



SPECIAL REVIEW - PUBLIC HEARING PHASE

COMMUNITY DEVELOPMENT | PLANNING

Special Review Purpose:

The special review procedure provides a mechanism for the county to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. The procedure considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties, including the environment and wildlife, and to ensure that such uses are compatible with surrounding properties and that adequate mitigation is provided to minimize potential impacts on those surrounding properties and/or the county.

Special Review Applicability:

Special review is required for certain land uses and zoning districts as specified in §3.2, Tables of Allowed Uses. Special review approval is also required for modification or expansion of an existing special review use.

Process Overview:

1. Neighborhood Meeting (if required, must be completed prior to submittal)

2. Pre-application Meeting

3. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us as separate PDFs 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.

4. 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 Special Reviews.

5. Scheduling and Noticing of Public Hearings:

Once all comments have been received and adequately addressed, your assigned planner will work with you to get the required hearings scheduled.

6. Review and Decision

*Planning Commission review and recommendation
Board of County Commissioners 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.

Additional Resources

1. [Development Review Fee Schedule](#)
2. [Special Review Process Guide](#)
3. [Neighborhood Meeting Packet](#)
4. [Transportation Capital Expansion Fees](#)
5. [Larimer County Land Use Code](#)
6. [Mineral Interest Notification Info](#)

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 Associated Fees - see fee schedule for more information	
4.	Project Description – detailed description of the proposed project, include review criteria from Article 6.4.2. of the Land Use Code and updated information based on Sketch Plan comments, if applicable. Please see following pages for Project Description requirements	
5.	Written Appeal Request - include review Criteria from Article 6.7.2. of the Land Use Code.	
6.	Site Plan - See following pages for requirements	
7.	Neighborhood Meeting Report - see Neighborhood Meeting Packet	
8.	Proposed Building Project Information Sheet - see attached	
9.	Non-Subdivision Water Supply Inquiry – required if water is supplied by a well. https://www.larimer.gov/sites/default/files/nonsubdivision_water_supply_inquiry_form.pdf	
10.	Development Construction Plans	
11.	Submittal Checklist - one copy of this page	
Reports & Plans		
12.	Drainage and Erosion Control Report and Plan	
13.	Fire Protection Plan	
14.	Fugitive Dust Control Plan	
15.	Hazard Mitigation Plan	
16.	Hazardous Material Impact Analysis	
17.	Irrigation Facilities Plan	
18.	Landscape Plan	
19.	Manure and Pasture Management Plan	
20.	Traffic Impact Study	
21.	Sewage Disposal Report (new construction only) - See additional info on following page for appeal to on-site septic in a GMA	
22.	Site Lighting Photometric Plan	
23.	Geotechnical Report	
24.	Report Wildlife Conservation Plan	
25.	Wetland Mitigation Report	
26.	Wildfire Mitigation Report	
27.	Water Supply Report	
28.	Water and Air Quality Report	



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ADDITIONAL INFORMATION

Special Proposed Use: if you are proposing one of the following uses, please see following pages for the required information.

- Mining Operation (includes sand & gravel extraction, quarries, and all other mining activities)
- Kennel or Equestrian Operation (includes breeding, training, boarding, and riding)
- Campground or Mobile Home Park (includes recreational vehicle parks)

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

Note* Submittal documents for other application processes are acceptable if isolated by the applicable sections into separate files and noted which submittal item it is associated with.

Appeal for On-Site Sewage Treatment Systems in the Growth Management Areas – 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 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.A.2 of the Land Use Code.

