

# PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

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

Revised October 2022

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

## CONTACT INFO:

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

# PRELIMINARY 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. Sketch Plan - This should be completed
2. Neighborhood Meeting (if required - should be completed prior to submittal)
3. Application Submittal & Processing (pre-submittal meeting required)
4. Staff & Referral Agency Review- minimum 21-day referral period
5. Review & Decision - Planning Commission Hearing & Board of County Commissioners Hearing
6. Post-Decision Actions

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff, review agencies, the Planning Commission, and the Board of County Commissioners 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

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.

# 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>

# PRELIMINARY 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.	Other Associated Fees- see fee schedule for current fees Colorado Geological Survey Fee Fire District Fee		
4.	Project Description – Updated detailed description based on the Sketch Plan meeting for the proposed project, include review criteria from Article 6.5.5.D. of the Land Use Code. Please see following pages for Project Description requirements.		
5.	Site Inventory Map - see following pages for requirements		
6.	Preliminary Plat - see following pages for requirements		
7.	Ownership & Encumbrance - contact a Title Company for this information.		
8.	Legal Description – one legal description for each existing parcel included in the land division request		
9.	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		
10.	Neighborhood Meeting Report - See Neighborhood meeting packet		
11.	Planned Development (PD) Rezone Description (if applicable) - include review criteria in Article 6.6.1 and how the proposed zone district meets the Framework Map in the Comprehensive Plan		
<b>Reports &amp; Plans: (as applicable)</b>			
12.	Preliminary Drainage/Stormwater Report		
13.	Commitment Letter from sewage provider or report regarding waste-water disposal		
14.	Preliminary Use Plan for Residual Lots, Outlots, and Common Lots		
15.	Land Division Calculation Worksheet		
16.	Preliminary Traffic Impact Report		
17.	Response Letter - addressing comments received and issues identified in the Sketch Plan Review report		

# PRELIMINARY PLAT PROCESS



## Submittal Requirements Cont.

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

Item	Description:	Required	Staff sign- off
Reports and Plans Cont.			
18.	Preliminary Wildfire Mitigation Plan		
19.	Preliminary Geological Hazard Mitigation Plan		
20.	Preliminary Wetland Mitigation Plan		
21.	Preliminary Wildlife Mitigation Plan		
22.	Preliminary Landscape Plan		
23.	Water District Commitment Letter		
24.	Geotechnical Report		
25.	Fire Protection Plan		
26.	Annexation Eligibility Form - if applicable		
27.	Submittal Checklist		
28.	Pre-application 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](mailto:planningcirt@larimer.org)

**If appealing On-Site Wastewater Treatment Systems in the Growth Management Areas** – A development in a Growth Management Area that includes a proposal to use On-Site Sewage Treatment Systems must submit an appeal as part of their application. The appeal must include the following items:

- A technical/economic analysis demonstrating that public sewer is not feasible;
- A letter from the applicable city utility or sanitation district indicating their concurrence that it is not feasible to connect to public sewer;
- A letter from the applicable municipality indicating their concurrence that the development as proposed will achieve the land use pattern envisioned for this part of the Growth Management Area;
- A letter from the applicable municipality that indicates their willingness to annex the property when it becomes eligible for annexation; and
- Information demonstrating that On-Site Sewage Treatment Systems can be safely provided as anticipated in Article 4.3.5.2. of the Land Use Code.

**Homeowners Association** – The creation of an Homeowner's Association may be required at Final Plat phase. This may include maintenance responsibilities for roads, common areas, drainage areas, and the like.

# PRELIMINARY PLAT PROCESS



## Additional Information Cont.

**Lien Holder Notification** – If there is a lien on the property(s), please be aware that the lienholder 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 land division, and who at the company will be responsible for signing the plat.

**For additional process information and handouts referenced in this guide, please refer to the following:**

1. Development Review Fee Schedule
2. Larimer County Land Use Code or view it online at: <https://www.larimer.gov/planning/land-use-code>
3. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at: <http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
4. Engineering Permit information can be found at <https://www.larimer.org/engineering/engineering-permits>

All of the handouts mentioned in this packet are available at the Larimer County Planning Department located at 200 W Oak St. Fort Collins or by email request at [planningoncall@larimer.org](mailto:planningoncall@larimer.org).

