

**TOWN OF TIMNATH  
DESIGN CRITERIA MANUAL**



**Prepared for:**

**Town of Timnath  
4800 Goodman Street  
Timnath, Colorado 80547**

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## PART I – GENERAL STANDARDS

## **PART I – GENERAL STANDARDS**

### **1.1 PURPOSE**

The Town of Timnath's Design Criteria Manual and Construction Specifications (Manual) is intended to provide guidance and standardization for the design and construction of public improvements in public rights-of-way and easements, design criteria and construction standards for earthwork and development on private property, and safety procedures during construction on public or private property. These standards, design criteria, and construction specifications have been adopted by the Town of Timnath and incorporated by reference into the Timnath Municipal Code, which refers to them as "the Design Manual." If any conflict exists between the Code and the Criteria set forth in this manual, the text of the Town Code shall govern. These criteria shall apply to infrastructure design, construction, and earthwork on public or private property within the Town and to the extent the Town has jurisdiction by law or intergovernmental agreement within the Town's Growth Management Area (GMA), unless otherwise approved by the Town. These standards shall be the minimum necessary for planning, design, and construction of all improvements. Special situations, as determined by the Town Engineer, may require different standards. The Town of Timnath reserves the right to change or add to these minimum standards for a specific site in order to best serve the needs of the Town. These standards shall also govern any and all public improvements that may be outside of the Town's limits, but that are integral to the planned infrastructure systems of the Town.

Whenever the provisions of these standards are found to be inconsistent with any other regulations, codes, or laws, the Town Engineer shall determine the standard to apply. The Town's standards are considered supplemental to that required by regulations, codes, and laws and shall not relieve a Developer or Contractor from complying with such laws. In addition, the Town shall not be responsible for monitoring compliance with any regulation, code, or law. The Town may waive or modify the application of any of the Town's standards when it determines such waiver or modification serves the best interests of the Town. The "Town" herein refers to the Town Council, or the individual or council to whom the Town Council has delegated the authority to implement the requirements of the Town. For the provisions of this Manual, the designated person to interpret the application of these standards and specifications is the Town Engineer or his or her designee.

The Town shall have the authority to determine whether all design and construction is completed to a level equal to or exceeding the requirements set forth in these standards and specifications. Whenever any work is being completed contrary to these standards and specifications, the Town shall have the authority to order a work stoppage. In such case, all work progress shall stop until authorized to proceed by the Town. Enforcement of these standards and specifications shall be by the Town Manager or the Town Engineer or their designees.

It is the intent of these standards and specifications to complement the Town's Municipal Code and Land Use Code. It is also the intent of these standards and specifications to require all projects or phases of projects to be functionally complete; to protect the public health, safety, and welfare; to minimize public inconvenience resulting from construction and maintenance activities; to ensure that public right-of-way are properly maintained during any construction; to protect the Town's infrastructure investment; to minimize future maintenance costs; to optimize the limited amount of physical space within public right-of-way and easements; to protect private property; to

provide construction process guidance (i.e., materials testing, inspections, as-builts, etc.); to protect natural resources important to the community; and to provide minimum design criteria that are generally accepted by the professional engineering community in the State of Colorado.

The Town of Timnath's review and approval of any plans, reports, drawings, or permits or the inspection and approval of any improvements constructed in accordance with these standards and specifications, does not constitute a representation, warranty, or guarantee by the Town of Timnath, the Town Manager, or the Town Engineer that such improvements are free from defects or will operate adequately for the purpose intended. The Town of Timnath, the Town Manager, and the Town Engineer shall not be responsible for any damage to persons or property by reason of failure to enforce the standards and specifications, failure to inspect or re-inspect work, failure to stop work, errors and omissions of the design engineer, or any work performed by Contractors, Developers, or project owners.

## 1.2 DEFINITIONS

"Code" -	Town's most current adopted Municipal Code by which this document is incorporated by reference
"Contractor" -	Corporation, association, partnership, or individual who has entered into an Agreement with the Developer to perform the Work
"Design Engineer" -	Individual, partnership, or corporation who is registered as a professional engineer in the State of Colorado and who is hired by the Developer to provide engineering services for this project
"Developer" -	Corporation, partnership, or individual who has entered into an agreement with the Town through an approved Development Agreement and who has hired the Contractor to perform the work
"GMA" -	Town of Timnath Growth Management Area
"Manual" -	Town of Timnath Design Criteria Manual and Construction Specifications
"Sanitation District" -	South Fort Collins Sanitation District (SFCSD), Boxelder Sanitation District
"Water District" -	Fort Collins – Loveland Water District, North Weld County Water District (NWCWD), East Larimer County Water District (ELCO)
"District" -	Water and/or sanitary sewer provider responsible for providing potable water service or sanitary sewer service for the Development and the Poudre Fire Authority responsible for providing emergency response services to the area



"Plans" or Approved Plans" -	Detailed and working drawings, including plan, profile, and detail sheets of the proposed improvements as approved by the Town and signed and stamped by the Design Engineer
"Town Engineer" -	Individual, company, or corporation hired by the Town of Timnath and designated by the Town to interpret the application of this Manual.
"Town" -	Town of Timnath

### 1.3 REFERRAL AGENCIES

Through the development review process the Town of Timnath refers all projects to a variety of public agencies and private utility companies for their review and comment. Review agencies shall be specified by the Town and may include, but are not limited to, Larimer County, the City of Fort Collins, the Town of Windsor, Weld County, the City of Greeley, Fort Collins – Loveland Water District, East Larimer County Water District, North Weld County Water District, Boxelder Sanitation District, South Fort Collins Sanitation District, Poudre School District, Poudre Fire Authority, Cache La Poudre Irrigating Company, Colorado Geological Society, Colorado Division of Water Resources, Poudre River Water Commission, Xcel Energy, Poudre Valley REA, Qwest, Comcast, the Division of Wildlife, the OmniTRAX, Incorporated (railroad) and others as appropriate. Review comments are considered during the development review process and shall be addressed unless otherwise directed by the Town.

### 1.4 PERMITS AND FEES

Unless otherwise directed by the Town, the contractor and developer shall obtain all necessary permits and pay all associated fees, deposits, and taxes for any and all construction. Contractor and developer shall comply with local and municipal ordinances and applicable state and national codes. The contractor and developer are responsible to determine the type of permits required for their work, to acquire all permits before beginning work, and to follow all permit requirements in entirety. A copy of all permits shall be submitted to the Town and must be available for inspection at the job site at all times.

Permits shall include all permits required by law, not limited to, the following:

- *Town of Timnath* – Right-of-Way Work Permit, Grading Permit
- *Colorado Department of Public Health and the Environment* – Construction Dewatering Permit, Stormwater Discharge Permit and Stormwater Management Plan, Fugitive Dust Permit
- *U.S. Army Corps of Engineers* – 404 Permit
- *U.S. Environmental Protection Agency* – NPDES Permit
- *Colorado Department of Transportation* – Utility Crossing Permit, Access Permit
- *Larimer County* – Access Permit, Right-of-Way Work Permit
- *Railroad* – Utility Crossing Permit, Work in Right-of-Way Permit
- *Irrigation Company* – Utility Crossing Permit, Irrigation Company approval for ditch modifications

A Grading Permit may be requested by the developer that would allow site grading, including placement of fill material, to occur prior to final project approval and/or a pre-construction conference. A Grading Permit application shall require a separate submittal of an Overlot Grading Plan, Erosion Control Plan, opinion of grading and drainage cost, letter of credit, grading application, and grading fee, which will require review and approval by the Town of Timnath. No site grading, placement of fill material, or removal of excess fill material may occur without a Grading Permit or a development's pre-construction conference.

## **1.5 CONTRACTOR ELIGIBILITY**

All contractors performing work on public infrastructure or within public rights-of-way and easements must be licensed to perform work in the State of Colorado, bonded, and insured. An annual contractor's business license shall be obtained from the Community Development Coordinator for all contractors and subcontractors performing work within Town limits. The license may be obtained once the applicable form is filled out and the fee is paid. The contractor must remain in good standing; the Town reserves the right to deny licensure and/or revoke a contractor's license.

## **1.6 NATURAL RESOURCES PROTECTION**

It is the Town's intent to protect and enhance the natural resources within the Town and its GMA. To the extent reasonably feasible, unless otherwise approved by the Town and permitting agencies, development and construction will be designed to meet the following goals:

- Protect the Cache la Poudre River corridor so it remains a natural and diverse riparian habitat.
- Minimize disturbances to natural areas. Natural areas include: wetlands, riparian corridors, floodplains and floodways, migration routes and breeding grounds, natural drainage and water ways, significant trees and vegetation, lakes, ponds, and wildlife habitat and wildlife travel corridors as determined by the Colorado Division of Wildlife or a Town-approved biologist. Various permits require specific evaluations and provide regulations that are related to protecting natural areas.
- Minimize disturbance to all vegetation that is to be preserved. For example, development should avoid disturbance within tree drip lines, compacting the earth over tree and shrub root zones, raising the grade around trees, and disturbing natural dry land grasses.
- Minimize disturbances to wildlife and protect both threatened and endangered species. Evaluate wildlife impacts as required for various permits or as requested by the Town.
- Developers shall be responsible for obtaining a 404 Permit from the U.S. Army Corps of Engineers prior to discharging dredged or fill material into waters of the United States. The purpose of the 404 program is to insure that the physical, biological, and chemical quality of the nation's waters is protected from irresponsible

and unregulated discharges of dredged or fill material that could permanently alter or destroy these valuable resources.

