



PRELIMINARY PLAT

COMMUNITY DEVELOPMENT | PLANNING

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

Purpose:

The preliminary plat process provides a mechanism to demonstrate compliance with the requirements of this Code, for applicants to respond to issues identified during the review process, and to formulate detailed solutions and mitigations proposals to those issues.

Process Overview:

1. Sketch Plan Phase

2. Neighborhood Meeting

If required, this should be completed prior to submittal of the preliminary plat phase.

3. Pre-submittal Meeting

4. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.

5. 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 60-day referral period for the Preliminary Plat phase.

6. Review & Decision:

Planning Commission review and recommendation, followed by Board of County Commissioner review and decision.

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.

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>

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.

Mineral Interest Notification:

Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision 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. Furthermore, a [signed certification](#) must be received by the Larimer County Planning Department prior to the hearing that such notification was provided. Failure to receive this certification will result in the hearing being rescheduled to a later date.

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 Fees - see fee schedule for more information	
4.	Project Description – updated detailed description of the proposed project based on the Sketch Plan meeting, include review criteria from Article 6.5.5.D of the Land Use Code. Please see following pages for requirements.	
5.	Project Information Form - https://www.larimer.gov/sites/default/files/land_division_-_project_information_form.pdf	
6.	Water Supply Information Form - https://www.larimer.gov/sites/default/files/gws-76-water-supply-information-summary.pdf	
7.	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	
8.	Site Inventory Map - Please see following pages for Site Inventory Map requirements	
9.	Preliminary Plat – Please see following pages for Preliminary Plat requirements	
10.	Growth Management Area (GMA) Annexation Eligibility Form (as applicable) – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area. https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf	
11.	Ownership & Encumbrance - contact a Title Company for this information	
12.	Submittal Checklist - one copy of this page	
Reports & Plans (as applicable)		
13.	Preliminary Drainage/ Stormwater Report	
14.	Commitment Letter from sewage provider or report regarding wastewater disposal	
15.	Preliminary Use Plan for Residual Lots, Outlots, and Common Lots	
16.	Land Division Calculation Worksheet	
17.	Preliminary Traffic Impact Report	
18.	Response Letter - addressing comments received and issues identified in the Sketch Plan Review report	
19.	Preliminary Wildfire Mitigation Plan	
20.	Preliminary Geological Hazard Mitigation Plan	
21.	Preliminary Wetland Mitigation Plan	
22.	Preliminary Wildlife Mitigation Plan	
23.	Preliminary Landscape Plan	
24.	Water District Commitment Letter	
25.	Geotechnical Report	
26.	Fire Protection Plan	

Please Note:

Lien Holder Signature – 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.



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ADDITIONAL INFORMATION

If appealing On-Site Wastewater Treatment Systems in the Growth Management Areas or Urban Districts– 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.

Lien Holder Notification – If there is a lien on the property(s), please be aware that 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: http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm
3. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at: <http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
4. Memo Regarding Subdivision Water Supply Plans
5. Engineering Permit information can be found at <https://www.larimer.org/engineering/engineering-permits>

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. Failure to receive this certification will result in the hearing being rescheduled to a later date. Click here for the certification form: https://www.larimer.gov/sites/default/files/mineral_interest_certification.pdf

(**please note: this notification does not apply to applications for platting of an additional single lot)



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PROJECT DESCRIPTION REQUIREMENTS

The project description is a narrative explaining what is being proposed. Please describe how the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal. Be sure to include all applicable elements outlined in the table below.

