LARIMER COUNTY
COMMITTED TO EXCELLENCE

Larimer County Planning Department

SPECIAL REVIEW PROCESS GUIDE

Purpose

Some land uses may or may not be compatible with uses allowed in a given zoning district depending on the specific location and characteristics of the proposed use. Uses allowed by Special Review are not uses by right but uses that may be approved if the applicant can demonstrate that the proposed use complies with the review criteria listed below.

Review Criteria

To approve a Special Review application, the Board of County Commissioners must consider the following review criteria and find that each criterion has been met or does not apply:

A. The proposed use will be compatible with existing and allowed uses in the surrounding area and be in harmony with the neighborhood;
B. Outside a GMA district, the proposed use is consistent with the county master plan. Within a GMA district, the proposed use is consistent with the applicable supplementary regulations to the GMA district, or if none, with the county master plan or county adopted sub-area plan;
C. The applicant has demonstrated that this project can and will comply with all applicable requirements of this code;
D. The proposed use will not result in a substantial adverse impact on property in the vicinity of the subject property; and
E. The recommendations of referral agencies have been considered.
F. The applicant has demonstrated that this project can meet applicable additional criteria listed in the section 4.3 use descriptions.

OVERVIEW – SPECIAL REVIEW PROCESS (see Section 4.5 of the Larimer County Land Use Code)

Phase 1
Sketch Plan Review

Purpose
Sketch Plan is meant to address the technical and compatibility aspects of a proposed use and identify issues or concerns prior to proceeding with a Public Hearing for Special Review.

Development Review Fee
$800
Possible $100 Poudre Fire Authority Fee

Estimated Time Frame
2 months

Steps
1. Pre-Application Conference
2. Application Submittal $
3. Referral Agency/Staff Review
4. Sketch Plan Meeting
5. Neighborhood Meeting (if applicable)

Phase 2
Special Review Public Hearing

Purpose
Formal application and development standards review.

Development Review Fee*
$1500 or $5800
Possible Wildfire Review and/or Loveland Fire District
*fee will depend on the use proposed, see current Development Review Fees

Estimated Time Frame
4-6 months
– see Road Map to Process Time

Steps
1. Pre-Application Conference
2. Application Submittal $
3. Referral Agency/Staff Review
4. Planning Commission Hearing
5. Board of County Commissioner Hearing

Phase 3
Final Site Development Plans

Purpose
Completion and review of additional information and final documents.

- **Conditions for 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
- **Completion of Technical Reports**
  Wrap up any reports that are required prior to Permitting/Construction

Phase 4
Permitting/Construction

Purpose
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 may be required, please contact the Building Department at 498-7700 for more information on the building permit process.

SPECIAL REVIEW PROCESS

Phase 1 Sketch Plan Review

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 Special Review application. Applicants are encouraged to discuss potential Building Code requirements with the Building Department Staff prior to applying for a Special Review.

2. **Application Submittal $**
   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, Development Review Staff (Planning, Health, and Engineering). Staff will discuss comments received and will review the application for compliance with all provisions of 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 Special Review Public Hearing

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 Special Review application.

2. **Application Submittal $**
   Applications for Special 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 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 provided based upon agency review.

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 Commissions 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 Commissions recommendation, then vote to approve, approve with conditions, or deny the Special Review application.

The Board of County Commissioners hearing is the final public hearing for Special Review applications and therefore is the final decision.

Phase 3 Final Development Plans

Upon approval of a Special Review application, completion and review of additional information and final documents is required.

- **Conditions for 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
- **Completion of Technical Reports**
  Wrap up any reports that are required prior to Permitting/Construction

Phase 4 Permitting/Construction

The Applicant must apply 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 may be required, please contact the Building Department at 498-7700 for more information on the building permit process.

Larimer County Planning Department

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