



# CRITERIA FOR REVIEW-SUBDIVISIONS

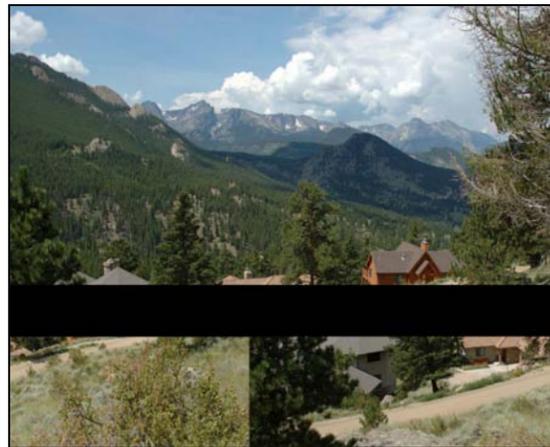


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## Subdivision – Review Criteria (Section 5.1.3 of the Land Use Code)

To approve a subdivision, the County Commissioners must consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- A. The proposed subdivision is compatible with existing and allowed land used in the surrounding area;
- B. The applicant has demonstrated that the proposed subdivision can and will comply with all applicable requirements of the Land Use Code;
- C. The recommendations of referral agencies have been considered; and
- D. Approval of the proposed subdivision will not result in a substantial adverse impact on the property in the vicinity of the proposed subdivision.



### **DEFINITION**

**Growth Management Area** – Those areas of the county that are included in the growth management overlay zoning district and are subject to an intergovernmental agreement between the county and the applicable city or town.

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# Subdivision Process Guide

Section 5.1 of the Larimer County Land Use Code

## **Purpose**

A subdivision is intended to provide a process for creating new lots when the original lot is less than 30 acres in size and is outside of a Growth Management Area.

## **Applicability**

**The subdivision process must be used to subdivide and develop legal lots less than 30 acres.**

The subdivision process may also be used to subdivide and develop parcels that have been granted an exception from conservation development requirements, those parcels which comply with the requirements in subsection 5.3.2.I (conservation development general provisions), and to divide parcels outside the Growth Management Area districts that are not zoned for residential uses.

## **Overview**

In the Subdivision process, four (4) phases need to be completed.

- PHASE 1** —> **Sketch Plan Review**
- PHASE 2** —> **Preliminary Plat/Public Hearing**
- PHASE 3** —> **Final Plat**
- PHASE 4** —> **Permitting/Construction**

**\*\*See the next page for detailed information of each phase\*\***

## Phase 1 Sketch Plan Review

### Objective

Sketch Plan is meant to address the technical and compatibility aspects of a proposed land division and identify issues or concerns prior to proceeding with a Public Hearing for Subdivision.

### Estimated Time Frame

2 months

**1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Subdivision sketch plan application.

### 2. Application Submittal \$800

Applications for Sketch Plan Review are accepted one day per month, during regular business hours. *Please refer to the Development Review Calendar for submittal dates.*

### 3. Referral Agency/Staff Review

Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health and Building and will also distribute copies of the application to outside review agencies such as fire districts, water districts and ditch companies. Written comments are sent to County Staff and the applicant. Referral agencies have a minimum of 21 days to review the proposal.

### 4. Sketch Plan Meeting

This meeting will include the Applicant and Development Review Staff (Planning, Health, and Engineering). Staff will discuss comments received and will review the application for compliance with the Land Use Code. A written staff report will be presented at the meeting. *Please refer to the Development Review Calendar for meeting dates.*

### 5. Neighborhood Meeting (if applicable)

A neighborhood meeting may be required after the Sketch Plan Meeting but before Public Hearing submittal. The Planning Director will determine if a neighborhood meeting is required based on land use impact or neighborhood comment and/or concern. Please refer to the Neighbor Input Process Handout for more information.

**Development Review Staff will discuss any options or issues with the applicant before proceeding to Phase 2.**

## Phase 2 Preliminary Plat/Public Hearing

### Objective

Formal application and development standards review.

### Estimated Time Frame

Up to 9 months for up to 14 lots  
Up to 12 months for over 14 lots

**1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Subdivision preliminary plat application.

### 2. Application Submittal \$3,000

Applications for Subdivision are accepted one day per month, during regular business hours. Please refer to the Development Review Calendar for submittal dates.  
*\* Note: There are other possible associated fees. See current Development Review Fee Schedule*

### 3. Referral Agency/Staff Review

Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health and Building and as well as outside review agencies such as fire districts, water districts and ditch companies. Referral agencies have a minimum of 21 days to review the proposal and provide their written comments to the Planner and the applicant. *Please Note: Some application materials may need to be revised and resubmitted or additional information may be required based upon agency review.*

### Neighborhood Notice

Planning Staff will distribute copies of the applicant's project description and proposed plan to property owners in the vicinity of the proposal to allow them the opportunity to learn of the proposal and to comment.

### 4. Planning Commission Hearing

The Planning Commission will consider all Staff and public input and will make a recommendation to the Board of County Commissioners. The Planning Commission's vote is a recommendation to the Board of County Commissioners and **not** a final decision.

### 5. Board of County Commissioners Hearing

The Commissioners will consider all Staff and public input, as well as the Planning Commission's recommendation, then vote to approve, approve with conditions, or deny the Subdivision application.

**The Board of County Commissioners hearing is the final public hearing for Subdivision Preliminary Plat applications and therefore is the final decision.**

## Phase 3 Final Plat

### Objective

To address conditions of approval and refine and record final documents.

### Estimated Time Frame

Up to 1 year

**1. Pre-Application Conference** – A Pre-Application Conference is an informal meeting between County Staff and the applicant to discuss the requirements for the submittal of a Subdivision final plat application.

### 2. Application Submittal \$3,600 + recording fees

Applications for Subdivision final plats are accepted during regular business hours. *Please Note: The final plat must be submitted within one year from the date the preliminary plat was approved.*

### 3. Referral Agency/Staff Review

Planning Staff will distribute copies of the application materials to other Larimer County Departments such as Engineering, Environmental Health and Building and will also distribute copies of the application to outside review agencies such as fire districts, water districts and ditch companies. Written comments are sent to the Planner and the applicant. Referral agencies have a minimum of 21 days to review the proposal.  
*Please Note: Some application materials may need to be revised and resubmitted or additional information may be required based upon agency review.*

Upon review of the Subdivision Final Plat application, additional information and final documents are required to aid in the final approval and subsequent recordation of the development.

### • Conditions of Approval

Specific provisions that need to be completed within a given time frame as set by the Board of County Commissioners

### • Development Agreement

Formalized agreement between the County and the Owner, prepared by Staff

### • Final Plat and Associated Documents

Submittal of final mylars and any other associated documents such as covenants, maintenance agreements, etc.

### • Guarantee of Public Improvements

The final form of collateral is collected to guarantee the completion of improvements

## Phase 4 Permitting/Construction

### Objective

Application for the permits necessary to make site and building improvements prior to construction.

### • Development Construction Permit

A Development Construction Permit must be obtained prior to making any site improvements. Please contact the Engineering Department at 498-5700 for more information.

### • Building Permit

A building permit must be obtained prior to the construction of any buildings. Please contact the Building Department at 498-7700 for more information.

### • Other Permits/Inspections as Applicable

Permits and inspections may be required by other entities such as the Health Department, Fire Department, and/or the water or sewer district.

### • Installation of Improvements

Improvements to the development such as roads, utilities, drainage facilities, etc. will need to be completed within the time stipulated in the Development Agreement and prior to any building permit issuance.

