriate Subdivision, Conservation Development, or Planned Land Division process.
3. Division of quarter sections into four parcels of equal size where the original quarter section contains fewer than 140 acres.
4. Divisions of land for public utilities, open space, schools, or other public uses that require county review of potential impacts through the location and extent review or special review process.

Review Criteria

To approve a Minor Land Division, County Commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable.

- 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 zoning 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; and
- e) 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.

***Accessory Uses** – A use of land or a building or portion thereof customarily incidental and subordinate to the principal use of the land or building and located on the same lot with the principal use.

****Principal Uses** – The primary or predominate use of a lot

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MINOR LAND DIVISION PROCESS (see Section 6.5.10 of the Larimer County Land Use Code)

Phase 1 Minor Land Division Public Hearing

1. **Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Minor Land Division application.
2. **Application Submittal**
Applications for Minor Land Division are accepted during regular business hours.
3. **Referral Agency/Staff Review**
Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health, Code Compliance and Building and will also distribute copies of the application to outside review agencies such as utility providers. Written comments are sent to County staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.
Please Note: Some application materials may need to be revised and resubmitted and/or additional information may need to be provided based upon agency review.
4. **Board of County Commissioners Hearing**
The Commissioners will consider all Staff and public input, then vote to approve, approve with conditions, or deny the Minor Land Division application.

The Board of County Commissioners hearing is the final public hearing for Minor Land Division applications and therefore is the final decision on the proposed land division.

Phase 2 Final Plat

Upon approval of a Minor Land Division application, completion and review of additional information and final documents is required.

- **Conditions for Approval**

These are specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners at the public hearing. Conditions placed on the approval may include items such as correction of technical issues, payment of fees such as school, park, or transportation, etc.

- **Final Plat and Associated Documents**

Submittal of final mylars (signed by all owners and notarized) along with any other associated documents such as deeds, agreements, etc. will need to be submitted.

Note:

- ✚ Recording fees will also need to be submitted (see Planning Department for fee amounts).
- ✚ Colorado Revised State Statue 30-28-110-4a prohibits recording of a subdivision plat until all prior year property taxes have been paid.

If Applicable:

- **Completion of Technical Reports**

Wrap up any reports that are required prior to Permitting