

# SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS

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## *SPECIAL REVIEW - SKETCH PLAN PHASE*

UPDATED MAY 2023

## LARIMER COUNTY COMMUNITY DEVELOPMENT PLANNING DIVISON

### **CONTACT INFO:**

LARIMER.ORG/planning  
200 W Oak St., Third Floor  
Fort Collins, CO 80521  
(970) 498-7679

# SHORT-TERM RENTAL PROCESS

## SPECIAL REVIEW - SKETCH PLAN



## OVERVIEW

### 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.

### Purpose:

To initiate the exchange of information between the applicant and county staff and referral agencies to raise awareness of potential issues and allow the applicant to decide whether to proceed with the application. The purpose of the sketch plan is to check for technical feasibility issues that typically arise with short term rental applications, such as flood hazards, road standards, and separation from other short term rentals. If the application proceeds to the public hearing phase, additional application materials will be required. Additional materials could include, but are not not limited to, an operations manual, egress maps, etc to evaluate compliance with the use specific standards of short term rentals in section 3.3.5 of the Larimer County Land Use Code.

<b>1. Application Submittal &amp; Processing (pre-application conference required)</b>
<b>2. Staff &amp; Referral Agency Review- minimum 21-day referral period</b>
<b>3. Review &amp; Sketch Plan Report Completed</b>
<b>4. Sketch Plan Meeting</b>

### 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 Larimer County, all application materials become a matter of public record
- It is the applicant's responsibility to abide by all state and federal regulations

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## 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 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 STR building/structure is adjacent to or if any portion of the property is within a floodplain, additional standards and restrictions may apply.

### **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.

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## THINGS TO CONSIDER

### **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>

# SHORT-TERM RENTAL PROCESS

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## 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.	<b>Application Form</b> – must be signed by all property owners and the applicant		
2.	<b>Application Fee</b> - Current fee at time of submission		
3.	<b>Additional Fee</b> - Fire District		
4.	<b>Project Description</b> – detailed description of the proposed project, include review criteria from Article 6.4.2.D of the Land Use Code. Please see following pages for Project Description requirements		
5.	<b>Site Plan</b> - Please see following pages for site plan requirements		
6.	<b>Vicinity Map</b> - illustrate roads and significant natural features near the property site. County and local roads must be labeled so the site can be easily found (size should be 8.5 x 11)		
7.	<b>Floor Plans</b> - must be drawn to scale (size should be 8.5 x 11)		
8.	<b>Roadway &amp; Access Standards Certification</b> - see attached		
9.	<b>Submittal Checklist</b> - one copy of this page		
10.	<b>Pre-application Form</b> - last page of packet		
ADDITIONAL REQUIREMENTS			
10.	<b>Other</b> - information as deemed necessary by the project planner		
11.	<b>GMA Form 1 Annexation Eligibility</b> – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area		

Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us)

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

1. Process Guide
2. Development Review Fee Schedule
3. Comprehensive Plan
4. Larimer County Land Use Code
5. Transportation Capital Expansion Fee (TCEF)



# 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: \_\_\_\_\_

# SHORT-TERM RENTAL PROCESS

## SPECIAL REVIEW - SKETCH PLAN



## Item #4 Project Description

The written narrative of the project description is the applicants opportunity to explain what is being proposed. In this narrative, please address how this proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.

Element	Description	Include
Summary	The project description should be a narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Special Review Criteria	Article 6.4.2.D of the Land Use Code	In reviewing a proposed special review application, the reviewing bodies shall consider the general approval criteria in Article 6.3.6: General Review Criteria, and also whether the criteria in Article 6.4.2.D is met.
Operation	A written description of the operating plan for the proposed project.	<ul style="list-style-type: none"><li>• Number of bedrooms</li><li>• Maximum occupancy</li><li>• Property Manager information</li><li>• Floodplain information</li></ul>
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"><li>• Water and Sewer Provider</li><li>• Location and number of parking spaces</li></ul>
Proposed Changes & Improvements	List any proposed changes or improvements.	<ul style="list-style-type: none"><li>• Are you proposing any modifications to the property in any way to accomodate the STR?</li></ul>
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"><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 may be asked to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use)</li><li>• Description of existing road network, access, intersection, and proposed improvements and mitigation to meet standards</li></ul>
Appeals	A written request must be incorporated into the project description.	How the appeal will comply with the applicable review criteria (see Article 6.7.2 of the Land Use Code)
Other		Any other pertinent information about the proposal and how the proposed request meets the Overlay District standards and requirements, if applicable

