

HOSTED SHORT-TERM RENTAL SUBMITTAL REQUIREMENTS

SPECIAL REVIEW - SKETCH PLAN PHASE

REVISED JUNE 2023

LARIMER COUNTY COMMUNITY DEVELOPMENT PLANNING DIVISON

CONTACT INFO:

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(970) 498-7679

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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.

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

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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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>

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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.	Application Form – must be signed by all property owners and the applicant		
2.	Application Fee - Current fee at time of submission		
3.	Additional Fee - Fire District		
4.	Project Description – 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.	Site Plan - Please see following pages for site plan requirements		
6.	Vicinity Map - 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.	Floor Plans - must be drawn to scale (size should be 8.5 x 11)		
8.	Submittal Checklist - one copy of this page		
9.	Pre-application Form - last page of packet		
ADDITIONAL REQUIREMENTS			
10.	Other - information as deemed necessary by the project planner		
11.	GMA Form 1 Annexation Eligibility – 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

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)

Applicant Signature

Date: _____

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Item# 3 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.

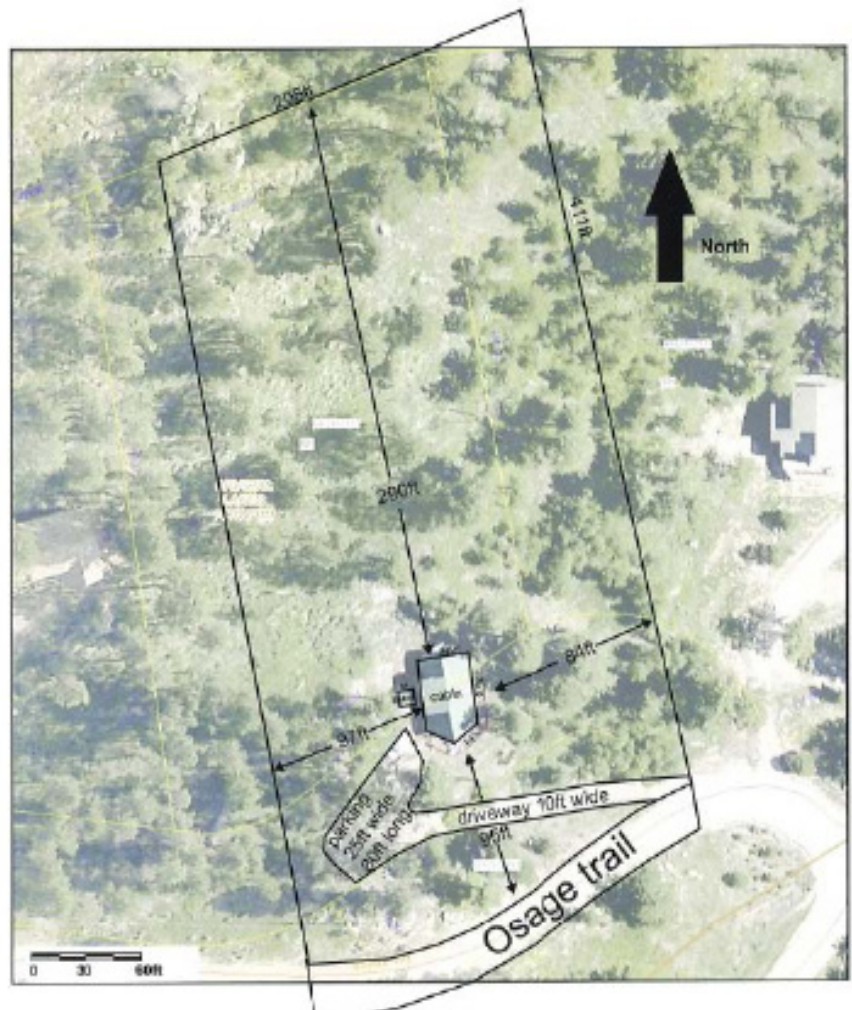
Element	Description	Include
Summary	The project description should be a narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Special Review Criteria	Article 6.4.2.D of the Land Use Code	In 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">• Number of bedrooms• Maximum occupancy• Property Manager information• Floodplain information
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none">• Water and Sewer Provider• Location and number of parking spaces
Proposed Changes & Improvements	List any proposed changes or improvements.	<ul style="list-style-type: none">• Are you proposing any modifications to the property in any way to accomodate the STR?
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none">• 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)• Description of existing road network, access, intersection, and proposed improvements and mitigation to meet standards
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

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:

