



www.larimer.org
Planning Department
 200 W. Oak Street
 3rd Floor
 Fort Collins, CO 80521
 970-498-7683

PUBLIC SITE PLAN

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. At the pre-application conference a planner will determine which submittal requirements are applicable for your submittal based on site specific characteristics and the details of your proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise.

Please Note: Once submitted to the County, all application materials become a matter of public record.

SUBMITTAL REQUIREMENTS

Item #	Description:	Information Provided for:	Copies Required	✓
1.	Application Form – must be signed by all property owners and the applicant	File		
2.	Application Fee – current fee at the time of submittal	File	\$	
3.	Other Associated Fees - See current Development Review Fees for more information. <i>Fire District Fee</i>	File	\$	
4.	Project Description – detailed description of the proposed project, include review criteria from Section 6 of the Land Use Code Please see page 4 for Project Description requirements	File, All Referral Agencies		
5.	Preliminary Site Plan – Please see page 5 for Preliminary Site Plan requirements	File, All Referral Agencies		
6.	Reduced Preliminary Site Plan – size should be 8 ½” x 11”	File, All Referral Agencies		
7.	Vicinity Map – illustrate roads and significant natural features near the project site. County and local roads must be labeled so that the site can be easily found (size should be 8 ½” x 11”)	File, All Referral Agencies		
8.	Legal Description – include for each parcel (should be on a separate page)	File, Newspaper Notification		
9.	Building Project Information Sheet – see attached sheet	File, Building		
10.	Non-Subdivision Water Supply Inquiry – if water is supplied by a well. See attached sheet.	File, Div. of Water Resources		

Reports and Plans (See page 6 for Descriptions)				
11.	Drainage and Erosion Control Report and Plan	File, Engineering, Health		
12.	Hazard Mitigation Plan	File, Engineering, Health		
13.	Fire Protection Plan	File, Fire Dept.		
14.	Lighting Plan	File		
15.	Traffic Impact Study	File, Engineering		
16.	Wetland Mitigation Report	TBD		
17.	Wildfire Mitigation Report	TBD		
18.	Wildlife Conservation Plan	TBD		
19.	Resource Stewardship Plan (for equestrian operations)	File, Env. Planner, Health, NRCS		

ADDITIONAL INFORMATION

	Other – information as deemed necessary by the project planner
	Sign Plan – a separate Sign Plan application will need to be submitted if signage is being proposed

FINAL SITE DEVELOPMENT SUBMITTAL REQUIREMENTS

The following items must be submitted upon approval of a Public Site Plan application.				
Item #	Description:	Information Provided for:	Copies Required	✓
1.	Final Site Plan	File, Engineering, Fire Department, Applicant, Other		
2.	Final Executed Drainage Agreement – must include recording fees	Clerk & Recorder		
3.	Final Executed Road Deed of Dedication or Deed of Easement	Clerk & Recorder		
4.	Final Resource Stewardship Plan (for equestrian operations only)	File		

ADDITIONAL RESOURCES

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

1. Development Review Calendar
2. Development Review Fee Schedule
3. Sign Plan Packet
4. Transportation Capital Expansion Fee (TCEF) Informational Handout or view it online at <http://www.larimer.org/engineering/Transportation/TCEFs/TCEFs.htm>
5. Larimer County Land Use Code or view it online at http://www.larimer.org/planning/planning/land_use_code/land_use_code.htm

All of the handouts mentioned in this packet are available at the Larimer County Planning Department located at 200 W Oak St. Fort Collins Colorado.