- It shall be Town policy that there be no net loss of wetlands within the GMA due to development activities. If wetlands must be altered that fall outside of the U.S. Army Corps of Engineers jurisdiction (e.g., non-jurisdictional wetlands), then the wetlands must be mitigated at a minimum 1:1 ratio. Non-jurisdictional wetlands are not intended to include all wetlands created by man-made facilities, but only those that meet recognized criteria as a wetland as determined by a qualified professional. Mitigation shall be designed in a manner that reduces the impact of mosquitoes on surrounding areas. Mitigation shall occur within the GMA unless otherwise approved by the Town. Mitigation shall occur within the GMA unless otherwise approved by the Town.

## **1.7 REQUEST TO DIFFER FROM MANUAL**

Any design that does not conform to this Manual must be approved by the Town in the form of a waiver. Requests to design or construct differently than that required by this Manual will be considered on a case-by-case basis following a waiver letter prepared by a Professional Engineer registered in the State of Colorado. Such requests shall be submitted in writing as an attachment with the project submittal. The request shall include the identifying issue, the reason that differing from this Manual is needed, the proposed alternative design or construction criteria, a thorough evaluation of the impact of the proposed variation from this Manual on capital and maintenance costs, effect of the proposed variation on the Town and other property owners, technical justification, a description of how the change will meet the goals and intent of this Manual, and supporting data.

At a minimum, the request shall meet all of the following criteria to be considered for approval:

- Special circumstances or conditions exist which limit or prevent the project from meeting the design standards. Financial hardship, loss of prospective profits and previously approved variances in other developments shall not be considered as special circumstances; and
- The request represents an alternative design that meets the intent of these standards, and
- The request will not be detrimental to the public interest or other property, nor in conflict with any other ordinance, code, regulation, or law, will not be detrimental to the public health, safety and welfare, and will not reduce the design life of the improvement nor cause the Town additional maintenance costs.

## **1.8 PRE-CONSTRUCTION REQUIREMENTS AND PROCEDURES**

### **1.8.1 Signature of Plans**

Before any development construction activity may begin, with the exception of work specifically allowed by an approved Grading Permit, final mylars that meet all standards

of this Manual and that meet conditions of approval placed by the Town Council, must be signed by all appropriate parties including the Mayor and Town Engineer, the Final Plat filed with Larimer or Weld County, and a pre-construction meeting held.

### **1.8.2 Submittal of Signed and Stamped Plans**

Before any development construction activity may begin, five sets or more, as defined by staff, of signed and stamped bluelines and the original signed mylars shall be submitted to the Town. Each sheet of the bluelines shall be signed and stamped by the engineer of record, who shall be licensed in the State of Colorado and in responsible charge of the project's design.

An electronic version of all drawings must be submitted to the Town per the Current Electronic Drawing Submittal Standards.

### **1.8.3 Pre-Construction Conference**

If the Town approves a Grading Permit application, site grading or placement of fill material may begin prior to final project approval and/or the pre-construction conference, as approved by staff in writing. See Section 1.4 for further information.

Unless otherwise approved by the Town, the Contractor shall be required to schedule a pre-construction conference to be held at least 72 hours prior to the start of construction. Unless otherwise approved, the pre-construction conference may not be scheduled until after the Subdivision Improvement Agreement has been approved by the Town Council, all permits acquired, all fees paid, proof of insurance and letter of credit provided, and financial securities are in place.

Pre-construction conference attendance is expected to include:

- Contractor and his superintendent
- Developer or owner
- Representatives of principal subcontractors and suppliers as appropriate
- The design engineer
- Representatives of the Town of Timnath
- Representatives of other involved agencies as appropriate

The purpose of the conference is to designate responsible personnel and establish a working relationship between all involved parties. Matters requiring coordination will be discussed and procedures for handling such matters established. The agenda will include, but not be limited to:

- Contractor's schedule
- Critical work sequencing
- Review of Contractor's product submittals related to public infrastructure
- Maintaining record documents
- Major equipment deliveries, staging, and haul routes
- Review of Contractor's Traffic Control and Water Control Plans

- Inspections
- Material testing
- Changes from approved plans

#### **1.8.4 Notification Requirements**

Contractor shall provide the following notifications prior to construction:

- Notify the Town of Timnath at least 5 working days prior to beginning construction and before closing or restricting any public thoroughfares, with prior written approval from the Town.
- Notify owners of adjacent property and utilities when prosecution of the work may affect them at least 48 hours prior to the expected disturbance.
- Have all utilities field-located by requesting such from the Utility Notification Center of Colorado and specific utility owners.
- Notify the Town of Timnath at least 48 hours prior to the required testing and inspections. All testing and inspections should be performed Monday through Friday during normal business hours, unless otherwise approved by the Town.
- Notify and maintain regular contact with emergency services (i.e., Poudre Valley Fire Authority, Larimer County Sheriff) regarding upcoming road closures, construction sequencing, and daily traffic control that may affect emergency vehicle access and travel routes.
- Notify the Town of Timnath of any desired changes to the approved plans prior to performing such work.

#### **1.8.5 Commencement of Construction**

In addition to all requirements of this Manual, the following shall apply:

- Construction shall commence within three years of the approved date shown on the construction drawing plans (the date the Town Engineer signs the drawings). If construction does not begin within three years for any reason, an extension must be requested from the Town of Timnath and plans must be resubmitted for review and approval at the direction of the Town Manager or their designee.
- Contractor shall have a copy of the approved signed and stamped plans, a copy of all permits, and a copy of the Town's construction specifications on the site at all times during construction.
- All necessary traffic control measures and public safety precautions shall occur prior to the commencement of construction and as approved by the Town.
- Installation of the approved temporary erosion control and water control measures shall be implemented before all other construction commences.

## **1.9 CONSTRUCTION REQUIREMENTS**

### **1.9.1 Work Schedule**

The Town limits all work related to approved projects to Monday through Friday, 7:00 a.m. to 7:00 p.m. No work shall be permitted on weekends or holidays or outside of normal working hours without prior written approval from the Town. Work activity done at times other than during normal working hours may require reimbursement to the Town for overtime costs for inspections. Work requests beyond normal working hours or on weekends/holidays must be submitted to the Town at least 5 working days prior to the requested date. Work performed outside of normal business hours will be approved at the Town's discretion. In the event of an emergency situation, the Town and Town Engineer shall be notified immediately. The developer will be required to pay for Town staff time for emergencies that occur outside normal working hours (8:00 a.m. to 5:00 p.m.).

### **1.9.2 Safety and Protection**

Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Contractor shall take all necessary precautions for the safety of and shall provide the necessary protection to prevent damage, injury or loss to:

- Employees and others on the work site
- Other persons who may be affected by the work
- Other property at the site or adjacent to, including but not limited to trees, shrubs, lawns, other landscaping, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of the work.

Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Where any of these are in conflict, the more stringent requirement shall be followed. Contractor shall also comply with all applicable OSHA regulations.

### **1.9.3 Environmental Controls**

Contractor shall maintain erosion and water control measures to protect the project site, public right-of-way, and private property and prevent sediment pollution of adjacent water courses and properties. Contractor shall follow all permits, local, state, and federal codes. See Part 2 – Storm Drainage Criteria for erosion control requirements. See Specifications Section 02140 – Water Control for other construction water control requirements.

### **1.9.4 Construction Survey**

Contractor shall be responsible for construction staking necessary for proper and accurate completion of all earthwork and construction within the Town. The Contractor

shall provide experienced instrument personnel, competent assistants, and such instruments, tools, stakes, and other materials required to complete the survey, layout, and measurement work. Survey work shall be performed by or under the direction of a licensed professional surveyor in the State of Colorado.

All work shall be performed to the lines, grades, and elevations shown on the approved plans. When construction falls within the following tolerances, the installation will be acceptable to the Town, with respect to the lines and grades. If the tolerances are not met, the Contractor shall be responsible for performing modifications to the facilities or redesign by the design engineer to bring the construction into the tolerances. The Design Engineer may impose stricter tolerances as necessitated by the project. Other construction specifications may affect the minimum tolerances shown below. The stricter standard shall govern.

Description:	Maximum Permissible Deviation from Alignment and Elevation shown on the Drawings:
Horizontal centerline alignment of pipelines	0.50 feet (6 inches)
Vertical elevation of pipelines (inside invert)	0.05 feet (5/8 inch)
Horizontal location of structures	0.50 feet
Vertical elevation of structures	0.10 feet
Vertical elevation of roadways	0.05 feet
Overlot grading	0.25 feet
Final grading	0.10 feet

Contractor shall remove and reconstruct work that is improperly located. Horizontal and vertical alignments shall be checked as the work progresses. Contractor shall report results to the Town Engineer or Inspector.

If the construction survey uncovers any discrepancies, the Contractor shall notify the design engineer prior to construction proceeding. The Contractor and design engineer are responsible for resolving apparent discrepancies and performing any subsequent modifications. Modifications to the approved plans shall follow the procedures of this Manual.

Two different datums exist for the Town of Timnath. The North American Vertical Datum 1988 (NAVD 1988) and the unadjusted NG Vertical Datum 1929. The NAVD 1988 shall be the datum used and take precedent over the NGVD 1929. The Colorado State Planes Coordinate System North Zone, North American Datum 1983-1992 is the coordinate system used in the Town. Electronic files submitted to the Town shall be tied to the above-mentioned datum systems.