FINAL SUBMITTAL REQUIREMENTS

(if applicable)

1. Final Site Plan

2. Development Construction Plans - must be signed by utility providers and stamped by an Engineer licensed in the State of Colorado

3. Landscape Plan

4. Drainage and Erosion Control Report & Plan

5. Final Executed Drainage Agreement - must include recording fees

6. Final Executed Road Deed of Dedication or Deed of Easement



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PROJECT DESCRIPTION REQUIREMENTS

Element	Description	Include
Summary	The project description should be a written narrative.	How the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.
Review Criteria	Written description of how this proposal meets the criteria.	Please explain how this proposed change will meet Article 6.4.2.D, number 1-5 of the Land Use code
Infrastructure	A written detailed description of the current infrastructure.	<ul style="list-style-type: none"> Stormwater detention or retention ponds and easements Existing and proposed utilities and easements
Existing and Proposed Changes	List any proposed changes or improvements.	<ul style="list-style-type: none"> Size (outer dimensions and area in square feet) of all existing and proposed buildings Proposed uses of all new buildings Proposed additions/uses to existing buildings and outdoor space Buildings being removed Use of surrounding properties
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> Approximate sight distance at proposed access location as measured from the drivers eye entering and exiting the access point. See Larimer County Rural Area Road Standards (Chapter 4 & 10) Spacing between the nearest existing and proposed access points on both sides of the adjacent road 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) Surface of access (gravel, asphalt, concrete, etc.)
Appeals	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)
Drainage / Stormwater	A written detailed description of drainage features and patterns	List and show on an exhibit any on-site or nearby drainages, water bodies, irrigation ditches, low ponding areas - Describe if any upstream flows that flow into the site, how flows are conveyed across the site, and where the flows go when leaving the site
Operation	A detailed written description of the operating plan.	<ul style="list-style-type: none"> Hours and days of operation Number of employees and/or subcontractors arriving/leaving the site each day Number of clients/customers arriving/leaving the site each day Total square footage of buildings used Number of residences Any outdoor display or storage areas proposed Special events outside normal operations



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SITE PLAN REQUIREMENTS

1.	Drawing Title and Project Name	Johnson's Special Review, File Number 24-ZONE0000
2.	Applicant Information	Name, Address, Phone Number
3.	Owner Information	Name, Address, Phone Number
4.	North Arrow and Scale	
5.	Site Data	<ul style="list-style-type: none"> Gross and net square footage of the lot/parcel Square footage of new structure(s) or addition(s) Square footage of existing structure(s) Proposed number and type of use(s) Number of parking spaces required and provided for handicapped regular Distance between property lines and all existing and proposed buildings & structures Project boundary annotated with distances Setbacks (building, parking and etc.) – See Article 4.1, 4.9. Off-site property information
6.	Locate and label existing and proposed locations of:	<ul style="list-style-type: none"> Buildings on and adjacent to the subject site Structures (i.e. retaining walls, drainage structures, signs, etc.) Outdoor use areas Parking Areas Trailer parking/storage with dimensions Vehicular access and drives including widths Loading and delivery areas Storage areas with dimensions Fences Outdoor lighting Fire hydrants Trash receptacle location and any screening Floodways and/or floodplains Drainage features (e.g. detention ponds, swales, etc.) Location and name of any water courses, ditches or wetlands Location of utilities (gas, elec., water, sewer, well and/or septic system, etc.) Landscape areas (without landscaping detail) Existing and proposed access points adjacent roadway names and existing right-of-way
7.	Engineering Items	<ul style="list-style-type: none"> Current and proposed width, name, type, and location of adjacent rights-of-way and easements Vehicular access Emergency vehicular access Proposed road right-of-way dedications- See Article 5.3.1. Proposed right-of-way must meet currently adopted roadway classifications.
8.	Vicinity Map	