ITEM# 3 – PROJECT DESCRIPTION

Element	Description	Include:
Summary	The project description is the applicant’s opportunity to explain what is being proposed. 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.
Existing Conditions	A written detailed description of the existing conditions.	<ul style="list-style-type: none"> • Current use of the property • Size (outer dimensions and area in square feet) of all existing buildings • Existing uses of all buildings • Use of surrounding properties • Off-site conditions
Operation	A written detailed description of the operating plan for the proposed project.	<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
Infrastructure	A written detailed description of the current or proposed infrastructure. **Note: legal access and water rights will be verified in the review process.	<ul style="list-style-type: none"> • Storm water detention or retention ponds and easements • Existing and proposed utilities and easements
Proposed Changes and Improvements	List any proposed changes or improvements.	<ul style="list-style-type: none"> • Size (outer dimensions and area in square feet) of all new proposed buildings • Proposed uses of all new buildings • Proposed additions/uses to existing buildings and outdoor space • Buildings being removed
Traffic & Access	A written detailed description of traffic and access information.	<ul style="list-style-type: none"> • Site distance concerns at proposed access location • 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	If the applicant would like to request a deviation from a Land Use Code standard, a written request must be incorporated into the project description.	How the appeal will comply with the applicable review criteria (see Section 22 of the Land Use Code).
Other Information	Any other pertinent information about the proposed project	

ITEM# 4 – PRELIMINARY SITE PLAN

Site Plans should be legible and large enough to see the scope of the project.

The following information should be included if applicable.		
1.	Drawing Title and Project Name	Example: Site Plan for Joe's Barbeque
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: <ul style="list-style-type: none"> • handicapped • regular • Distance between property lines and all existing and proposed buildings & structures • Project boundary annotated with distances • Setbacks (building, parking and etc.) – See Sections 4.1, 4.9 and 8.6.3.B.5 • 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.) • Misc. structures (e.g. retaining walls, signs, etc.) • Outdoor use areas • Manure storage 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)

ITEMS #10-18 - REPORTS AND PLANS
 (As described in Section 8 of the Land Use Code)

Drainage and Erosion Control Report and Plan	See Section 8.1.3 and 8.12.3 of the Land Use Code. A report prepared by a professional engineer that gauges increased storm water 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 Larimer County storm water Design Standards pages 3-7 for submittal requirements). If approved by the Larimer County Engineering Department, a simplified drainage narrative may be submitted as an alternative to the drainage and erosion control report and plan.
Fire Protection Plan	A written description addressing Section 8.1.4.a, b and c and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures.
Hazard Mitigation Plan	See Section 8.3.8 of the Land Use Code
Irrigation Facilities Plan	See Section 8.8 of the Land Use Code.
Landscape Plan	See Section 8.5 of the Land Use Code and refer to the Landscaping Guide.
Lighting Plan	See Section 8.15 of the Land Use Code
Resource Stewardship Plan (for equestrian operations only)	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 – see attached informational sheet – refer to the resource stewardship plan guide for preparation.
Sewage Disposal Report	<ul style="list-style-type: none"> • If public sewer: A letter from the Sanitation District committing to provide such service consistent with Section 8.1.1 of the Land Use Code shall be provide • If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See section 8.1.1.B.2
Traffic Impact Study	<p>See Section 8.1.5 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.</p> <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, Appendix F.
Wetland Mitigation Report	See Section 8.2.11 of the Land Use Code
Wildfire Mitigation Report	See Section 8.3.11 of the Land Use Code
Wildlife Conservation Plan	See Section 8.4.7 of the Land Use Code

Proposed Building Project Information Sheet

Occupancy Classification of Proposed Structure: (Per International Building Code.)

{ Check all that apply and list approximate square footage of each Occupancy Classification. }

	<u>Occupancy</u>	<u>Sq. Ft.</u>
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.