### REQUIRED PRIOR TO HEARING

**Mineral Interest Notification** – Certification Regarding Notification of Mineral Interest Owners and Lessees – Thirty (30) days prior to the Planning Commission 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. A signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached certification form). Failure to receive this certification will result in the hearing being rescheduled to a later date. (see attached form)

# PRELIMINARY PLAT PROCESS



## Item# 4 Project Description

Element	Description	Include (but not limited to)
Summary	The project description is a narrative explaining what is being proposed.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal
Review Criteria	How the proposal meets the applicable review criteria.	Refer to Article 6.5.5.D. for review criteria
Existing Conditions	A written detailed description of the existing conditions.	<ul style="list-style-type: none"> <li>• Zoning</li> <li>• Current use of the property</li> <li>• Size of the property</li> <li>• Size (outer dimensions and area in square feet) of all existing buildings</li> <li>• Existing uses of all buildings</li> <li>• Use of surrounding properties</li> <li>• Off-site conditions</li> <li>• Recent and present uses of the site (ie: pasture, irrigated or dry land crops, etc.)</li> </ul>
Proposed Changes and Improvements	List any proposed changes or improvements	<ul style="list-style-type: none"> <li>• Total area of the project</li> <li>• Total developable land in the project (list the area of residential use, non-residential use, residual land)</li> <li>• Number of lots/number of dwelling units</li> <li>• Lot sizes</li> <li>• Proposed use (residential, commercial, etc.) and the total area of each use</li> <li>• Landscaping</li> </ul>
Infrastructure (Utilities)	A written detailed description of the current and proposed infrastructure.	<ul style="list-style-type: none"> <li>• Sewage disposal /water supply (include the name of district if applicable and a description of any utility extensions needed to serve the project, see Article 4.3.5. of the Land Use Code)</li> <li>• Fire protection (see Article 4.3.6. of the Land Use Code)</li> <li>• Roads (include surface type)</li> <li>• Existing and proposed utilities, easements, irrigation facilities, etc.</li> </ul>
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> <li>• Approximate sight distance at proposed access location as measured from drivers eye entering and exiting the access point.</li> <li>• Legal Access – Please Note: If the property does not gain direct access to a public right-of-way, please describe any existing easements that grant access to the property. (The applicant will be required to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use)</li> <li>• Surface of access (gravel, asphalt, concrete, etc.)</li> </ul>
Other Information	Any other pertinent information	<ul style="list-style-type: none"> <li>• List land dedications, if any</li> <li>• Any previous applications on the site</li> </ul>
Appeal	A written detailed description of drainage features	<ul style="list-style-type: none"> <li>• How the appeal will comply with the applicable review criteria (see Article 6.7.2. of the Land Use Code)</li> </ul>



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## Item# 5 Site Inventory

Site Plans should be legible and large enough to see the scope of the project.  
If an aerial photo is being used, indicate the date of photography

The following information should be included if applicable	
Project Name & File Number	Example: Joe's Subdivision 21-LAND0000 (File number is the same as the Sketch Plan No.)
Applicant information	Name, Address, Phone Number
Owner Information	Name, Address, Phone Number
North Arrow and scale	
Existing Location of:	<ul style="list-style-type: none"><li>• Buildings, structures (i.e. retaining walls, drainage structures, etc.), irrigation facilities, well sites, etc.</li><li>• Easements and roads</li><li>• Natural features such as vegetation, soil types, and water bodies</li><li>• Geological hazards including areas with expansive soils and other moderate hazards (See Article 4.4.3.)</li><li>• Wetlands (See Article 4.4.2.)</li><li>• Floodways and/or floodplains</li><li>• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)</li><li>• Landscape areas (without landscaping detail), fences</li><li>• Drainage patterns and general direction of flows on and through the site</li><li>• Topography with a contour interval sufficient to evaluate the proposal but no greater than 40-foot intervals. Areas of 20% or greater slope must be clearly shown by shading or other means</li><li>• Wildlife habitat and migration corridors with a description of the ways wildlife use the site and the species involved, with proposed setbacks or other potential mitigation measures (See Article 4.4.4.)</li><li>• Habitat for rare and endangered plants with species clearly indicated;</li><li>• Wildfire Hazards with location and classification shown (See Article 4.4.3.G.2.);</li><li>• Special Places of Larimer County - sites and structures listed on the State and National Register of Historic Places.</li><li>• Commercial Mineral Deposits (See Article 4.4.5.)</li></ul>