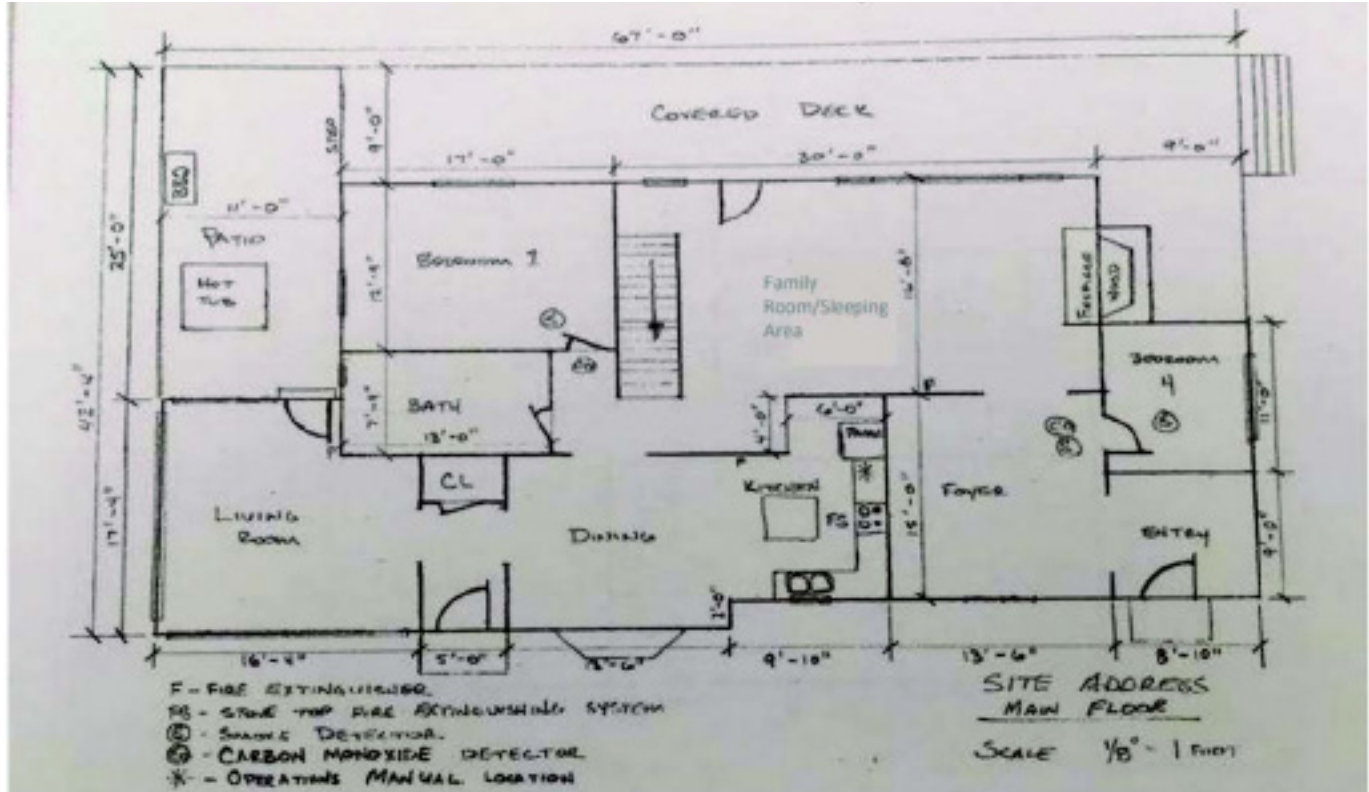


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Item #7 Floor Plans

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>



ACKNOWLEDGEMENT

(if choosing not to pursue STR approval)

Date: _____

PARCEL NUMBER: _____

SITE ADDRESS: _____

I/we are the owner(s) of the property referenced above. If there is more than one owner, I am authorized to act on behalf of all the owners of the property. The property is currently being rented on a short-term basis without required County approvals. After discussion with County staff regarding the Land Use Code regulations to obtain the required approvals, I/we have decided not to pursue an application at this time.

Therefore, I/we will:

1. Immediately discontinue advertising the property for rent for periods of time less than 31 days.
2. Stop accepting future reservations to rent the property for periods of time less than 31 days as of the date of this Acknowledgement.
3. Cancel all reservations that commence on or after 31 days from the date of this Acknowledgement.

I understand if, in the future, I want to rent a residence for less than 31 days, I must first obtain the required County approvals.

I also understand the County regularly monitors advertising and rental activities. Should it be discovered that I/we begin to again advertise and rent the property for periods of time less than 31 days, further action may be taken including steps to seek an injunction for the illegal use to cease.

By: _____

Property Owner Name(s)

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

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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