



REZONING - PUBLIC HEARING PHASE

COMMUNITY DEVELOPMENT | PLANNING

Purpose:

The purpose is to provide the method for changing boundaries of zoning districts or overlay zoning districts and for changing the zone designation of a parcel as shown on the official zoning map.

Process Overview:

1. Sketch Plan Phase

2. Neighborhood Meeting

If required, this should be completed prior to submittal of the preliminary plat phase.

3. Pre-submittal Meeting

4. Electronic Application Submittal:

Please email all submittal materials to planningCIRT@co.larimer.co.us in individual PDF format. Following your complete submittal, CIRT will contact you for application fee payment options. See page 3 for application submittal requirements.

5. 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 Public Hearing phase.

6. Review & Decision:

Planning Commission review and recommendation, followed by Board of County Commissioner 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.

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.

Mineral Interest Notification:

Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision Thirty (30) days prior to the first Public 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	YES
2.	Application Fee - Current fee at time of submission	
3.	Other Fees - fire district, appeal, etc.	
4.	Project Description - detailed description of the proposed project, with updated information based upon the comments from Sketch Plan Please see following pages for Project Description requirements. Include criteria from Article 6.6.1. of the Land Use Code. Must include a table of proposed uses, and what the required planning process would be along with any new use definitions.	YES
5.	Zoning Exhibit - See following pages for requirements	
6.	Vicinity Map - illustrate roads and significant natural features near the property/site	
7.	Legal Description(s) – legal descriptions of each parcel subject to the request	
8.	Neighborhood Meeting Report - See Neighborhood Meeting Packet	
9.	Growth Management Area (GMA) Annexation Eligibility Form (as applicable) – completed and signed by the applicant and City Planning Staff if the project is located within a Growth Management Area. https://www.larimer.gov/sites/default/files/gma_form_1_-_annexation_eligibility.pdf	
10.	Ownership & Encumbrance - contact a Title Company for this information	
11.	Submittal Checklist - one copy of this page	YES

REQUIRED PRIOR TO HEARING

Mineral Interest Notification – Certification Regarding Notification of Mineral Interest Owners and Lessees
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. 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.

Mineral Interest Certification Form & Research Info: https://www.larimer.gov/sites/default/files/mineral_interest_certification.pdf



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ITEM #4 - PROJECT DESCRIPTION

A Rezoning application is reviewed for type of use, the level of intensity proposed, and compatibility with the surrounding area. The applicant’s request should not only reflect initial operation but should also take into account long-term goals for growth. The project description should be a narrative describing how the proposal meets the development standards, existing conditions, and to explain any unusual or unique circumstances about the property or proposal.

Element:	Include:
Rezoning Criteria	<p>Article 6.6.1.D of the Land Use Code and the Comprehensive Plan:</p> <ol style="list-style-type: none"> 1. Compatible with Surrounding Uses: The proposed change in zoning is compatible with the type, intensity, character, and scale of existing and permissible land uses surrounding the subject property. Dimensional limitations of the proposed zoning district, when applied, should result in development that will be consistent with the physical character of existing or permissible uses surrounding the subject property. The proposed change shall result in a logical and orderly development pattern in the neighborhood. 2. Community Need or Public Benefit: The proposed change in zoning addresses a demonstrated community need or otherwise results in one or more particular public benefits that offset the impacts of the proposed uses requested, including but not limited to: afford able and senior housing; childcare facilities; medical facilities; transportation efficiencies; public recreational opportunities; infrastructure improvements; and preservation of lands of high conservation value. 3. Change of Circumstances: The proposal change in zoning addresses or responds to a beneficial material change that has occurred to the immediate neighborhood or to the greater Larimer County community. 4. Adequate Infrastructure The property subject to the proposed change in zoning is, or may be served by adequate roads, water, sewer, and other public use facilities. 5. Natural Environment: The proposed change does not result in significant adverse impacts on the natural environment. 6. Additional Review Criteria in Growth Management Area (GMA) Districts <ol style="list-style-type: none"> a. To establish or enlarge a GMA district, the County Commissioners must also find that the criteria in §4.2.1.B.3 have been met; and b. The County Commissioners may exclude or remove an area from an established GMA district boundary if they find one or more of the review criteria in §4.2.1.B.3 can no longer be met. <p>Approval Criteria for Preliminary and Final PD Plans</p> <p>In considering an application to rezone to the PD district, the Planning Commission in their review and recommendation, and the County Commissioners in their decision, shall consider whether and the extent to which the proposed PD meets the general approval criteria for Zoning Map Amendments in §6.6.1.D, and also the following:</p> <ol style="list-style-type: none"> a. Whether the proposed PD plan addresses a unique situation, provides substantial benefit to the County, or incorporates innovative design, layout, or configuration resulting in quality over what could have been accomplished through strict application of a base zoning district or other standards of this Code; and b. Whether the proposed PD plan meets the other standards of this Code not expressly modified by the PD plan or development agreement
Existing Conditions	Current use of the property, Size (outer dimensions and area in square feet) of all existing buildings, existing uses of all buildings, and use of surrounding properties.
Infrastructure	Storm water retention ponds and easements. Existing and proposed utilities and easements.
Allowed Uses	Must include a table of proposed uses, and what the required planning process would be along with any new use definitions.
Other	Any other pertinent information about the proposal.

ITEM #5 - ZONING EXHIBIT

A drawing that clearly depicts the boundary of the property or area being rezoned with metes and bounds dimensions. The exhibit shall also illustrate the boundaries of other properties and zone districts within 200 feet of the area being rezoned, and shall include the roads in the same area. Supporting information on the exhibit shall include:

- Title “Zoning Exhibit – File # (File # to be determined by the Planning Department)
- Existing and Proposed zoning designations
- North Arrow and Scale
- Written Legal Description of the area to be rezoned