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## Item# 6 Preliminary Plat

The following information should be included if applicable	
Project Name & File Number	<p>Example: Joe's Subdivision 21-LAND0000 (File number is the same as the Sketch Plan No.)</p> <p>Note: The name cannot be a duplicate and cannot be changed during the course of the project. Visit <a href="http://www.larimer.org/engineering/subdivisions-and-road-names/subdivisions">www.larimer.org/engineering/subdivisions-and-road-names/subdivisions</a> for a list of current subdivision names</p>
Applicant information	Name, Address, Phone Number
Owner Information	Name, Address, Phone Number
North Arrow and scale	
Vicinity Map	One mile radius of the surrounding area
Site Data	<ul style="list-style-type: none"> <li>• Boundaries of the total development area with dimensions</li> <li>• Section-Township-Range</li> <li>• Zoning, existing and proposed</li> <li>• Acreage of total development</li> <li>• Acreage of developable land</li> <li>• Type and number of lots proposed for each type of use (residential, residual land, etc. ) and resulting acreages (Refer to following page for details on naming lots)</li> <li>• Density (dwelling units per acre of developable land) and intensity of proposed development</li> <li>• Amount of gross building area for all non-residential uses</li> <li>• Water supply/ sewage disposal proposed, irrigation water available</li> <li>• Landscape screening (without landscaping detail)/buffer areas, fences</li> </ul>
Existing and Proposed Location of: (if applicable)	<ul style="list-style-type: none"> <li>• Lots, open space, residual land, streets, parks, etc.</li> <li>• Buildings</li> <li>• Structures (i.e. retaining walls, drainage structures, etc.)</li> <li>• Utilities (gas, elec., water, sewer, well and/or septic system, etc.)</li> <li>• Roads</li> <li>• Easements</li> <li>• Natural or manmade features</li> <li>• Hazard Areas - such as floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards</li> <li>• Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)</li> </ul>
Engineering Items:	<p>Access (existing, proposed, and emergency)</p> <ul style="list-style-type: none"> <li>• Vehicular access</li> <li>• Emergency vehicular access</li> <li>• Proposed road right-of-way dedications- See Section 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications.</li> <li>• Current and proposed width, name, type, and location of adjacent rights-of-way and easements</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties and monuments.</li> <li>• Vicinity Map</li> <li>• Naming of Lots – See below for details</li> <li>• Naming of Streets</li> </ul>

## Item #11 PD Rezone Description

If applicable to the application, the applicant will need to include information for the proposed PD zoning in addition to a response to the review criteria for a rezoning. The proposed zoning should include proposed land use types, densities, and intensities such as minimum lot size requirements, setbacks, etc. The applicants may use the current zoning district as a starting point.

### Lot Naming Details

**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.

**For street naming, visit [larimer.org/addressing](http://larimer.org/addressing)**

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## Items# 11 -24 Reports & Plans

Geological Hazard Mitigation Plan	See Article 4.4.3.G.. of the Land Use Code
Landscaping Plan	See Article 4.7. of the Land Use Code and refer to the Landscaping Guide
Traffic Impact Memo	<p>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.</p> <ul style="list-style-type: none"> <li>• If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4.</li> <li>• If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.</li> </ul>
Water District Commitment Letter	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. Letter should include water system flows and pressures.
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.
Commitment Letter from the Sewage Provider or report regarding wastewater disposal	<ul style="list-style-type: none"> <li>• If public sewer: A letter from the Sanitation District committing to provide such service consistent with Article 4.3.5 of the Land Use Code shall be provided</li> <li>• 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</li> </ul>
Wildlife Conservation Plan	See Article 4.4.4. of the Land Use Code.
Soils Report	<p>A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal and pavement design for on-site and off-site improvements.</p> <ul style="list-style-type: none"> <li>• If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards.</li> <li>• If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.</li> </ul>
Wetland Mitigation Report	See Article 4.4.2. of the Land Use Code.
Fire Protection Plan	A written description addressing Article 4.3.6
Use Plan for Residual Lots, Outlots, and Common Lots	See Article 5.5.3. of the Land Use Code

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## Land Division & Water Supply

Larimer County staff supplies referrals to the Colorado Division of Water Resources (DWR) for land use permits including subdivisions. Since 1972, Section 20-28-133, (d), C.R.S. requires developers to provide adequate evidence that a water supply is available for proposed subdivisions. DWR reviews all water supply information and then supplies the developers and the County an opinion regarding the adequacy of the water supply or conflicting issues with other vested water rights.

