

Site Plan Requirements

January 2023

200 W. Oak Street - 3rd Floor
Fort Collins, CO 80521
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What is a Site Plan?

A site plan is an accurate, scaled drawing illustrating the following:

- Property's dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Site plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample SITE PLAN on back page ➡

A Site Plan is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq ft

Note: **Commercial Buildings**

Site Plan **approval** is required from the Planning Department **before** submitting a building permit application for a **commercial** building or alteration of an existing commercial building. Please contact Planning at poc@larimer.org.



Plot Plan Basics


Note: Aerial photos will not be accepted

1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1-inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10' 0  10 ft
Scale 1" = 100' 0  100 ft

- Include an arrow showing **North** 

2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

4. EASEMENTS and RIGHT of WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

6. SETBACKS Land Use Code Section 2.9.4

Q. What are setbacks?

A. The Larimer County Land Use Code defines setbacks as;

"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."

Q. I'm getting ready to submit my building permit application. How can I find my setbacks?

A. Setbacks vary by Zoning District and a property's proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact Planning at poc@larimer.org.

SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.

Sample Site Plan [8½ x 11]

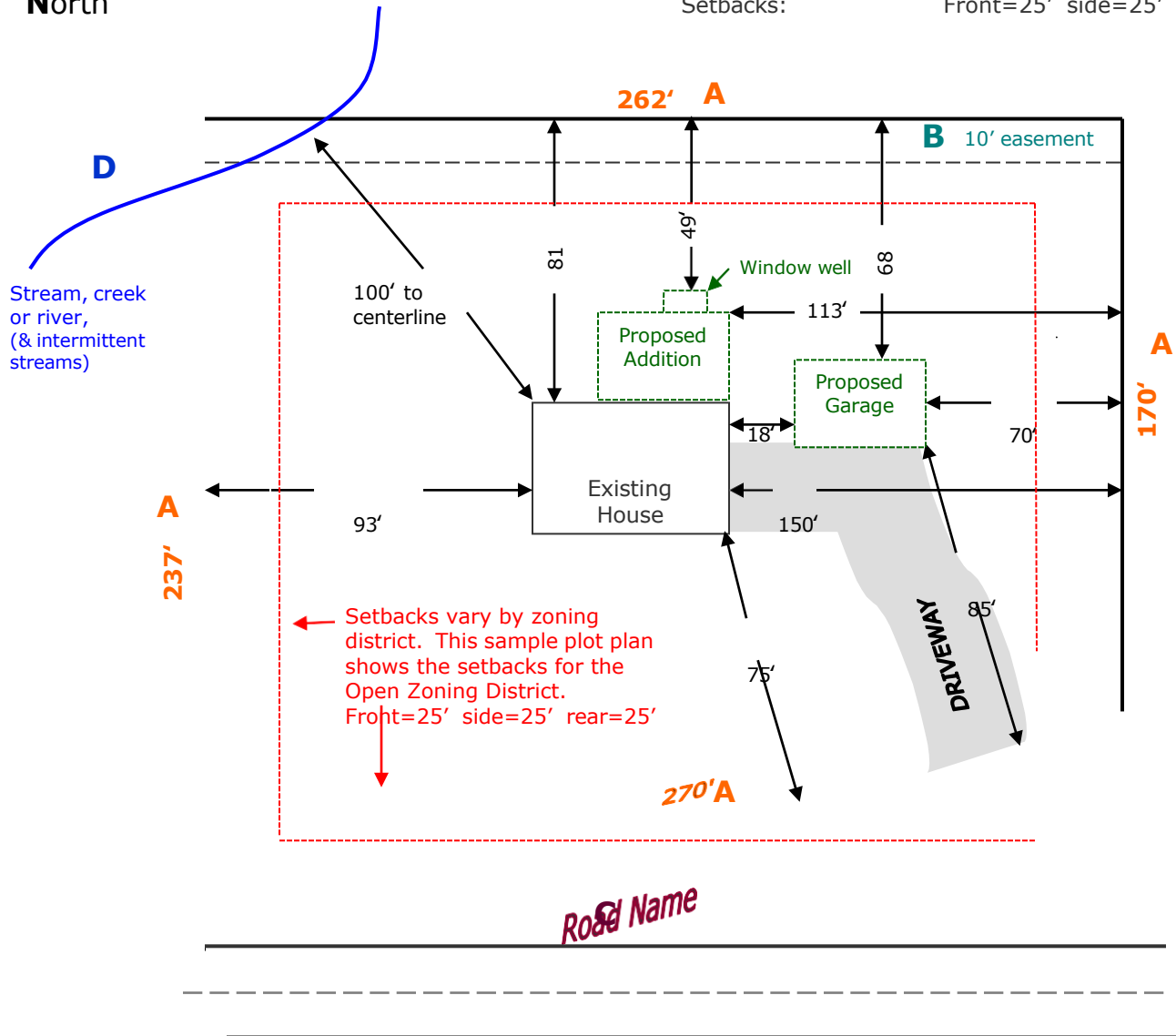
January 2023



North

✓ Scale 1 in = 50 ft

✓ Job Site Address: 123 Any Street, Fort Collins
✓ Property Owner: John & Jane Doe
Owner's Phone: 970-555-5555
✓ Parcel No: 97114-13-901
Zoning District: Open
Setbacks: Front=25' side=25' rear=25'



CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- ✓ Driveway Access
- ✓ Parcel No. & Zoning

A Property Dimensions

B Easements

C Roads and Streets

D Stream, Creek or River
(& intermittent streams)

↑ ↓ Use arrows to show distance from buildings to setbacks.

Existing buildings

Use solid lines to indicate existing structures

Proposed buildings

Use dotted lines to indicate **proposed** structures

Note:

This sample uses color to clarify requirements.

Your plan **does not** need to be in color.