Element	Include (but not limited to)
Review Criteria	How the proposal meets the applicable review criteria in Article 6.5.5.D of the Land Use Code.
Existing Conditions	<ul style="list-style-type: none"> • Zoning, size, and current use of the property • Size (outer dimensions and area in square feet) and existing use of all existing buildings • Use of surrounding properties • Off-site conditions
Proposed Changes and Improvements	<ul style="list-style-type: none"> • Total area of the project • Total developable land in the project (list the area of residential use, non-residential use, residual land) • Number of lots/number of dwelling units. Be sure to include proposed lot sizes. • Proposed use (residential, commercial, etc.) and the total area of each use • Landscaping
Infrastructure (Utilities) - current and proposed	<ul style="list-style-type: none"> • 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) • Fire protection (see Article 4.3.6. of the Land Use Code) • Roads (include surface type) • Existing and proposed utilities, easements, irrigation facilities, etc.
Traffic & Access	<ul style="list-style-type: none"> • Approximate sight distance at proposed access location as measured from drivers eye entering and exiting the access point. • 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) • Surface of access (gravel, asphalt, concrete, etc.)
Other Information	<ul style="list-style-type: none"> • List land dedications, if any • Any previous applications on the site
Appeal	<ul style="list-style-type: none"> • How the appeal will comply with the applicable review criteria (see Article 6.7.2. of the Land Use Code)



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PD REZONING DESCRIPTION REQUIREMENTS

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.

SITE INVENTORY MAP REQUIREMENTS

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/Owner information	Name, Address, Phone Number
North Arrow and scale	
Existing Location of:	<ul style="list-style-type: none">• Buildings, structures (i.e. retaining walls, drainage structures, etc.), irrigation facilities, well sites, etc.• Easements and roads• Natural features such as vegetation, soil types, and water bodies• Geological hazards including areas with expansive soils and other moderate hazards (Article 4.4.3.)• Wetlands (Article 4.4.2.)• Floodways and/or floodplains• Utilities (gas, electric, water, sewer, well and/or septic system, etc.)• Landscape areas (without landscaping detail), fences• Drainage patterns and general direction of flows on and through the site• 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• 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 (Article 4.4.4.)• Habitat for rare and endangered plants with species clearly indicated;• Wildfire Hazards with location and classification shown (Article 4.4.3.G.2.);• Special Places of Larimer County - sites and structures listed on the State and National Register of Historic Places.• Commercial Mineral Deposits (Article 4.4.5.)



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Project Name & File Number	Example: Joe's Subdivision 24-LAND0000 (File number is the same as the Sketch Plan No.) Note: The name cannot be a duplicate and cannot be changed during the course of the project. Click here for a list of current subdivision names.
	North Arrow and scale
Vicinity Map	One mile radius of the surrounding area
Site Data	<ul style="list-style-type: none"> Boundaries of the total development area with dimensions Section-Township-Range Zoning, existing and proposed Acreage of total development and acreage of developable land 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) Density (dwelling units per acre of developable land) and intensity of proposed development Amount of gross building area for all non-residential uses Water supply/ sewage disposal proposed, irrigation water available Landscape screening (without landscaping detail)/buffer areas, fences
Existing and Proposed Location of: (if applicable)	<ul style="list-style-type: none"> Lots, open space, residual land, streets, parks, etc. Buildings and structures (i.e. retaining walls, drainage structures, etc.) Utilities (gas, elec., water, sewer, well and/or septic system, etc.) Roads and easements Natural or manmade features Hazard Areas- floodways and/or floodplains, slopes greater than 20%, geologic and wildfire hazards Adjacent development – (ie: subdivisions, exemptions, MRDs, metes and bounds property)
Engineering Items:	<ul style="list-style-type: none"> Vehicular and emergency vehicular access Proposed road right-of-way dedications- See Section 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications. Current and proposed width, name, type, and location of adjacent rights-of-way and easements
Other	<ul style="list-style-type: none"> Legal Description – typed in paragraph form and indicated along the site boundaries, including perimeter ties & monuments. Vicinity Map Naming of Lots and Streets– See below for details

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 <https://www.larimer.gov/it/gis/addressing>



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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 - 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. <ul style="list-style-type: none"> • If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4. • If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.
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"> • 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 • 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
Wildlife Conservation Plan - see Article 4.4.4. of the Land Use Code.
Soils Report - 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. <ul style="list-style-type: none"> • If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards. • If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.
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

WATER SUPPLY INFORMATION (Item #6)

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>