### **1.9.5 Field Measurements and Inspection of Surfaces**

Contractor shall verify grades, lines, levels, locations, and dimensions as shown on approved plans, and inspect surfaces that are to receive work before proceeding with excavating, clearing, fabricating, assembling, fitting, or erecting, or any other portion of the work. Contractor shall be solely responsible for accuracy of measurements and lay out of his work.

Contractor and developer shall correct any errors or defects due to faulty measurements, improper layout, or failure to report discrepancies. Remove and replace work applied to defective substrates.

### **1.9.6 Traffic Control**

Traffic control operations shall be conducted to ensure minimum interference with streets, walks, and adjacent facilities not part of construction project and to ensure maximum protection for vehicular and pedestrian traffic in the area affected by the project. Traffic control shall meet the following requirements:

- Schedule work so as to minimize inconvenience to businesses and residences located adjacent to the project. Coordinate with individual property and business owners.
- Do not close or obstruct streets, walks, or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes, including signage, around closed or obstructed traffic ways.
- Prepare Final Traffic Control Plan for approval by the Town of Timnath or others as appropriate and implement its specified measures.
- Traffic control at all locations within the project area shall be in general conformance with the approved MUTCD version.
- All construction zone traffic control devices, including but not limited to barricades, signs, arrow panels, variable message boards, flashing beacon (portable), and channelizing devices, shall be installed by the Contractor, maintained (including washing), replaced if damaged or stolen, removed when temporarily not in use, reset as necessary during the progress of construction, and removed entirely when the project is complete. Contractor shall provide traffic control inspection and supervisor services. At a minimum, daily inspection of all traffic control devices is required.
- Unless otherwise approved, all affected streets shall have a minimum of one lane open during non-construction hours for local access and appropriate signing shall be used. Driveway access shall be restored at the end of each construction day if at all possible. Closure of corridor streets will require temporary by-passes as a minimum.
- When streets are to be closed or restricted, notify all School Districts and Emergency Services, including but not limited to fire, police, and ambulance, at least 48 hours in advance.
- Notify businesses and residents to inform them of traffic control and access procedures and allow adequate time (48 hours minimum) to remove vehicles prior to obstructing driveways, alleys, and street access.



### 1.9.7 Restoration

Contractor shall return all existing improvements and open areas disturbed by the Work to a condition equal to or better than original in both function and appearance. All areas not covered by buildings or with hardscape shall be covered according to the requirements of the approved landscaping plan or shall be re-vegetated per the requirements below. Contractor shall be responsible for all finish grading, cleaning, repairing, topsoil import, re-vegetation, and restoration of areas disturbed by the Work. This restoration shall include but not be limited to pavement, sidewalk, curb and gutter, landscaping, sod grass, trail, fence, signage, etc.

#### 1.9.7a Re-Vegetation

Soil preparation, seeding, mulching, horticultural care and maintenance during re-vegetation shall be in accordance with accepted horticultural practices. Appropriate preparation of soils shall include but not be limited to tilling, application of soil conditioners, fertilizers and top soils, when necessary for germination and re-vegetation. Contractor is responsible for establishment of a perennial ground cover to a minimum of 70% of the native cover, consistent across all open areas, as determined by the Town Engineer and maintenance of the same until final acceptance. No noxious weeds shall be allowed. The Town Engineer may require that approval of the final crop be provided by one of the following: a Certified Professional Agronomist (CPAg), A Certified Horticulturist, a Colorado State University Certified Master Gardener, a Local Seed Company, or a combination of the above. Final acceptance of improvements within the limits of disturbance shall not be provided until these requirements are met. Open area maintenance shall remain the developer's responsibility and shall not be transferred to the City or any HOA, POA or other entity until these requirements are met.

All damaged earth in any area to be restored shall be removed, replaced or further rectified prior to restoration. Damage may include but not be limited to earth compacted during construction operation or further rendered unfit to receive planting due to concrete water, mortar, lime water or any other discarded contaminant.

If needed, top soils for seeding shall meet or exceed ASTM D 5268, shall have a PH range of 6.3 to 8.2 and consist of at least three percent (3%) organic material. Top soil shall be a fertile, friable, sandy loam or loam. Topsoil shall be of any admixture of subsoil or slag and shall be free of stones, lumps refuse, plants or their roots, sticks noxious weeds, salts soil sterilant or other material detrimental to plant growth. Top soils imported to the site shall be from an approved point of origin satisfactory to the City and shall be free of noxious weeds remnants prior to delivery or placement in areas to be seeded.

Fertilizer shall be applied as follows:

<u>Commercial Fertilizer (13-16-24)</u>	<u>% Available by Weight</u>	<u>Application rate in lbs/acre</u>
Nitrogen	13	65
Phosphorous	16	80
Potassium	24	120

Seed shall consist of latest crop available and shall meet Colorado Department of Agriculture Seed Laws, Chapter 35, Article 27. Seed that has become wet, moldy, or otherwise damaged in transit or in storage shall not be used. All seed shall be delivered in sealed bags showing weight, analysis, and vendor's name. All seed shall be Certified Seed (Blue Tag) if available. The seed mixture below is recommended, applied at a rate of 15-lbs/1000 sf based on Pure Live Seed (PLS) basis. Other seed mixtures and application rates may be used but shall be specified by a specialist that is qualified to approve the final crop as specified above:

<u>Dry Land Seed Mix</u>	<u>% of Mix</u>	<u>Suggested Variety</u>
Western wheat grass	40%	Arriba
Blue grama	20%	Lovington
Green needle grass	10%	Lodorm
Slender wheatgrass	10%	Primar, Pryor
Buffalo grass*	10%	Sharps Improved, Bison, Cody
Little bluestem	5%	Pastura
Sideoats grama	5%	Vaughn, Niner

\*Note: all varieties of buffalo grass must be primed with KNO<sub>3</sub>.

Drilling seed is the preferred method of seed application. Drill seeding shall be to a depth of ¼ to ¾ inch depending upon manufacture recommendation. Contractor shall adhere strictly to manufacturer seeding windows. No seeding shall be allowed in frozen soils. . In areas where drilling is not possible, harrowing may be acceptable. In such case, broadcast the seed at double the normal rate, harrow again, and mulch. The mulch can either be hydro mulch with a tackifier, certified weed free hay straw (spread at a rate of 2 tons per acre) crimped in 3-4" deep, an erosion control blanket, bonded fiber matrix, or combinations of straw and KoirMat or jute netting. If seed is hydro seeded, the mulch shall be applied in a second application on top of the seeding, not together.

Lack of moisture shall not relieve the contractor of any duty to deliver appropriate ground cover per these requirements. Contractor is required to maintain appropriate moisture content required for germination and establishment of ground cover. Some form of irrigation may be required to achieve this goal. It is the responsibility of the Contractor to perform any and all necessary operations to that end. The means of irrigation shall be legal, approved by the Town prior to implementation and shall not affect downstream water quality. Contractor shall continue to maintain healthy ground cover by all means necessary until Final Acceptance. Additional maintenance, as required by the Developer and/or Town to establish a viable restored area, may also be required.

Sod used for landscaping or ground cover shall be in good condition, shall be visibly health as determined by the Town Engineer and shall have been installed a minimum of two weeks prior to initial acceptance of any infrastructure by the town unless otherwise agreed to by Town Officials.

### **1.9.8 Material Testing**

All material testing required by the Specifications is the responsibility of the Contractor. All field and laboratory test results shall be submitted to the Town Engineer in writing as

soon as possible after completion of the test. Material testing shall be performed directly by or under the responsible charge of a professional engineer licensed in the State of Colorado. Material testing requirements (i.e. frequency, location) are included in the Specifications.

### **1.9.9 Inspection**

Construction inspection will be performed by the Town Engineer or his appointed Inspector in order to observe key steps of the construction process, critical components, general conformance with these standards and specifications, and general conformance with the approved plans. The Developer shall be responsible to pay for all inspection by the Town of Timnath on a time and materials basis. Key inspections may occur for the following:

- Erosion control
- Traffic control
- Right-of-way grading
- Overlot and final grading
- Utility trenching and installation
- Drainage facilities
- Pavement and curb and gutter
- Traffic signs
- Striping

Neither the absence nor presence of inspections nor the results of inspections shall relieve the developer of any obligation required by the approved plans, these standards and specifications, or any formal agreement with the Town. The Town, Town staff, Town Engineer, and Inspector shall not be liable for the developer's performance.

Unless otherwise approved by the Town, quality control testing and inspection will follow the procedures in Chapter 23 of the *Larimer County Urban Area Street Standards, Loveland version*, latest addition (LCUASS). Inspections for water and sanitary sewer improvements shall be made by the appropriate District owning the facilities.

### **1.9.10 Stop Work Notice**

Failure to comply with any provision of the Municipal Code or Manual without prior written approval from the Town shall result in the issuance of a Stop Work Notice. Upon receipt of such notice, all construction and related activities shall immediately cease except for that necessary to protect the safety of the public, protect property and utilities, and provide erosion control measures or others if approved by the Town Engineer. Compliance with items indicated on the Notice must be met before work will be allowed to proceed.