Larimer County Non-Subdivision Water Supply Inquiry

(for land development applications which do not create a new parcel or lot)

Date: _____	
Property Address: _____	City: _____
Parcel Number: _____	
Legal Description (including Section, Township and Range): _____ _____	
Property Owner Name: _____	Phone #: _____
Property Owner Address: _____	City: _____ Zip: _____
Contact Person: _____	Phone #: _____
Contact Person Address: _____	City: _____
Zip: _____	

Proposed Land Use Description: (Please circle one): Agricultural, Business, Commercial, Equestrian, Lodging, Public Use or Other
If other, please explain _____
Type of Business (include the type of business, hours/days of operation, area irrigated and # of people served): _____ _____
Estimated Water Use (gallons per day): _____
How well water will be used: _____
Current Well Permit # _____ Permitted Use: _____
If well permit # unknown, please list owners names (past and present). **Locating the current well permit # is strongly encouraged. _____ _____
Users on the well: _____
Sewage Disposal System: Existing: _____ Proposed: _____

This information may be forwarded to the State Engineer at the address below for an initial evaluation regarding the well and use.

State of Colorado, Office of the State Engineer

Attn: Jeff Deatherage

1313 Sherman Street Room 818

Denver, CO 80203

Phone: (303)-866-3581

Fax: (303) 866-3589

ATTACHMENT B

WATER SUPPLY EVALUATION GUIDELINES FOR LAND USE ACTIONS THAT DO NOT INVOLVE A SUBDIVISION

The State Engineers Office (SEO) will not provide a comprehensive opinion for land use actions that do not involve a subdivision. In these cases the developer must rely on an engineering consultant or use the guidelines included below. In any case, the decision to issue a well permit will not be evaluated until a well permit application has been submitted to the SEO. In situations where the land use action will be creating a parcel of land (for example, recorded exemption), the SEO cannot accept well permit applications until the land use action is final.

These guidelines may be used by your staff or the developer to make a preliminary determination of the availability of a well permit for parcels addressed in land use actions that do not involve a subdivision of land and which rely on a well as a water supply. The SEO will evaluate well permits according to the criteria described below using rules and statutes in place at the time of application. Well permits of the types described below can often be approved under the 2004 statutes when the land involved meets the respective parcel definition and the proposed well will meet the water use and return flow conditions stated below. Note the SEO's evaluation process may find that there is a well on the subject parcel or on a neighboring parcel that may 'encumber' the land on the parcel and prevent the SEO from issuing a well permit.

Below are the possible categories of land use actions that do not involve a subdivision and the types of well permit for which the SEO may evaluate an application:

- 1. a) 'Pre June 1, 1972' Parcels, b) Parcels created after June 1, 1972 to which the statutory definition of a subdivision does not apply; or c) Parcels that the County has "Exempted" from the subdivision process**

Description

- A parcel that was created prior to June 1, 1972 (the date on which SB72-35 was enacted). A well permit applicant will need to submit proof that the parcel existed prior to June 1, 1972. This may be in the form of a plat or deed of transfer dated before June 1, 1972. The document must include a legal description of the parcel. Or,
- A parcel that was created after June 1, 1972 and satisfies the criteria in C.R.S. 30-28-101(10)(c). Or,
- A parcel that was created after June 1, 1972 and has been exempted from the "subdivision process" by the County as described in C.R.S. 30-28-101(10)(d). A well permit applicant will need to submit proof that the parcel has been exempted from the "subdivision process" in the form of a county resolution or plat with the proper documentation.

Well Permit Evaluation for Areas Outside a Designated Basin

- The SEO will evaluate this type of parcel for a Household Use Only well permit.
- If the applicant requests, the SEO will evaluate this type of parcel for a 'Commercial Exempt' well permit (Drinking and Sanitary uses only in a single business, not to exceed 0.33 acre-feet annually and not to be used for any outside purposes).
- If the parcel overlies a nontributary Denver Basin aquifer or a not nontributary Denver Basin aquifer with a "four-percent replacement" requirement, the landowner has the potential to get a well permit for additional dwellings and outside domestic uses.
- If the parcel overlies a nontributary Denver Basin aquifer, the landowner has the potential to get a well permit for commercial uses beyond Drinking and Sanitary uses and 0.33 acre-feet annually.