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SPECIAL PROPOSED USES

The following information is required if you are proposing one of these uses

Mining Operation (includes sand & gravel extraction, quarries, and all other mining activities)	<ul style="list-style-type: none">• Location and type of all equipment and operations on site Type and weight of all trucks, frequency of trips to the site, and expected travel route• Impact of the trucks on existing traffic in the area (a detailed traffic impact study may be required)• All application materials submitted to the State Mined Land Reclamation Board, including detailed mining and reclamation plans• Plans for disposal/storage of overburden, waste materials, or rubble• Frequency of blasting• Identify the names and addresses of any residences within 1,000 feet of the mine or excavation• Proposed time schedule for mining and reclamation• Plans for minimizing dust, noise pollution and water Explanation of any associated processing that will occur (e.g. batch plants, washing, crushing, screening, etc.)• Hydraulic modeling report• Ground water modeling report
Kennel or Stable (includes breeding, training, boarding, and riding academies)	<ul style="list-style-type: none">• Number and type of animals to be on site• Associated facilities or services on the site (e.g. grooming, vet service, riding lessons, training, riding shows, etc.)• Plans for minimizing potential noise pollution• Plans for minimizing impacts of dust, flies, outdoor lighting• Plan for kennel/stable/arena maintenance, and disposal of animal wastes• Expected traffic• Impact of the kennel/stable (number and frequency of vehicles to the site, impact on local existing traffic patterns, etc)
Campgrounds, RV Parks, Manufactured Housing Parks, and Mobile Home Parks	<ul style="list-style-type: none">• Describe the proposed water and sewer systems• Describe the proposed construction of all roads• Describe all accessory uses and structures (recreation areas, clubhouse, vehicle storage, carports, etc.)• Fire protection facilities available (fire hydrants, reservoirs, etc.)

Note: Refer to the Larimer County Land Use Code for specific requirements for these uses



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REPORTS & PLANS

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.
Drainage and Erosion Report and Plan (new site improvements)	A report prepared by a professional engineer that analyzes stormwater 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 Stormwater Design Standards for submittal requirements. See Article 4.3.4
Sewage Disposal Report (new construction only)	<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.A.2
Fire Protection Plan	A written description addressing Section 4.3.6.G and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures
Water Supply Report	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.
Wetland Mitigation Report	See Article 4.4.2 of the Land Use Code.
Hazard Mitigation Plan	See Article 4.4.3 of the Land Use Code.
Hazard Materials Impact Analysis	A written description answering the following questions: <ul style="list-style-type: none"> • What hazardous materials will be brought to the site? • What are the likely scenarios for a release of hazardous materials? • What will be done to keep the release from being a community risk?
Wildfire Mitigation Report	See Article 4.4.3.M.
Wildlife Conservation Plan	See Article 4.4.4 of the Land Use Code.
Landscape Plan	See Article 4.7.7 and Article 1.0
Irrigation Facilities Plan	See Article 4.7.7 and Article 1.0
Site Lighting Photometric Plan	See Article 4.10. 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.
Water & Air Quality	See Articles 4.12 & 4.11 of the Land Use Code. Please explain how water & air quality will be maintained during construction.
Fugitive Dust Control Plan	See Article 4.11.5 of the Land Use Code
Manure & Pasture Management Plan	A written description of how manure and pastures will be managed to prevent odor, water quality, soil quality, ground cover and animal & human health issues.



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PROPOSED BUILDING PROJECT INFORMATION SHEET

For Commercial & Multi-family only

Occupancy Classification of Proposed Structure: (Per International Building Code.)
Check all that apply and list approximate square footage of each Occupancy Classification.

	Occupancy	Sq. Ft.
A – (Assembly Occupancy, such as; Church or Restaurant)	_____	_____
B – (Business Occupancy, such as; Offices, Banks)	_____	_____
E – (Educational Occupancy, such as; Schools)	_____	_____
F – (Factory Occupancy, such as Manufacturing)	_____	_____
H – (Hazardous Occupancy, such as Hazardous Materials Manufacturing & Storage)	_____	_____
I – (Institutional Occupancy, such as Hospitals, Jails)	_____	_____
M – (Mercantile Occupancies, such as Retail Stores)	_____	_____
R – (Residential Occupancies, such as Hotels, Apartments)	_____	_____
S – (Storage Occupancies, such as Warehouses)	_____	_____
U – (Utility Occupancies, such as Private Garages, Barns)	_____	_____

Proposed Type of Construction for your Proposed Structure (Check one)

Type I – Noncombustible _____

Type II - Noncombustible _____

Type III – Noncom. Exterior walls _____

Type IV – Heavy Timber _____

Type V – Combustible _____

Number of Stories for your proposed structure: _____ (1, 2, 3, etc..)

Other Information about you proposed structure: (Circle one, please)

Will the structure be fully sprinkled? Yes or No

Will the structure be 1-hour fire rated or of Fire Resistive Construction? Yes or No

Please attach this form to the Site Plan for your project.

sg/92006