Below you will see information from the Colorado Division of Water Resources website to help you through the water supply portion of your application.

To view this information and for more information from the Division of Water Resources please visit:  
<https://dwr.colorado.gov/services/water-administration/land-divisions-and-water-supply>

See Attached Water Supply Information Summary Sheet and Map (pages 13 & 14)

**All County Land Use Planning Directors  
State Engineer's Actions On Proposed Water Supplies For Land Use Actions**

FORM NO. GWS-76 02/2005	<b>WATER SUPPLY INFORMATION SUMMARY</b> STATE OF COLORADO, OFFICE OF THE STATE ENGINEER 1313 Sherman St., Room 818, Denver, CO 80203 Phone – Info (303) 866-3587 Main (303) 866-3581 Fax (303) 866-3589 <a href="http://www.water.state.co.us">http://www.water.state.co.us</a>		
Section 30-28-133,(d), C.R.S. requires that the applicant submit to the County, “Adequate evidence that a water supply that is sufficient in terms of quantity, quality, and dependability will be available to ensure an adequate supply of water.”			
1. NAME OF DEVELOPMENT AS PROPOSED:			
2. LAND USE ACTION:			
3. NAME OF EXISTING PARCEL AS RECORDED:			
SUBDIVISION: _____, FILING (UNIT) _____, BLOCK _____, LOT _____			
4. TOTAL ACREAGE:		5. NUMBER OF LOTS PROPOSED _____ PLAT MAP ENCLOSED? <input type="checkbox"/> YES or <input type="checkbox"/> NO	
6. PARCEL HISTORY – Please attach copies of deeds, plats, or other evidence or documentation.			
A. Was parcel recorded with county prior to June 1, 1972? <input type="checkbox"/> YES or <input type="checkbox"/> NO B. Has the parcel ever been part of a division of land action since June 1, 1972? <input type="checkbox"/> YES or <input type="checkbox"/> NO If yes, describe the previous action: _____			
7. LOCATION OF PARCEL – Include a map delineating the project area and tie to a section corner.			
_____ 1/4 of the _____ 1/4, Section _____, Township _____ <input type="checkbox"/> N or <input type="checkbox"/> S, Range _____ <input type="checkbox"/> E or <input type="checkbox"/> W Principal Meridian: <input type="checkbox"/> Sixth <input type="checkbox"/> New Mexico <input type="checkbox"/> Ute <input type="checkbox"/> Costilla <b>Optional GPS Location:</b> GPS Unit must use the following settings: Format must be <b>UTM</b> , Units must be <b>meters</b> , Datum must be <b>NAD83</b> , Unit must be set to <b>true N</b> , <input type="checkbox"/> Zone 12 or <input type="checkbox"/> Zone 13 Easting: _____ Northing: _____			
8. PLAT – Location of all wells on property must be plotted and permit numbers provided.			
Surveyor's Plat: <input type="checkbox"/> YES or <input type="checkbox"/> NO If not, scaled hand drawn sketch: <input type="checkbox"/> YES or <input type="checkbox"/> NO			
9. ESTIMATED WATER REQUIREMENTS		10. WATER SUPPLY SOURCE	
USE	WATER REQUIREMENTS		
	Gallons per Day      Acre-Feet per Year		
HOUSEHOLD USE # _____ of units	_____	<input type="checkbox"/> EXISTING WELL <input type="checkbox"/> DEVELOPED SPRING WELL PERMIT NUMBERS _____ _____ _____	
COMMERCIAL USE # _____ of S. F	_____		
IRRIGATION # _____ of acres	_____		
STOCK WATERING # _____ of head	_____		
OTHER: _____	_____	<input type="checkbox"/> MUNICIPAL <input type="checkbox"/> ASSOCIATION <input type="checkbox"/> COMPANY <input type="checkbox"/> DISTRICT NAME _____ LETTER OF COMMITMENT FOR SERVICE <input type="checkbox"/> YES or <input type="checkbox"/> NO	
TOTAL	_____		
		<input type="checkbox"/> NEW WELLS - PROPOSED AQUIFERS – (CHECK ONE) <input type="checkbox"/> ALLUVIAL <input type="checkbox"/> UPPER ARAPAHOE <input type="checkbox"/> UPPER DAWSON <input type="checkbox"/> LOWER ARAPAHOE <input type="checkbox"/> LOWER DAWSON <input type="checkbox"/> LARAMIE FOX HILLS <input type="checkbox"/> DENVER <input type="checkbox"/> DAKOTA <input type="checkbox"/> OTHER: _____	
		WATER COURT DECREE CASE NUMBERS: _____ _____ _____	
11. WAS AN ENGINEER'S WATER SUPPLY REPORT DEVELOPED? <input type="checkbox"/> YES or <input type="checkbox"/> NO IF YES, PLEASE FORWARD WITH THIS FORM. (This may be required before our review is completed.)			
12. TYPE OF SEWAGE DISPOSAL SYSTEM			
<input type="checkbox"/> SEPTIC TANK/LEACH FIELD  <input type="checkbox"/> LAGOON  <input type="checkbox"/> ENGINEERED SYSTEM (Attach a copy of engineering design.)		<input type="checkbox"/> CENTRAL SYSTEM DISTRICT NAME: _____ <input type="checkbox"/> VAULT LOCATION SEWAGE HAULED TO: _____  <input type="checkbox"/> OTHER: _____	