### **1.9.11 Changes From Approved Plans**

Should circumstances warrant changes from the approved plans or specifications, the proposed revision must be submitted by the design engineer for review and approval by the Town. No work shall proceed on that portion of the project being revised until said revisions are submitted, approved, and distributed. Revisions may require submittal of a

new mylar sheet (for signatures) indicating the change. The design engineer shall distribute signed and stamped revision sheets to the contractor, involved agencies, and the Town. Submit five or more copies, as needed, to the Town.

#### **1.9.12 Unfavorable Construction Conditions**

During unfavorable weather, wet ground, frozen ground, or other unsuitable construction conditions, the Contractor shall confine his operations to work that will not be affected adversely by such conditions. No portion of the work shall be constructed under conditions that would affect adversely the quality or efficiency thereof, unless special means or precautions are taken by Contractor to perform the work in a proper and satisfactory manner. The Contractor shall also protect all exposed utilities from damage due to unfavorable weather.

#### **1.9.13 Record Documents and Certifications**

Contractor shall keep neat and legible notes of measurements and calculations made by him in connection with the layout of the work. The developer shall be responsible for providing the Town a set of mylar Record Drawings that indicate any revisions or changes that occurred during the project's construction. Format of the Record Drawings shall be the same type, scale, and appearance as the final approved plans. Record Drawings shall record actual construction and specifically contain, but not be limited to,

- Field dimensions, elevations, and details (includes topographic survey of all detention ponds)
- Field changes which are made by minor deviations to the plans
- Details which are not on the original plans
- Surveyed elevations of manhole inverts in relation to the project datum
- Surveyed horizontal location of manhole lids and rim elevations
- Field locations of utilities changed or altered as part of the work

Electronic drawing files containing the as-built overall utility plan, utility information described above, and detention pond grading shall also be submitted to the Town. Either Microstation or AutoCAD formats are acceptable. Please verify appropriate version with the Town Engineer prior to submittal. Work to survey improvements for the Record Drawings shall be performed under the direction of a licensed professional surveyor in the State of Colorado.

Individual lot drainage certifications shall be prepared by a licensed professional engineer and submitted to the Town prior to a Certificate of Occupancy being released. All drainage facilities shall also be certified that they will function in accordance with the approved drawings and drainage report by demonstrating available pond volume, outlet structure elevations, overflow spillway elevation, and orifice sizes are as shown on the approved drawings. As-built hydrologic or hydraulic analyses are not required unless the as-built conditions significantly deviate from the design as determined by the Town Engineer.

#### **1.9.14 Initial Acceptance**

Acceptance procedures shall follow Chapter 24 of the LCUASS and the Town's Municipal Code.

#### **1.9.15 Final Completion and Acceptance**

Acceptance procedures shall follow Chapter 24 of the LCUASS and the Town's Municipal Code.

Until final acceptance is granted, all maintenance and repair shall remain the responsibility of the developer unless otherwise approved by the Town. If identified deficiencies are not corrected and finally accepted within 120 days after the two year warranty period, the Town may cause the required corrections to be made at the expense of the developer using the warranty security per the Subdivision Improvement Agreement. In addition, the Town may suspend building permits or certificates of occupancy until the corrections are made and the work is completed in a satisfactory manner.

#### **1.10 WARRANTY**

The developer shall warrant all work free of defects in workmanship or materials for a period of two years from the date of final construction acceptance by Town and shall be responsible for correcting any deficiencies that occur prior to final acceptance.

## PART II – STORM DRAINAGE CRITERIA

## **PART II – STORM DRAINAGE CRITERIA**

### **2.1 AUTHORITY**

These storm drainage, stormwater quality, and erosion control standards, design criteria, and construction specifications have been adopted by the Town and shall apply to any public and private storm drainage improvements, including all development projects, within the Town of Timnath or lands considered for annexation within the Town's Growth Management Area (GMA). These Storm Drainage Criteria are not intended to interfere with, abrogate, or annul any other regulation, statute, or other provision of law. Where any provision of the Storm Drainage Criteria imposes restrictions different from those imposed by any other regulation or provision of law, that provision which is more restrictive or imposes higher standards shall govern.

### **2.2 REFERENCE STORM DRAINAGE STANDARDS**

In order to provide engineering professionals with the latest tools and criteria related to the analysis and design of storm drainage infrastructure, the Town incorporates by reference the latest version of the Urban Storm Drainage Criteria Manual (USDCM, Volumes 1-3, by the Urban Drainage and Flood Control District (UDFCD), with modifications as set forth in this section. All storm drainage related work shall be designed and performed according to these minimum standards, which are subject to the interpretation of the Town. The USDCM together with all future amendments and requirements herein shall be together known as the Town of Timnath Storm Drainage Criteria. The USDCM may be ordered from the UDFCD website at [www.usfcd.org](http://www.usfcd.org) or by contacting them by phone at (303)-455-6277.

### **2.3 MASTER DRAINAGE PLAN**

The Town of Timnath Master Drainage Plan (MDP) sets forth improvements required for existing and future growth areas within the GMA. It also specifies area specific drainage requirements, such as detention storage or allowable release rates. In addition to this Criteria Manual, requirements of the MDP shall be followed by all development. The Town's policy regarding design and construction of improvements required in the MDP is as follows:

The Town shall arrange for the design and construction of improvements required in the MDP for the existing Town limits and future growth areas when it is financially able to do so. The developer shall be required to participate in the design and construction of master planned drainage improvements that benefit the developing property, as set forth in any agreement or contract between the developer and the Town. The developer shall design and construct drainage systems for new development and redevelopment of the developer's property. This may include design and construction of master planned improvements that occur on the development's property or that are directly related to the development's drainage.

The developer shall design and construct temporary or interim drainage systems required due to the lack of adequate storm drainage facilities downstream of a new development.

## **2.4 IRRIGATION DITCHES AND FACILITIES**

It is the policy of the Town that irrigation ditches and associated facilities shall not be used for stormwater conveyance, even if these facilities have conveyed historic runoff from a property. The only exception to this policy will be for the use of irrigation ditches where the ditch company has provided written approval allowing stormwater conveyance, where it is demonstrated that the ditch can adequately convey irrigation and design stormwater flows simultaneously, where downstream irrigation structures and facilities are of sufficient capacity and condition (i.e., road crossings, diversion boxes, etc.), where the long term stability of the ditch is addressed, and where the ditch has been included as a conveyance facility in the Master Drainage Plan.

Irrigation ditches shall be assumed to be non-existent with respect to intercepting off-site contributing runoff (e.g., calculations for historic flow rates cannot assume collection, conveyance, detention, or redirection by an irrigation ditch). When an irrigation ditch crosses a property proposed for development, the development shall consider and make provisions for ditch overtopping that may spill upstream tributary runoff onto the property. This may require a hydraulic analysis of the ditch's capacity and analysis of low spill points. Any utility or road crossings or alterations to irrigation ditches shall be approved in writing by the irrigation company that owns the facility. Future maintenance of such alterations shall remain the responsibility of the ditch company or the homeowners association if approved by the Town.

## **2.5 FLOODPLAIN MANAGEMENT**

The Town shall differentiate between floodplains and street inundation where hydraulically disconnected from each other. For example, street inundation shall not be considered the floodplain for purposes of establishing building elevations unless changes in the floodplain elevation directly affect the elevation of street inundation, excluding backwater effects on storm sewer systems.

The Town's floodplain management policies have two primary goals:

- *Reduce the vulnerability and danger to Town residents from flood damage.* These dangers include threats to life, safety, and public health as well as damage to properties, infrastructure, and disruption of the local economy. Protection from these hazards should be provided for floods having a one percent chance of occurrence in any given year (100-year floods) based on projected development in the watershed. Protection from the effects of larger, less frequent flooding can also be necessary where such flooding would cause unacceptable or catastrophic damages.
- *Preserve and enhance the floodplain's natural resources.* Floodplains provide a natural resource that serves society by providing floodwater conveyance and storage, groundwater recharge, water quality enhancement and essential habitat for plants and animals. The Town of Timnath and society as a whole, also value the



floodplains as an aesthetic enhancement and for its historic and cultural significance. The Town has a vested interest in protection of the floodplain and the policy of the Town shall be to protect the floodplain to the greatest extent practical and to incorporate improvements that allow responsible public access and use of the floodplain area.

Floodplain management requires comprehensive hydrologic, hydraulic, and land use criteria to achieve these two goals. The Town is part of the National Flood Insurance Program (NFIP). The NFIP was created in 1968 to provide a disaster relief insurance program, distribute responsibility for floodplain management between the levels of government, set national standards for regulating floodplain development, and to create a nationwide floodplain mapping program. Property owners within the Town limits can purchase flood insurance due to the Town's participation in the NFIP.

The Town's Municipal Code contains specific regulatory requirements for development within the floodplain. In general, the code adopts a ½-foot rise floodway defined as the line to where fill outside of the line would create less than 6" of rise to the base 100-year flood elevation. The Town allows fill within the 100-year floodplain in areas outside of the established ½-foot floodway. The Town requires that if any fill within the boundary of the ½-foot floodway is to be placed, a 100-year event computer model must first be prepared and submitted to the Town and FEMA proving that no rise in water surface elevation will occur upstream or downstream of the property affecting the floodplain from the net grading operations within the floodway. Construction of buildings within the floodplain is not allowed and therefore any land proposed for building construction must first be legally documented to be removed from any recognized floodplain before any building permit may be issued. The lowest opening elevation of all buildings must be a minimum of 18 inches above the base 100-year flood elevation of the nearest established floodplain.