# SHORT-TERM RENTAL PROCESS

SPECIAL REVIEW - SKETCH PLAN

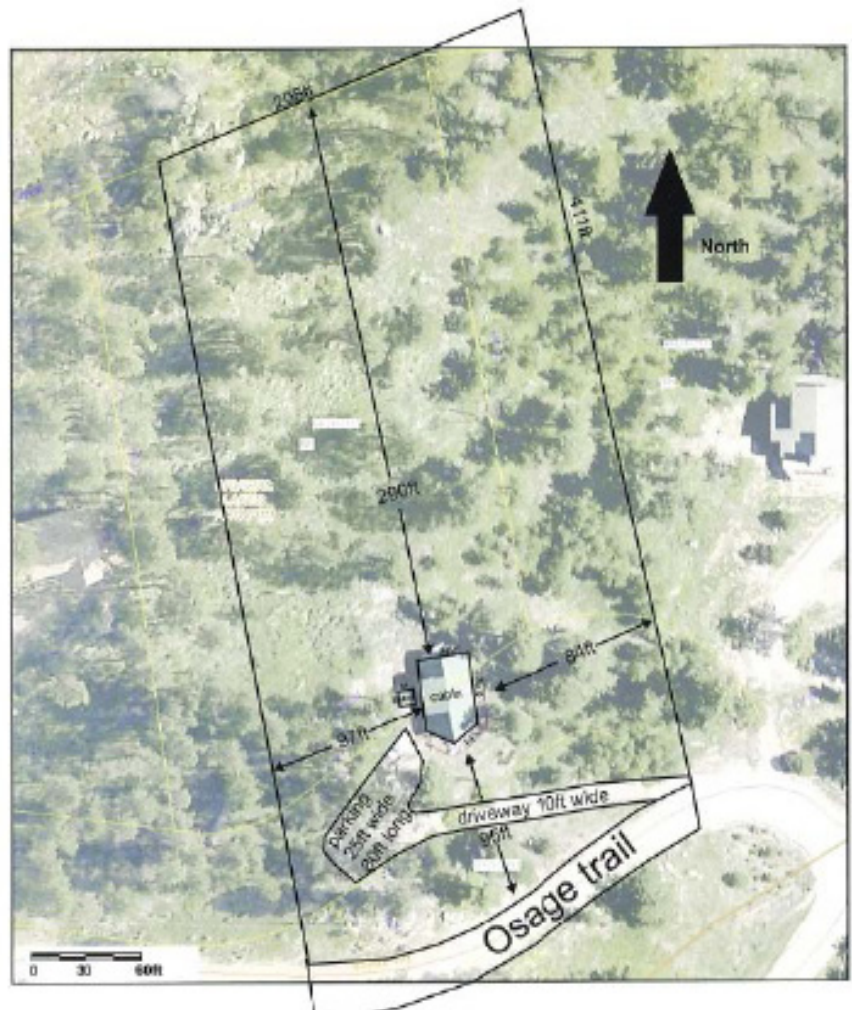


## Item #5 Site Plan

### SITE PLAN REQUIREMENTS

1. **Drawing Title/Project Name** (Ex: ABC Short-Term Rental Site Plan)
2. **Owner or Property Manager Information** - Name, Address & Phone Number
3. **For an existing building you may use an aerial map. Please include the following:**
  - North Arrow
  - Property boundary
  - Label/outline existing structures
  - Show parking areas and # of parking spaces
4. **For Short-term Rentals located adjacent to a Floodplain or if any portion of the short-term rental property is located within a floodplain, the following should be included on the Site Plan:**
  - Adjacent stream or river channel(s)
  - County regulatory floodplain(s)
  - Label and dimension 100-feet of the existing driveway abutting the primary parking

Example:



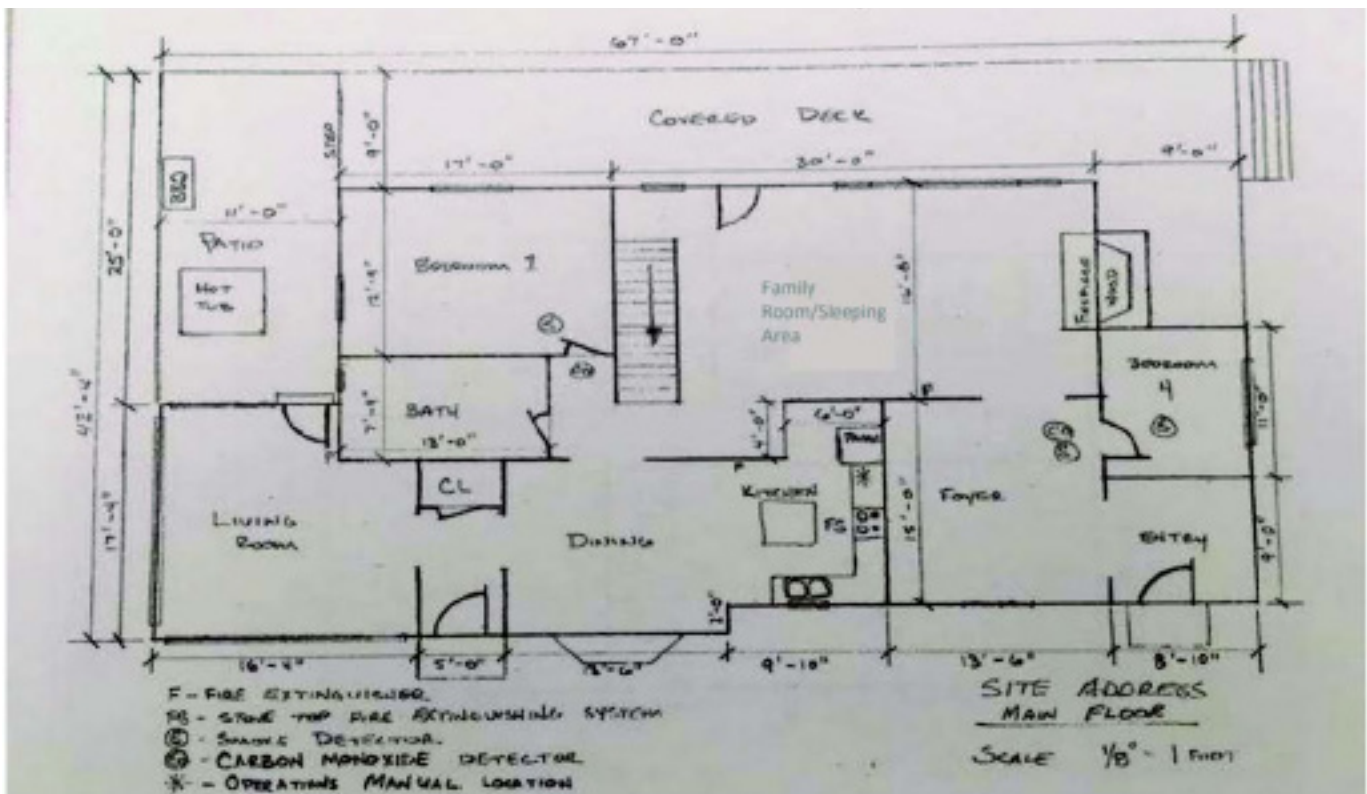


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### Item #7 Floor Plans

1.	Summary	A floor plan of each level of the home, drawn to a common scale or with all dimensions included on a 8.5 x 11 paper. The plan must be complete, legible and accurate
2.	Floor Plan Details	<p>1. Label all rooms including bedrooms, additional sleeping areas outside of a bedroom, bathrooms, common areas, mechanical equipment rooms, fireplaces, decks, porches, stairs, windows, and attached garages. All sleeping rooms must have egress windows or doors, smoke and CO alarms, and meet other code requirements.</p> <p>2. Label location of fire extinguishers, smoke detectors, carbon monoxide detectors, stove-top fire stops, and the operations manual.</p>



### Process and Requirements for Certification of Adequate Access

Per Article 13-4.B.2.y of the Larimer County Land Use Code (LCLUC), “Local roadways, whether public or private, used to access the short-term rental, shall comply with Appendix G of the Larimer County Rural Area Roadway Standards. Local Roadways are either defined by the Local Roadway segments shown on the applicable Transportation Master Plan or as designated by the County Engineer. Larimer County Rural Area Roadway Standards (LCRARS) Appendix G.2.2 does not apply.”

As such, the applicant must provide a Certification of Adequate Access demonstrating that the site’s “Primary Access Route” is in substantial conformance with the LCRARS Appendix G standards. The Short-Term Rental’s Primary Access Route refers to the local roadways extending from the site’s property boundary to either a Numbered County Roadway, State Highway, or a Collector/Arterial Roadway shown on another jurisdiction’s Master Street Plan.

Short Term Rentals that take direct access off a Numbered County Roadway, State Highway, or a Collector/Arterial Roadway shown on another jurisdiction’s Master Street Plan may qualify for a waiver from this certification process. Certification waiver request forms can be requested from your project planner.