<b>Conservation Development Calculation Worksheet</b>		
<b>STEP (ITEM)</b>	<b>DATA ENTRY OR CALCULATION METHOD</b>	<b>RESULT OF CALCULATION</b>
<b>SECTION I – BASIC DATA</b>		
A (Total lots - #)	Enter total # of lots shown on plat. Exclude outlots.	
B (Residual lots - #)	Enter # of residual lots shown on plat.	
C (Residential lots - #)	Subtract B from A. Enter total.	
D (Residential units – total #)	If duplexes, apartments or condos are allowed in the zoning district, add additional units to Item C. Enter total (include existing).	
E (Intended % residual land)	Enter 80% or 50%.	
1 (Project size - # ac.)	Enter total # project ac.	
2 (Non-developable land – # ac.) <sup>1</sup>	Enter # of ac. (if any) in Floodway Zoning District or below the high water mark of existing bodies of water.	
3 (Developable land - # ac.)	Subtract item #2 from item #1.	
4 (Residual land - intended # of ac.)	Enter # ac. of residual land as shown on submitted plat.	
<b>SECTION II – DEVELOPED AREA</b>		
5 (Internal streets - # ac.)	If proposing a 50:50 CD, enter # ac. of internal street right-of-way. If 80:20 CD, enter zero.	
6 (Outlots and drainage areas <sup>2</sup> - # ac.)	Enter # ac. of outlots or areas required to handle drainage due to the increase in developed area.	
7 (Residual lot building envelopes - # ac.)	Enter # ac. in building envelope(s) located in residual lot(s).	
8 (SUBTOTAL) (# ac. excluded from residual land)	Add #6, #7 and #8. Enter result.	
9 (Single-family dwelling lots - # ac.)	Enter # ac. in residential lots (exclude acres shown in #8)	

<sup>1</sup> Include rivers, streams, ponds, lakes & reservoirs. Do not include irrigation ditches.