When development proposes to alter the regulated floodway limits or create a rise in floodway elevation, a Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) shall be submitted to FEMA for approval. No work requiring a CLOMR shall be allowed until receipt of FEMA's approval. Development outside of the Town limits is under the floodplain management jurisdiction of Larimer County or the associated municipality(s).

## **2.6 HYDROLOGIC ANALYSIS STANDARDS**

### **2.6.1 Methodology**

Hydrologic analysis shall be performed using the Rational Method, most recent EPA-SWMM Version, or CUHP and UDSWMM in accordance with USDCM criteria. See Section 2.8 regarding allowable analysis methodology when detention storage facilities are required. No other hydrologic analysis method or model will be accepted. All analysis and design shall include to the centerline of all adjacent roadways.

### **2.6.2 Rainfall Criteria**

Unless otherwise shown in the Master Drainage Plan, the Town of Timnath adopts the Larimer County rainfall criteria, which were adopted in 1999. The criteria is based upon

a 2-hour design storm and a regional analysis of historic rainfall data, which best represents rainfall distribution and intensities along the Northern Colorado Front Range. The purpose of adopting these rainfall criteria over other available rainfall criteria is that the rainfall study and committee of experts that developed the criteria is believed to be most applicable to the northern Colorado front range and of the most current gage data available. Rainfall criteria used by other entities are based on records over 30 years old, which are planned to be updated by NOAA. If the NOAA revisions indicate rainfall patterns substantially different than currently adopted by the Town, then the Town may consider changing the criteria. There also is the added benefit of using the same rainfall design storms that adjacent, primarily upstream, projects will be using (i.e., within the Boxelder Creek floodplain). The design rainfall is included in the following tables.

<b>(1) Design Storm Hyetographs</b>						
Time (min)	2-Year Intensity (in/hr)	5-Year Intensity (in/hr)	10-Year Intensity (in/hr)	25-Year Intensity (in/hr)	50-Year Intensity (in/hr)	100-Year Intensity (in/hr)
5	0.29	0.40	0.49	0.63	0.79	1.00
10	0.33	0.45	0.56	0.72	0.90	1.14
15	0.38	0.53	0.65	0.84	1.05	1.33
20	0.64	0.89	1.09	1.41	1.77	2.23
25	0.81	1.13	1.39	1.80	2.25	2.84
30	1.57	2.19	2.69	3.48	4.36	5.49
35	2.85	3.97	4.87	6.30	7.90	9.95
40	1.18	1.64	2.02	2.61	3.27	4.12
45	0.71	0.99	1.21	1.57	1.97	2.48
50	0.42	0.58	0.71	0.92	1.16	1.46
55	0.35	0.49	0.60	0.77	0.97	1.22
60	0.30	0.42	0.52	0.67	0.84	1.06
65	0.20	0.28	0.39	0.62	0.79	1.00
70	0.19	0.27	0.37	0.59	0.75	0.95
75	0.18	0.25	0.35	0.56	0.72	0.91
80	0.17	0.24	0.34	0.54	0.69	0.87
85	0.17	0.23	0.32	0.52	0.66	0.84
90	0.16	0.22	0.31	0.50	0.64	0.81
95	0.15	0.21	0.30	0.48	0.62	0.78
100	0.15	0.20	0.29	0.47	0.60	0.75
105	0.14	0.19	0.28	0.45	0.58	0.73
110	0.14	0.19	0.27	0.44	0.56	0.71
115	0.13	0.18	0.26	0.42	0.54	0.69
120	0.13	0.18	0.25	0.41	0.53	0.67

<b>(2) Rainfall Intensity – Duration – Frequency Table (For Rational Method)</b>			
Duration (min)	2-Year Intensity (in/hr)	10-Year Intensity (in/hr)	100-Year Intensity (in/hr)
5	2.85	4.87	9.95
6	2.67	4.56	9.31
7	2.52	4.31	8.80
8	2.40	4.10	8.38
9	2.30	3.93	8.03
10	2.21	3.78	7.72
11	2.13	3.63	7.42
12	2.05	3.50	7.16
13	1.98	3.39	6.92

14	1.92	3.29	6.71
15	1.87	3.19	6.52
16	1.81	3.08	6.30
17	1.75	2.99	6.10
18	1.70	2.90	5.92
19	1.65	2.82	5.75
20	1.61	2.74	5.60
21	1.56	2.67	5.46
22	1.53	2.61	5.32
23	1.49	2.55	5.20
24	1.46	2.49	5.09
25	1.43	2.44	4.98
26	1.40	2.39	4.87
27	1.37	2.34	4.78
28	1.34	2.29	4.69
29	1.32	2.25	4.60
30	1.30	2.21	4.52
31	1.27	2.16	4.42
32	1.24	2.12	4.33
33	1.22	2.08	4.24
34	1.19	2.04	4.16
35	1.17	2.00	4.08
36	1.15	1.96	4.01
37	1.13	1.93	3.93
38	1.11	1.89	3.87
39	1.09	1.86	3.80
40	1.07	1.83	3.74
41	1.05	1.80	3.68
42	1.04	1.77	3.62
43	1.02	1.74	3.56
44	1.01	1.72	3.51
45	0.99	1.69	3.46
46	0.98	1.67	3.41
47	0.96	1.64	3.36
48	0.95	1.62	3.31
49	0.94	1.60	3.27
50	0.92	1.58	3.23
51	0.91	1.56	3.18
52	0.90	1.54	3.14
53	0.89	1.52	3.10
54	0.88	1.50	3.07
55	0.87	1.48	3.03
56	0.86	1.47	2.99
57	0.85	1.45	2.96
58	0.84	1.43	2.92
59	0.83	1.42	2.89
60	0.82	1.40	2.86
80	0.68	1.18	2.39
100	0.59	0.98	2.06
120	0.51	0.84	1.82

### 2.6.3 Design Storm Frequency

The minor and major storm design frequencies shall not be less than those shown in the following table:

Land Use	Minor Storm Frequency	Major Storm Frequency
Residential	2-year	100-year
Commercial/Industrial/Public	10-year	100-year

Buildings		
Parks, Greenbelts, etc.	2-year	100-year

#### **2.6.4 Historic Runoff**

Off-site historical runoff that flows across a proposed development boundary shall be analyzed in addition to the development's historic condition runoff. Historic runoff is defined as the existing conditions runoff that occurs at the date of the proposed development's drainage study. Per drainage law, historic off-site runoff must be accepted and conveyed through or across the development without negatively impacting up or downstream properties. The historic runoff shall be conveyed to its original outfall location unless otherwise approved by the Town Engineer and downstream property owner(s).

Historic sheet or overland flow that leaves a development in a concentrated manner (i.e., from a detention pond outlet pipe) may create negative impacts on downstream properties even if the peak flow rate is at or below the total historic flow rate leaving the development. Downstream drainage improvements shall be designed and constructed by the developer from the point of discharge from the site to either facilities designed to handle runoff from the site in its ultimate state or to the ultimate receiving waters. In either case, a drainage easement will be required where storm facilities must exist outside of public right-of-way as a condition of development approval. Such easement must encompass any improvements that convey stormwater to the ultimate receiving waters and be sufficient in width for any maintenance of such facilities as determined by the Town Engineer.

#### **2.6.5 Developed Runoff**

Rational method developed runoff shall be calculated as shown in the USDCM. Percent imperviousness and runoff coefficient calculations shall be calculated based on the actual land cover when known. For developed runoff calculations in areas where site plan submittal is not required prior to building permit, the maximum impervious area allowed per for the Code shall be used (i.e., single-family residential). Design, construction and implementation of any drainage improvements must meet or exceed all applicable laws, regulations and codes governing such facilities.

### **2.7 HYDRAULIC DESIGN STANDARDS**

Hydraulic analysis and design of storm drainage facilities shall be performed in accordance with USDCM criteria or HEC-22 Urban Drainage Design Manual (FHWA 2001). Allowable software includes HEC-RAS, HEC-2, EXTRAN, EPA-SWMM Ver. 5, UDSEWER, UDINLET, Flowmaster, Culvertmaster, and StormCAD by Bentley, and HY-8. Evidence of the accuracy of all other software used must be presented and will be accepted only at the discretion of the Town Engineer.