#### Summary of LCRARS Appendix G Standards

The following sections of Appendix G directly relate to the safety and adequacy of access roadways. The Engineer should focus on these criteria when evaluating the roadway(s) within the STR’s Primary Access Route. The full Appendix G Standards are available at [https://www.larimer.gov/sites/default/files/uploads/2017/rars07\\_final.pdf#nameddest=APPENDIX-G](https://www.larimer.gov/sites/default/files/uploads/2017/rars07_final.pdf#nameddest=APPENDIX-G).

##### Road Width and Clearance Height (G.7.1)

- 20-ft two-way all-weather surface (narrower directional all weather surface may be acceptable if intermittent turnouts are provided as described in Section G.7.6.)
- Minimum Vertical Clearance of 13 feet 6 inches.

##### Road Grade (G.7.2)

- Maximum longitudinal slope of 8% (10% in mountainous terrain). Deviations in writing for unusual cases in mountainous or hilly terrain may be granted. However, the average grade for 200 feet should not exceed 12%

### Horizontal Curves (G.7.3)

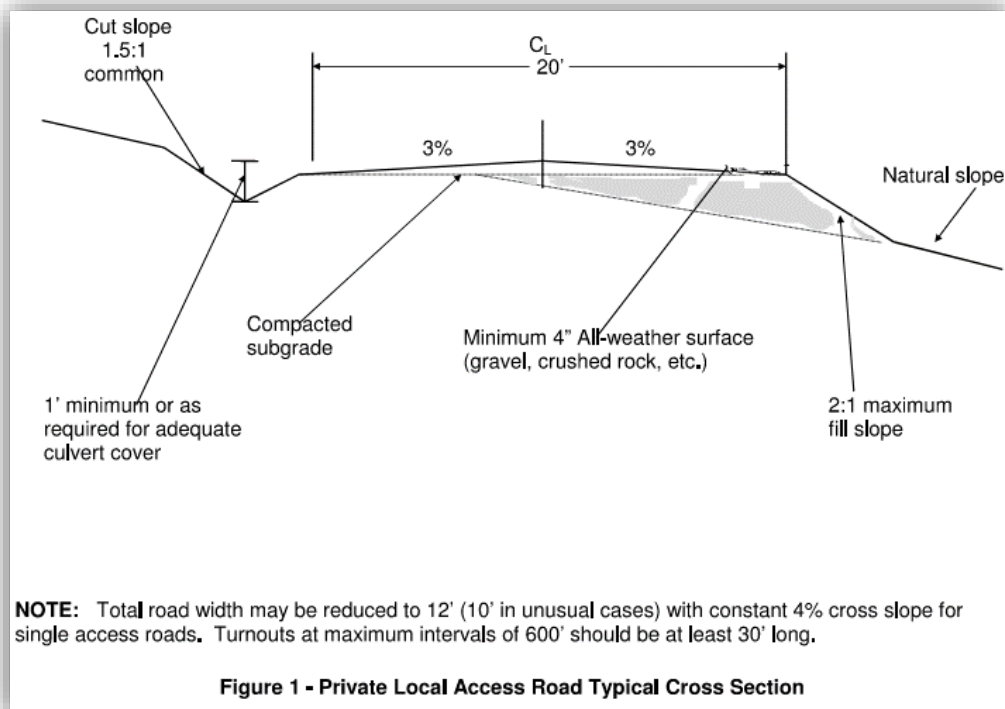
- The radius of curvature on centerlines must be a minimum of 100 feet (60 feet in steep terrain). Deviations in writing for unusual cases in mountainous or hilly terrain may be granted.