Well Permit Evaluation for Areas Inside a Designated Basin

- a. The SEO will evaluate this type of parcel for a residential well permit for no more than three single-family dwellings, including the normal operations associated with such dwellings including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.
- b. If the applicant requests, the parcel may be evaluated for small-capacity commercial use subject to all applicable Ground Water Management District rules.

2. “35-acre” Parcels

Description

A parcel that is 35 acres or larger and not composed of multiple subdivided parcels. A well permit applicant must submit a legal description of the parcel.

Well Permit Evaluation for Areas Outside a Designated Basin

- a. For most areas of the state, the SEO will evaluate this type of parcel for household use and outside uses. Unless the applicant specifically requests livestock uses only, the SEO will evaluate the well permit for use in up to three single-family dwellings, one acre of home lawn and garden irrigation, domestic animal watering and livestock watering.
- b. If the applicant requests, the SEO will evaluate this type of parcel for a ‘Commercial Exempt’ well permit (Drinking and Sanitary uses only in a Single business, not to exceed 0.33 acre-feet annually).
- c. If the parcel overlies a nontributary Denver Basin aquifer or another aquifer determined to be nontributary, the landowner has the potential to get a well permit for commercial uses beyond Drinking and Sanitary uses and 0.33 acre-feet annually.

Well Permit Evaluation for Areas Inside a Designated Basin

- a. The SEO will evaluate this type of parcel for a residential well permit for no more than three single-family dwellings, including the normal operations associated with such dwellings including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.
- b. If the applicant requests, the parcel may be evaluated for small-capacity commercial use subject to all applicable Ground Water Management District rules.

3. ‘Cluster Development’ Parcels

Description

A parcel that satisfies the statutory provisions of C.R.S. 30-28-401, 30-28-402, 38-28-403, and 30-28-404, as amended in 2001. The County may approve cluster development in accordance with a rural land use planning process enacted and adopted by the County. At least two-thirds of the total tract area must be reserved for preservation of open space. The number of residential lots may not exceed one lot for each seventeen and one-half acres of total tract area.

No later than ten days after County approval of a cluster development, the County shall notify the SEO of such approval and shall provide a copy of the approval rural land use plan that includes the cluster development. For administrative purposes, the plan must include a copy of a survey plat that describes the entire land area associated with the plan, identifies the set aside open space area, and describes the residential lots within the land area.

Well Permit Evaluation for Areas Outside a Designated Basin

The SEO will evaluate this type of parcel for household use and outside uses. The uses of the well will be limited by a permitted maximum annual amount. One well permit may be obtained for each residential lot. The total amount of water available to all lots in the cluster development is equal to one acre-foot for each full 35- acre parcel, with no

consideration for any additional fraction of a 35-acre parcel. The total amount available will be divided equally between each of the lots.

For example, a Cluster Development with seven lots on 150 acres has four full 35-acre parcels. Therefore, four acre-feet of water is available to the lots in the development. Split evenly among the seven lots, the four acre-feet allows for 0.57 acre-feet annually per lot.

Parcels that are approved as part of a cluster development are not eligible for consideration for uses greater than those described above. For example, a 35-acre lot that is part of a cluster development will not be eligible for use beyond those allowed by the parcel's allotment of the one acre-foot per full 35-acre parcel.

Well Permit Evaluation for Areas Inside a Designated Basin

The SEO will evaluate applications for a residential well permit for no more than on single-family dwelling, including the normal operations associated with such dwelling including the irrigation of not more than one acre of land; subject to all applicable Ground Water Management District Rules if the parcel is located within such a district.

Resource Stewardship Plan Guide

Equestrian operations are defined as facilities that offer horse boarding or other horse related activities such as riding lessons, training or events for a fee. All equestrian operations are required to complete a Resource Stewardship Plan.