#### **2.7.1 Street Capacity**

The hydraulic capacity of all urban streets shall be calculated in accordance with USDCM criteria. Rural streets without curb and gutter shall convey the entire minor and major storm runoff within the street right-of-way. The entire minor storm runoff shall be

conveyed within the roadside swale. The major storm runoff shall not exceed a depth of 24 inches in the roadside swale or 6 inches at the edge of asphalt. Allowable urban street inundation shall be per the following table:

Street Capacity<sup>1</sup>

Street Classification	Minor Storm Inundation Standard	Major Storm Inundation Standard
Local (Residential or Commercial/Industrial)	No curb overtopping. Maximum depth for vertical curb and gutter of 0.50 feet. Maximum depth for roll over curb and gutter of 0.46 feet. Flow may spread to the street crown but not overtop the crown.	Maximum depth of 6 inches over the crown or 18 inches at the flowline, whichever is less. No inundation at the groundline <sup>2</sup> unless flood proofed. 12 inches of freeboard shall apply to single family residential dwellings.
Collector	No curb overtopping. Maximum depth for vertical curb and gutter of 0.50 feet. Maximum depth for roll over curb and gutter of 0.46 feet. Flow spread must leave at least one lane width free of water.	Maximum depth of 6 inches over the crown or 18 inches at the flowline, whichever is less. No inundation at the groundline <sup>2</sup> unless flood proofed. 12 inches of freeboard shall apply to single family residential dwellings.
Arterial	No curb overtopping. Maximum depth of 0.50 feet. Flow spread must leave at least one-half (1/2) of the roadway width free of water in each direction.	Maximum depth shall not exceed the street crown (0 inch depth at the crown, no crown overtopping) or 18 inches at the flowline, whichever is less. No inundation at the groundline <sup>2</sup> unless flood proofed. 12 inches of freeboard shall apply to single family residential dwellings.
<p>*Note: Allowable flow depth is measured vertically from the gutter flowline at the curb face.</p> <p><sup>1</sup>The most restrictive condition shall control design</p> <p><sup>2</sup>Includes inundation of residential dwellings, public, commercial and industrial buildings.</p>		

## 2.7.2 Cross Street Flow and Cross pans

Cross pans are allowed on local roads and some stop controlled collector roads for passing storm drainage flow across roadways as approved by the Town Engineer. Where permitted, they shall be designed and constructed in accordance with the LCUASS, Loveland version.

Local and collector street cross flow shall be no more than 6 inches deep from the flow line of the cross pan for minor storm events and 18-inches deep from the flow line of the cross pan during major storm events. Cross street flow shall not exceed the allowable street inundation shown in Section 2.7.1.

### 2.7.3 Inlets

UDINLET by the UDFCD or HEC-22 shall be used for inlet design. To account for conditions that decrease the capacity of inlets, such as debris clogging, pavement overlays, parked vehicles, and variations in design assumptions, the theoretical capacity calculated for an inlet shall be reduced by the following factors:

Inlet Type	Grade Condition	% Of Theoretical Capacity Allowed
CDOT Type R, 5 ft length	Sump or continuous grade	88
CDOT Type R, 10 ft length	Sump or continuous grade	92
CDOT Type R, 15 ft length	Sump or continuous grade	95
Combination Type 13	Sump	65
Combination Type 13	Continuous grade	66
Grated Type 13 or C	Sump or continuous grade	50

Inlets shall be placed in all sump locations. Emergency overflow shall be designed for the major storm runoff to protect property and prevent excessive street flooding during cases of inlet clogging at sump locations. No building may be inundated at the ground line during inlet failure. Both CDOT Type R and Combination Type 13 inlets will be allowed on all street types. Grated CDOT Type 13 and Type C inlets may be used in alleys, private drives with a valley gutter swales or ditches with appropriate pedestrian considerations in grate selection. Other inlet types shall be considered on a case-by-case basis.

### 2.7.4 Storm Sewer

Storm sewer shall be designed in accordance with USDCM criteria or HEC-22. In all cases, hydraulic and energy grade line calculations shall be performed with the 100-year HGL shown on profile drawings. Storm sewers shall not operate under pressure conditions during the minor storm event.

Storm sewer pipe within the Town right-of-way shall be 18-inch minimum diameter, reinforced concrete pipe (RCP or HERCP, Class 3 minimum) or reinforced concrete box culvert (RCB, precast or cast-in-place). Polyvinyl chloride pipe (PVC, SDR-35 minimum) may be used in applications where storm sewer depth is between 42" and 120". Other alternative materials will be evaluated on a case by case basis and only allowed with approval of the Town Engineer. All RCP storm sewer joints shall meet or exceed ASTM C443, watertight to 10-psi.

A minimum of 2' of bury is required for all storm sewer piping in public right-of-way, however, storm sewer piping (including the bell) shall not protrude into the roadway structural pavement section, inclusive of base course, as defined in the project geotechnical report.

Storm sewer systems conveying runoff from public improvements that are located outside of the public right-of-way and are under private ownership and maintenance may also be double walled HDPE with watertight joints, 18-inch diameter minimum size.

Roof, landscape and parking lot drains under private ownership and maintenance may vary from sizing, material and depth requirements provided adequate maintenance and operations is certified as possible by the consulting engineer and documented to be acceptable to the private owner. In no case shall failure of any such roof or landscape drain compromise intended drainage patterns of a project or subject any building to flooding.

### 2.7.5 Manholes

Manholes shall be placed wherever there is a change in pipe size, change in direction, abrupt change in elevation or slope, junction between two or more pipe systems or laterals, or when the following maximum distance is reached.

Pipe Size (diameter in inches)	Maximum Allowable Distance Between Manholes
15 to 36	400 feet
36 to 60	500 feet
60 and larger	750 feet

The interior diameter of all storm sewer manholes shall be a minimum of the following size in relation to the maximum storm sewer pipe diameter adjoining such manhole.

Pipe Size (diameter in inches)	Minimum Manhole Barrel Interior Diameter
15 to 24	48 inch
24 to 42	60 inch
42 to 48	72 inch

Manholes connecting more than two pipe ends and/or adjoining pipes in series with deflection between their centerlines shall be evaluated on a case by case basis. In no case shall there be less than 6" clear horizontal separation between perforations in a manhole for receiving storm pipe.

Precast manhole tees shall be used for pipe sizes greater than 48-inch diameter. Round manholes shall have interior benching to the spring line of the connecting pipes. The recommended drop across a round manhole is 0.20 feet but shall be no less than 0.05 feet if circumstances prevent a greater drop.

### 2.7.6 Culverts

Culverts shall be designed in accordance with Hydraulic Design Series 5 (HDS-5) by the FHWA. Inlet and outlet control conditions shall be evaluated with all calculations shown in the drainage report. The hydraulic and energy grade lines shall be calculated for each culvert and included in the drainage report. The 100-year HGL shall be shown on



any profile drawings. Concrete headwalls or flared end sections are recommended for all culvert applications to improve efficiency and minimize culvert failures. Energy dissipation and erosion protection shall be designed for all culverts. All culverts shall be reinforced concrete pipe (RCP or HERCP, Class 3 minimum, 15-inch diameter minimum) or reinforced concrete box culvert (RCB, precast or cast-in-place). Alternative materials will be evaluated on a case by case basis and only allowed with approval of the Town Engineer. The maximum culvert headwater to diameter ratios shall be as follows:

Storm Frequency	Headwater to Diameter ( $H_w/D$ )
10-Year	$\leq 1.0$
100-Year	$\leq 1.5$

The minimum culvert capacities shall be for the 10-year storm event for local and collector streets and the 100-year storm event for arterial streets. No street overtopping is allowed of arterial streets during the 100-year storm event.

### **2.7.7 Swales and Drainage Channels**

Major drainage channels shall be designed to convey runoff from the 100-year storm event with a minimum of 1 foot of freeboard following the design guidelines in the USDCM. Channel stability, erosive velocities, and shear stress shall be evaluated and addressed. Supercritical flow conditions will not be allowed. If necessary, grade control and bank protection shall be designed. Unless otherwise approved, water surface profiles shall be computed for all open channels conveying greater than 100 cfs using a step backwater analysis program like HEC-RAS or HEC-2. The analysis may also be required for the 10-year discharge. The energy grade line for the design flow rate shall be at or below the channel's top of bank elevation. All residential, commercial, and industrial buildings shall be at least 18 inches above the 100-year water surface elevation at the ground line or lowest building entrance.

The design of minor drainage channels or swales shall be done in accordance with the USDCM. Design parameters are shown in Volume 1, Major Drainage, Section 3.2.7, Table MD-2 on page MD-27 of the USDCM.

## **2.8 DETENTION STORAGE REQUIREMENTS**

### **2.8.1 Detention Policy**

The policy of the Town of Timnath shall be to require regional and/or on-site detention for all new development in the GMA as set forth in these criteria unless otherwise stated in the Town's Master Drainage Plan (MDP). Temporary or interim detention/retention facilities may be required if the downstream facilities have not yet been constructed per the MDP. Unless otherwise specified in the MDP, all stormwater detention facilities shall be designed with extended release such that the 10-year historic flow rate is released during a 100-year storm event and the 2-year historic flow rate is released during a 2-year storm event. Acceptance of full spectrum release design from detention ponds is



preferred but not required unless specified in the MDP and will be evaluated on a case by case basis according to the requirements of the MDP.

See Section 2.10 for water quality detention requirements.

## **2.8.2 Detention Ponds**

Detention ponds shall be designed according to the requirements of the detention policy. Hydrograph routing and modeling procedures using UDSWMM or EPA-SWMM Version 5 shall be used to size detention facilities for tributary catchment areas and developments larger than 40 acres in size, facilities classified as regional in nature, and for developments with complex drainage systems as required by the Town Engineer. Simplified on-site detention sizing procedures described in the USDCM (i.e., Modified FAA method) will be accepted for other smaller developments with the approval of the Town Engineer. Prior to beginning analysis, it is recommended that the design engineer discuss their proposed approach with the Town Engineer.

Allowable detention depth within parking areas shall be limited to 12 inches. A depth variance, for commercial properties only, may be granted for ponding depths up to 18 inches, if the percentage of spaces with ponding depths of greater than 12" is less than 25% of the total parking spaces provided. In all circumstances, 12 inches of freeboard shall be provided between the high waterline in emergency overflow condition and the minimum opening elevation of adjacent buildings.