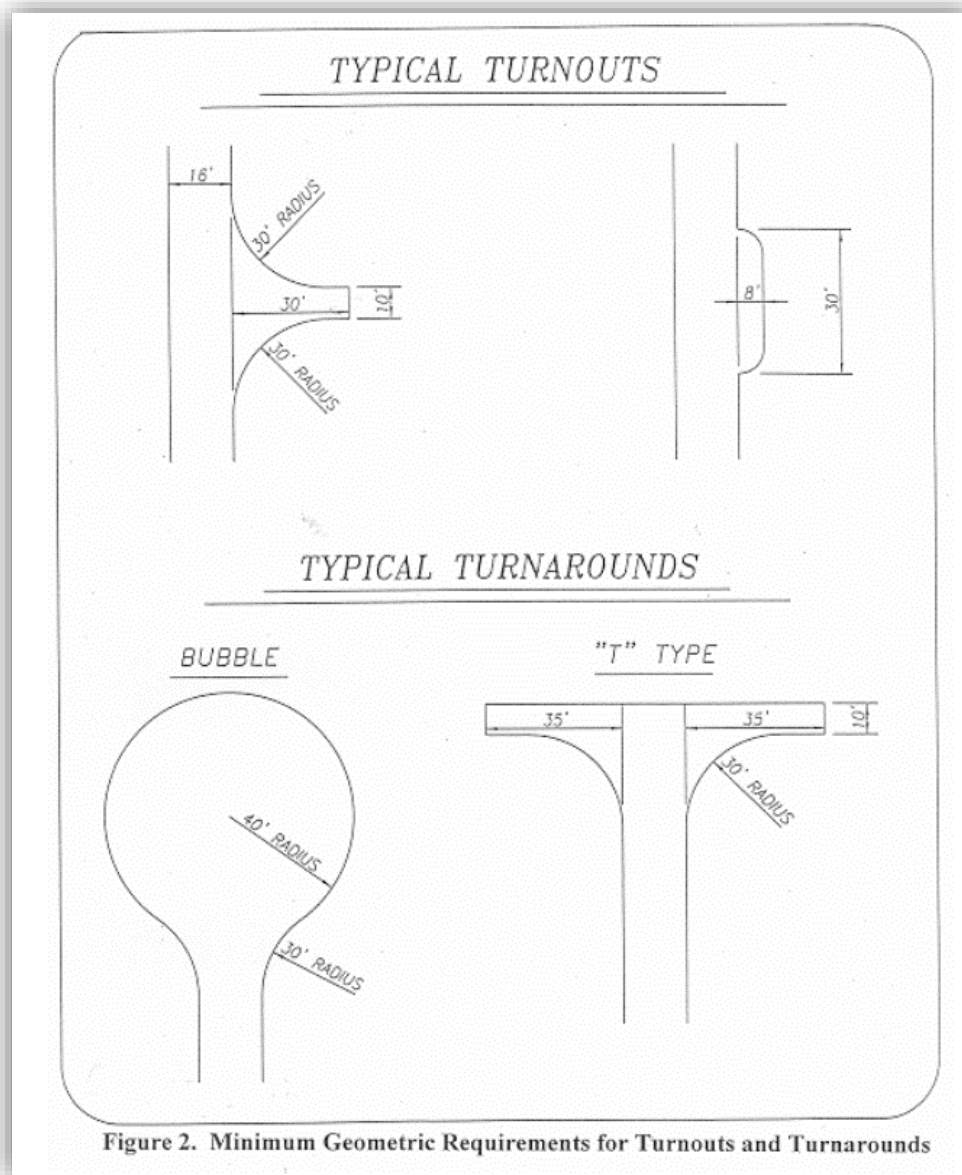
### Dead End and Turnarounds (G.7.6)

- Dead end multiple access roads must be constructed with a vehicular turnaround area at the end or within the last 600 feet of roadway. For roads narrower than 20-ft, turnouts must be provided at approximately every 600 feet of road.
- The turnaround must be constructed to allow turning movements to be made by emergency vehicles (Figure 2). Turnouts must be an all-weather road surface at least 8 feet wide and 30 feet long.

### Drainage Facilities (G.7.8)

- Road design must contain provisions for stormwater drainage sufficient to achieve a standard of no ponding at all locations. Adequate design must ensure the natural drainage system will be maintained, and erosion is minimized. See Section G.7.8 for specific requirements.





LCRARS Appendix G: Figure 2

Any requested variances from these standards shall be noted and described in the engineer's certification letter. Minor variations (deviations of less than ten percent) may be approved administratively by the Development Review Engineer. Major Variances (deviations of more than ten percent) must come in the form of an appeal to the Board of County Commissioners.

The following documents (see attached examples) are required and must be signed and stamped by a professional engineer:



June 1<sup>st</sup>, 2023

Mr. or Ms. Development Services Engineer  
Larimer County Engineering Department  
P.O. Box 1190  
Fort Collins, CO 80522-1190

**Re: Engineer's Certification of Adequate Access "Generic Short-Term Rental"**

Dear Mr. or Ms. Development Services Engineer:

I hereby certify that the Primary Access Route used to access the **"Generic Short-Term Rental"** is in substantial conformance with the LCRARS Appendix G standards.

*(Briefly describe the limits and roadways of the Primary Access Route being certified. An illustration with a highlighted route is required to be attached to this letter.)*

Adequate investigations and analysis have been completed to assure compliance with these standards. Any requested deviations from these standards have been listed below.

Summary and Justification of Requested Variances

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Sincerely,

Joe Professional Engineer

*Note: This letter must be signed and stamped by a Colorado Registered Professional Engineer*

## **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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