An important goal of regulating these activities is to ensure enduring land use compatibility. Examples of issues that need to be managed include manure, flies and odors, pasture vegetation, weeds, dust and water quality. The Resource Stewardship Plan guide is intended to allow a facility operator to evaluate and select the most appropriate management practices for their facility.

Best Management Practices (BMP's).

A basic premise of the Resource Stewardship Plan guide is that each facility is different, and that a one-size-fits-all management plan is not practical. The guide includes a series of best management practices that are available for addressing important issues. Each facility operator can use the guide to review, understand and select those practices that are most appropriate for their particular situation. The result is intended to be a customized plan that incorporates recognized best management practices selected by each facility operator with knowledge of their particular management needs.

Completing a Resource Stewardship Plan:

The completed plan will be used in the process of evaluating and approving a permit to operate under the County's Land Use Code. By increasing the quality of information submitted as part of the review process, the resource stewardship plans prepared with this guide will help applicants to:

- communicate their intent regarding management,
- provide adequate information for informed land use decisions based on clear management plans,
- facilitate neighbors' understanding of how a facility will be operated,
- limit neighbor complaints or compatibility concerns, and
- maintain the value and quality of the equestrian business.

Step 1 Assess your site. It asks for general information about your facility, including a sketch of the layout. The information from the assessment is important for considering which management practices would be most appropriate for the size and intensity of your equestrian operation.

Step 2 Consider management options. The discussion of management options is organized into sections related to the potential impacts of equestrian facilities. Examples include manure, dust and pasture vegetation. Each section includes a brief description of why that issue is important, along with practical ways to determine if a situation is being managed properly. A list of best management practices (BMP's) is presented for each of these issues. Some management practices are considered as basic practices for all facilities, while others need be selected to fit the needs of an individual operation.

Step 3 Organize the plan. A worksheet is provided that identifies basic practices for all facilities, and available best management practices that can be selected as needed for each operation.



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Development Review Process

What process are you applying for?

- 1041
- Appeal
- Add-on Agreement
- Amended Plat
- Boundary Line Adjustment
- Condominium Map Review
- Extended Family Dwelling
- Farmstead
- Location & Extent
- Lot Consolidation
- Minor Land Division
- Minor Special Review
- Nonconformities
- Plat Vacation
- Public Site Plan
- Rezoning
- ROW or Easement Vacation
- Site Plan Review
- Special Exception
- Special Review
- Variance
- Wireless Facility
- Other:

Application Phase

What process phase are you applying for?

- Admin Review
- Sketch Plan Review
- Public Hearing

Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

GENERAL INFORMATION – Information about people with interest in the project

Property Owner

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Property Owner

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Applicant

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Contact Person – will receive correspondence from County staff and referral agencies

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Engineer/Surveyor

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

PROJECT IDENTIFICATION (list all parcels #'s that pertain to the project):

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 accepted** while this application is in process.

_____ Date: _____

Property Owner(s)

_____ Date: _____

Property Owner(s)

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 www.larimer.org)

_____ Date: _____

Applicant

THIS SECTION IS FOR PLANNING STAFF TO COMPLETE AT PRE-APP

PROJECT SITE INFORMATION	
Project Location: Quarter Section _____ Section _____ Township _____ Range _____	
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: _____	
Setback Information: _____	
Utilities: Water: _____	Sewer: _____ Fire: _____
Current Zoning: _____	Proposed Zoning (if applicable): _____

THIS SECTION IS FOR PLANNING STAFF TO COMPLETE FOR SENDOUT

PROJECT SENDOUT INFORMATION	
Project Title: _____	File #: _____
Project Location Description: _____ _____	
Request (Project Description): _____ _____ _____	
Site Access: _____	Trips Generated by Proposal: _____
Proposed Use: _____	Notification Area: _____
Schedule for Hearing? <u>Yes</u> <u>No</u> Hearing Date: _____	Planner: _____

Received By: _____	Date: _____	Sign Given: _____	Paid \$: _____	Check #: _____
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