The outlet of any detention pond must be designed such that the discharge from the pond can be observed. Recommended designs for achieving an observable discharge are as follows:

- Un-submerged outfall on a short detention pond outlet pipe (i.e., culvert passing through a pond embankment).
- Grated manhole lid on outfall systems containing manholes
- Minimum 6" diameter standpipe with grated lid, teed into outlet pipe.

Grated lids, if used, shall be bolted down.

All detention ponds must be designed with an emergency spillway. A depth gauge, referenced from the deepest point of the pond and designed to be weather resistant, shall be provided for all detention ponds with design depth in the major storm event of 3' or more. Embankment slopes shall be a maximum of 4:1 (H:V). The minimum opening elevation of all buildings must be a minimum of 12 inches above the high waterline in emergency overflow condition.

## **2.8.3 Retention Ponds**

Retention facilities are not recommended as a permanent solution for drainage problems and they are not normally allowed in the Timnath area, but may be considered only if special circumstances exist and normal detention storage is not possible. Retention Areas and/ or Detention Ponds must meet the landscaping requirements for

open space if they are being used as open space; consult the Timnath Town Code for landscaping requirements. If allowed, retention facilities shall be sized to contain a volume greater than or equal to twice the 2-hour, 100-year storm runoff volume plus 1-foot of freeboard or 1.5 times the 24-hour, 100-year storm runoff volume plus 1-foot of freeboard, whichever is greater. Unless otherwise approved by the Town Engineer, runoff stored in retention facilities shall be mechanically removed and disposed of off-site by the property owner within 72 hours after each storm event. Retention facilities shall also be located so that no human occupied or critical structure will be inundated at the ground level if overtopping occurs and designed so that failure of the dam embankment will not occur.

#### **2.8.4 Emergency Spillways**

All detention and retention facilities shall have emergency spillways. Parking lot detention spillway elevations shall be at least as high as the high water elevation in the pond during the major storm event. To be considered parking lot detention for purposes of establishing emergency spillway elevation, the detention outlet must be within the parking lot. Detention ponds where high water simply encroaches into parking facilities shall not apply. The emergency spillway elevation of all other detention ponds shall be at least 6" above the normal-condition major storm event high water elevation in the pond. The elevation of the top of the spillway shall be the greater of 12" above the spill elevation or the designed spill depth plus 6".

Emergency spillways shall be designed assuming full debris blockage of the primary outlet structure. Where UDSWMM or EPA-SWMM Version 5 is used, the spillway capacity may be calculated by modeling a plugged outlet and determining the spill flow rate at the high water elevation. In all other cases the spillway shall be designed with capacity to convey the peak 100-year storm discharge entering the pond.

Earthen emergency spillways shall have erosion protection from the upstream (pond side) crest to at least 10 feet beyond the embankment toe of slope using buried riprap or articulated concrete blocks designed to handle the peak 100-year flow conditions. A concrete cutoff wall that is a minimum of 10 inches thick, 4 feet deep, and that extends at least 5 feet into the embankment beyond the spillway opening shall be used to permanently define the crest elevation and to provide erosion protection. Spillway and erosion protection design shall be completed at the time of final design.

#### **2.8.5 New Jurisdictional Dams**

New jurisdictional class dams are not desired and shall not be allowed without approval from the Town. If allowed by the Town, design of the storage facility shall be subject to approval and regulation by the Colorado State Engineer's Office (SEO), long term maintenance shall be the responsibility of the homeowner's association or maintenance district, and the facility shall be designed, constructed, and maintained to meet SEO criteria for jurisdictional structures.

### **2.9 EXISTING JURISDICTIONAL DAMS**

Jurisdictional dams are classified by the Colorado State Engineer's Office (SEO) as either low, moderate, or high hazard structures depending on conditions downstream.

Dams are classified as high hazard structures when in the event of failure there is potential for loss of life. Dams presently rated as low or moderate hazard structures may be changed to a high hazard rating if development occurs within the potential path of spillway discharges or flooding due to the dam failing. In this case, the reservoir owners would be liable for the cost of upgrading the structure to meet the higher hazard classification requirements. Reservoir owners are often irrigation companies or municipalities. Development occurring downstream of a jurisdiction dam shall be responsible for verifying with the reservoir owner and the SEO whether the dam's hazard classification will require modification due to the proposed development. Coordination, analysis, design, and construction of improvements is the sole responsibility of the Developer and the reservoir owner. Written notification must be provided to the Town documenting the hazard classification, proposed conditions caused by development, required improvements, and approval by both the reservoir owner and the SEO prior to the Town approving any such development.

It shall be Town policy to restrict development to areas outside of the jurisdictional dam water surface elevation created by a 100-year storm. It shall also be Town policy to restrict development to areas outside of the jurisdictional dam 100-year floodplain, which is defined as one of the following:

- The 100-year floodplain downstream of the emergency spillway to a suitable natural conveyance or storage area such as the Cache La Poudre River or another reservoir. Assume the dam is full to the elevation of the emergency spillway crest at the beginning of the 100-year storm so that the 100-year storm is routed through the reservoir and over the spillway.
- The natural 100-year floodplain that would form if its owner removed the dam.

## **2.10 STORMWATER QUALITY AND EROSION CONTROL STANDARDS**

Both temporary (construction) and permanent stormwater quality best management practices (BMPs) shall be designed for all developments in accordance with the USDCM Volume 3 and with Larimer County's NPDES Phase II permit. At minimum, extended release water quality detention shall be designed for all projects and as part of every detention pond. Stormwater treatment manholes shall be designed for all commercial and industrial land uses and may be substituted for extended release water quality detention on a case by case basis as approved by the Town Engineer. Grass filter strips, buffers, and bioswales should be used whenever possible to separate impervious areas, particularly in parking lots. Outfalls to the Cache La Poudre River shall require additional treatment such as constructed wetlands.

Construction BMPs are essential to the protection of water quality in the GMA. An erosion and sediment control report shall be submitted to the Town for review and acceptance as either a separate document or as part of the drainage report. An erosion and sediment control plan (24"x36" drawing(s)) must also be submitted to the Town for review and acceptance with all development submittals. The plan must be consistent with the report and must be accepted by the Town prior to the issuance of a grading or building permit. The plan should provide for sediment entrapment, inlet and outlet protection, slope protection, protection of soil stockpiles, mulching, minimizing bare soil areas, and revegetation. The contractor and developer shall be responsible for

installation and maintenance of all erosion control measures. In addition to the report and plan submitted to the Town, the developer and contractor shall be responsible for preparing a Stormwater Management Plan and receiving approval from the State of Colorado prior to beginning construction. Two copies of the approved Stormwater Management Plan and approval notification shall be provided to the Town.

## **2.11 DRAINAGE CERTIFICATIONS**

All new developments and existing areas/lots that are performing grading or excavating are required to submit for review and approval individual lot site drainage plans as part of the building permit package. Once the site has been graded according to the approved plans, a drainage certification of the grading and drainage facilities shall be provided to the Town before a Certificate of Occupancy will be issued. The certification must specify designed and actual as-built conditions. Any variation from the approved plans must be noted and proven to function properly within the standards of these criteria, the Code and within the overall approach to the site's designed grading and drainage plan. Supporting calculations to justify any variation from the approved plans shall be provided. Calculations may include, but not be limited to detention pond volumes, spillway crest elevations, outlet structure parameters and elevations, storm sewer invert elevations, pipe capacities, and swale capacities. All certifications shall be submitted to the Town Engineer at least two weeks prior to the release of a certificate of occupancy. The drainage certification shall be signed and stamped by a Colorado registered Professional Engineer.

Lot certifications are required to ensure that lot grading was completed according to the approved grading plan. The certification should show a lot site plan with proposed and as-built conditions of the lot including the following items:

1. Grades on any portion of the lot shall have a minimum slope of 2%.
2. Runoff should flow away from occupied structures, a minimum of 10% in the first five feet. There must be positive drainage away from all foundation openings (i.e windows, walk-outs).
3. Ground elevations shall be a minimum of 0.5' below the top of foundation as outlined in the adopted International Building Code.

The following items must be included on the final as-built site grading plan:

1. Signature and stamp of engineer who prepared the site grading plan.
2. Title block with engineer's contact information, date, property address, north arrow, and scale.
3. Outline of building foot-print(s), driveways, and other permanent structures.
4. Lot lines, lot size, easements, setbacks – properly labeled and dimensioned.
5. Any drainage features including but not limited to: swales, culverts, underdrains, headwalls and riprap. Detail size, length, type etc...
6. Spot elevations shall be included at building corners, lot corners, flowlines, low and high point and drainage facility inverts.
7. Slope arrows with grade percentages including significant grade breaks.
8. Contour lines can or should be included to better define the grading trend or specific grading features. This is mainly encouraged on larger estate lots.

The certification must also include a discussion of the intent of the approved grading and drainage plan, whether the lot meets the approved plan, and that it is certified to drain properly according to these criteria.

## **2.12 DRAINAGE PLAN AND REPORT REQUIREMENTS**

There are two main phases to storm drainage planning and design: preliminary and final designs.