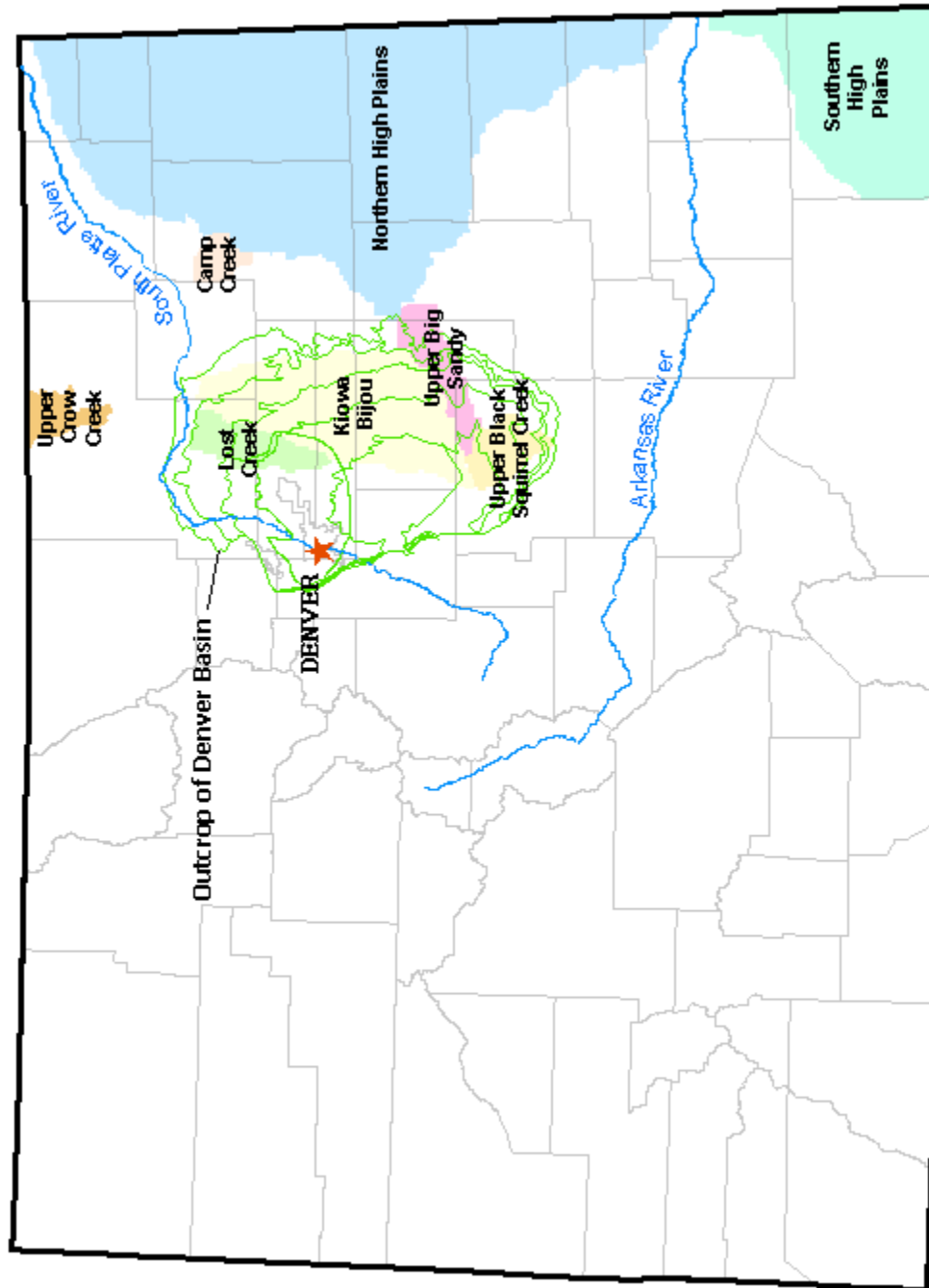
<sup>2</sup> Detention & retention ponds required to meet Section 8.1.3 of LCLUC cannot be counted as residual land unless those areas also serve another purpose. Exclude drainage swales along internal street rights-of-way in an 80:20 CD.

<b>SECTION III – DEVELOPED AREA COMPUTATIONS</b>		
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.	
<b>SECTION IV – RESIDUAL LAND CALCULATIONS</b>		
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.	
<b>SECTION IV – CROSS CHECKS:</b>		
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. <sup>3</sup>		
Item #10 + Item #12 = Item #3.		
Item #11 + Item #13 = 100%.		

<sup>3</sup> 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.



**COLORADO STATE MAP SHOWING  
THE DENVER BASIN AND THE DESIGNATED BASINS**





# 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](http://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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