



# SKETCH PLAN - STR

## COMMUNITY DEVELOPMENT | PLANNING

### Short-term Rental (STR):

A principal dwelling rented to transient guests who are part of one party for short-term lodging (30 days or less) when not occupied by the owner/operator. The term “party” as used in this definition shall mean one or more persons who stay at a short-term rental as a single group pursuant to a single reservation and payment.

### Sketch Plan 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.

### Process Overview:

#### 1. Pre-application Meeting

*Your assigned planner will go over the submittal requirements and sketch plan process.*

#### 2. Electronic Application Submittal:

*Please email all submittal materials to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us) in separate PDF format, attached to the same email. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.*

#### 3. 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 Sketch Plan phase.*

#### 4. Sketch Plan Meeting

*A written staff report that includes all comments received during the review period will be presented at the sketch plan meeting.*

### 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](mailto:eng-devrev@larimer.org)
- Flood - [eng-floodplain@larimer.org](mailto:eng-floodplain@larimer.org)
- Health Dept. (Septic) - 970.498.6775
- On Call Planner - [planning@larimer.org](mailto:planning@larimer.org)



# THINGS TO CONSIDER

## COMMUNITY DEVELOPMENT | PLANNING

### 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.

### 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.

### License Renewal and Life-safety Inspection:

STR license renewal will be required every other year on the anniversary of the original approval or license date. Re-inspection by the Building Division will be required every four (4) years accompanying the license renewal.

### For additional process information:

1. [Short-term Rental Process Guide](#)
2. [Development Review Fee Schedule](#)
3. [Larimer County Comprehensive Plan](#)
4. [Larimer County Land Use Code](#)
5. [Transportation Capital Expansion Fee \(TCEF\)](#)



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Planner:  
Pre-app Date:

### SUBMITTAL REQUIREMENTS

Please submit each item as a separate PDF to [planningCIRT@co.larimer.co.us](mailto:planningCIRT@co.larimer.co.us).  
All PDFs should be named as listed below and attached to the same email.

Item	Description:	Required
1.	<b>Application Form</b> – <a href="https://www.larimer.gov/sites/default/files/land_use_application_form.pdf">https://www.larimer.gov/sites/default/files/land_use_application_form.pdf</a>	YES
2.	<b>Application Fee</b> - Current fee at time of submission	
3.	<b>Other Fees</b> - Appeal, Fire District, Etc. Wildfire	
4.	<b>Project Information Sheet</b> - <a href="https://www.larimer.gov/sites/default/files/project_information_sheet_-_str_asr.pdf">https://www.larimer.gov/sites/default/files/project_information_sheet_-_str_asr.pdf</a>	YES
5.	<b>Site Plan</b> – Please see following pages for Site Plan requirements	YES
6.	<b>Floor Plans</b> - Please see following pages for floor plan requirements	YES
7.	<b>Roadway &amp; Access Standards Certification</b> - <a href="https://www.larimer.gov/sites/default/files/str_-_certification_of_adequate_access_requirements_2023.05.17_0.pdf">https://www.larimer.gov/sites/default/files/str_-_certification_of_adequate_access_requirements_2023.05.17_0.pdf</a>	YES
8.	<b>Submittal Checklist</b> - one copy of this page	YES
9.	<b>Other</b> – information as deemed necessary by the project planner	
10.	<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. <a href="https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf">https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf</a>	

## 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.

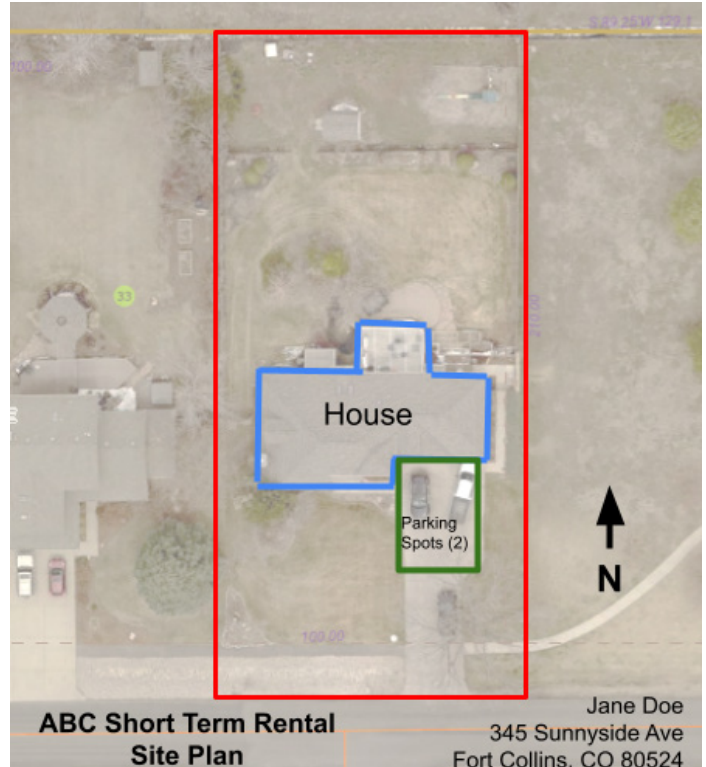
Please include the following:

- North Arrow
- Label/outline existing structures
- Property boundary
- Show parking areas and # of parking spaces

### 4. For Short-term Rentals located adjacent to a Floodplain or if any portion of the property is located within a floodplain, the following should be included:

- County regulatory floodplain(s)
- Adjacent stream or river channel(s)
- Label and dimension 100-feet of the existing driveway abutting the primary parking

Example:



## FLOOR PLAN REQUIREMENTS

Example:



FS - FIRE STOP  
F - FIRE EXTINGUISHER  
S - SMOKE ALARM  
C - CARBON MONOXIDE ALARM  
\* - OPERATIONS MANUAL LOCATION

MAIN FLOOR  
SCALE 1/8" = 1 FOOT

- Provide a floor plan of each level on a separate page (basement, 1st floor, 2nd floor, etc.).
- Provide dimensions of each room, space, decks, and porches.
- Label the following: bedrooms, additional sleeping areas, bathrooms, common areas, mechanical equipment rooms, fireplaces/stoves (indicate gas or wood), decks, porches, stairs, doors (indicate door swing), windows, outdoor grills, and attached garages.
- Label location of the following: fire extinguishers (F), smoke detectors (SD), carbon monoxide detectors (CO), stove-top fire stop (FS), and the operations manual (\*).