### **2.12.1 Preliminary Drainage Report**

The purpose of the Preliminary Drainage Report is to identify and define drainage problems and preliminary solutions to those problems, which may occur on- and off-site as a result of the development. Problems that exist on-site prior to development must be addressed during the preliminary phase. The report must be submitted in association with the preliminary plat, or as determined by the Town Engineer, and must contain all reference material such as figures, tables, portions of other studies, etc. in the appendix. All reports shall be typed on 8½" x 11" paper and bound. The grading and drainage plans shall be either bound in the report or included in a pocket attached to the report's back cover. The report shall include a cover letter presenting the preliminary design for review and shall be prepared by or under the supervision of a professional engineer who is registered in the State of Colorado. The report shall contain a certification sheet that states the following:

"I hereby certify that this report for the preliminary drainage analysis and design of (Name of Development) was prepared by me or under my direct supervision in accordance with the provisions of the Town of Timnath Manual for the owners thereof."

\_\_\_\_\_  
Registered Professional Engineer  
State of Colorado No. \_\_\_\_\_  
(Affix Seal)

The Preliminary Drainage Report shall be in general accordance with the following outline and contain the applicable information listed:

- I. Project Location and Description
  - A. Location
    - a. Township, range, section, ¼ section
    - b. Local streets within and adjacent to the development
    - c. Major open channels, facilities, and flow paths
    - d. Names of surrounding developments and landmarks
    - e. Vicinity map
  - B. Project Description
    - a. Total area in acres

- b. Existing conditions (land use, ground cover, average slope, etc.)
  - c. Major open channels
  - d. Project description
  - e. Irrigation facilities
- II. Drainage Basins and Sub-Basins
  - A. Major Basin Description
    - a. Reference to the Town of Timnath Master Drainage Plan
    - b. Major basin drainage description and characteristics
    - c. Identification of all nearby irrigation facilities within 100 feet of the property boundary
    - d. Drainage patterns
    - e. Major basin problems affecting the development
  - B. Sub-Basin Description
    - a. Historic drainage patterns and flow rates
    - b. Off-site drainage patterns, impacts on the development, and flow rates
- III. Drainage Design Criteria
  - A. Regulations. Discuss any optional criteria or deviation from the Manual
  - B. Development Criteria and Constraints
    - a. Discussion of previous drainage studies related to the property or adjacent properties that influence or are influenced by the proposed drainage design and how the plan will affect drainage for the site.
    - b. Discussion of the drainage impact of site constraints such as streets, utilities, existing structures, irrigation facilities, and site plans.
  - C. Hydrologic Criteria
    - a. Identify the design rainfall
    - b. Identify the design storm recurrence intervals
    - c. Identify the hydrologic analysis methodology
    - d. Identify detention storage requirements, allowable release rates, and design methodology
  - D. Hydraulic Criteria
    - a. Identify various capacity references and requirements
    - b. Identify anticipated detention outlet type or function
    - c. Identify channel grade control criteria used
    - d. Floodplain impacts and 100-year base flood elevations
    - e. Identify outfall conditions (i.e., lake, channel, or river water surface elevation)
    - f. Discussion of other key drainage facility design criteria from the Town of Timnath Manual
- IV. Drainage Facility Design
  - A. General Concepts
    - a. Discussion of concept, approach, and typical drainage patterns (both existing and proposed)
    - b. Discussion of compliance with historical and off-site runoff considerations
  - B. Specific Details

- a. Discussion of drainage problems encountered and solutions at specific design points
  - b. Discussion of detention storage and outlet design
  - c. Discussion of infrastructure requirements (inlets, storm sewer, swales, and channels)
  - d. Discussion of permanent stormwater quality BMPs
- V. Stormwater Quality
  - A. Permanent BMPs
    - a. Discussion of proposed permanent BMPs and conformance with the Town of Timnath Manual
  - B. Temporary (Construction) BMPs
    - a. Discussion of proposed temporary sediment and erosion control BMPs during the construction process
- VI. Conclusions
  - A. Compliance with the Town of Timnath Manual
  - B. Drainage concept
    - a. Effectiveness of the proposed drainage plan and designs to control storm runoff
    - b. Influence and effect of proposed development on the Town's Master Drainage Plan
    - c. Approval of affected irrigation company or other property owners to be obtained
    - d. Drainage easements required
    - e. Variance requests and supporting documentation
- VII. Appendices
  - A. Hydrologic Analyses
    - a. Land use assumptions regarding adjacent properties
    - b. Basin characteristics and parameters
    - c. Minor and major storm event computations at specific design points
    - d. Historic and fully developed runoff computations at specific design points
  - B. Hydraulic Analyses
    - a. Preliminary street capacity calculations
    - b. Preliminary storm sewer sizing
    - c. Preliminary inlet sizing
    - d. Preliminary swale sizing
    - e. Preliminary culvert sizing
    - f. Preliminary open channel sizing
    - g. Preliminary grade control, bank protection, erosion protection, and energy dissipation sizing
    - h. Preliminary detention pond design and outlet sizing including minor and major storm event water surface elevations
  - C. Reference Information
  - D. Drawings
    - a. Drainage plan
    - b. Grading plan
    - c. Historic basin map



### 2.12.2 Preliminary Drainage Plan

A drainage plan of the proposed development shall be provided at a scale no smaller than 1"=200' on a 24" x 36" drawing. The plan shall contain the following information

- Existing and proposed contours at 2-feet maximum intervals (1-foot intervals preferred)
- Property lines, lot lines, and easements
- Streets with names
- Existing irrigation facilities, ditches, drainage structures, and sizes
- Overall drainage basin boundary and sub-basin boundaries
- Proposed flow direction arrows
- Proposed drainage facilities including: inlets, storm sewers, culverts, swales, channels, cross-pans, and other appurtenances, including typical cross sections of swales and channels
- Proposed outfall point(s) for runoff to leave the development without damaging downstream properties
- Routing and accumulation of flows at various critical design points for the minor and major storm events
- Detention facilities and outlet works, including proposed minor and major storm event volumes and water surface elevations
- Location and elevations of all defined 100-year floodplains affecting the property
- Location of all existing and proposed utilities if they affect drainage patterns
- Routing of off-site flows through the development
- Proposed on-site drainage easements
- Proposed off-site drainage easements

### 2.12.3 Final Drainage Report

The purpose of the Final Drainage Report is to update the preliminary design concepts and to present the final design details for the drainage facilities discussed in the Preliminary Drainage Report. The Final Drainage Report must be submitted in association with the final plat, or as determined by the Town Engineer. Any change to the preliminary drainage concepts must be presented. The report shall be in the same format as the Preliminary Drainage Report. It shall also contain a certification sheet as follows:

"I hereby certify that this report for the final drainage analysis and design of (Name of Development) was prepared by me or under my direct supervision in accordance with the provisions of the Town of Timnath Manual for the owners thereof."

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Registered Professional Engineer  
State of Colorado No. \_\_\_\_\_  
(Affix Seal)



The Final Drainage Report shall be prepared in accordance with the outline shown above for the Preliminary Design Report but contain final design information. Final design analysis and calculations shall be provided for each of the proposed elements of the drainage plan.

#### **2.12.4 Final Drainage Plan and Construction Drawings**

Proposed drainage improvements shall be constructed in accordance with the accepted Final Drainage Report. The construction drawings shall be submitted in conformance with the Final Plat for review and acceptance prior to construction. The drawings shall include all drainage facilities and components as shown and described in the Final Drainage Report.

The information required for the drawings shall be in accordance with the Town of Timnath Manual, sound engineering principles and practice, and the Town's development requirements. Drawings shall include geometric, dimensional, structural, foundation, bedding, hydraulic, landscaping, and other details needed to construct the storm drainage facilities. The drawings shall also include detailed proposed grading information including spot elevations, slopes, and the minimum lowest opening elevations and top of foundation elevations of residential, commercial, and industrial buildings indicating at least 18-inches freeboard above the 100-year water surface elevation in streets, channels, ditches, swales, detention ponds, floodplains, or other facilities. The accepted Final Drainage Plan shall be included as part of the overall construction drawings.

## PART III – STREET DESIGN CRITERIA

## **PART III – STREET DESIGN CRITERIA**

### **3.1 AUTHORITY**

These street standards, design criteria, and construction specifications have been adopted by the Timnath Town Council and shall apply to any public and private transportation improvements, including all development projects, within the Town's Growth Management Area (GMA).

### **3.2 REFERENCE STREET STANDARDS**

The Town of Timnath adopts by reference the Loveland version of the Larimer County Urban Area Street Standards (LCUASS) with modifications as noted in this section. All transportation work shall be designed and performed according to these standards, which are subject to the interpretation of the Town.

### **3.3 RIGHT-OF-WAY DEDICATION**

Developer shall provide the full right-of-way required for the ultimate configuration of any street within the development inclusive of auxiliary lanes required by the traffic study. For streets perimeter to a proposed development, the developer shall provide all right-of-way required for the ultimate street configuration fronting the project property on the development's side of the centerline of the street through lanes. Ultimate street configuration shall be inclusive of any and all auxiliary lanes required in the ultimate configuration by the traffic study based on current projected land use. Dedicated right-of-way width shall be sufficient for ultimate roadway configuration regardless of interim improvements to be constructed.

### **3.4 STANDARD STREET CROSS-SECTIONS**

The Town of Timnath adopts the City of Loveland typical street cross-sections as shown in the LCUASS and as included in the Standard Details of this manual. City of Loveland standard street details shall also be used. All proposed transportation improvements shall be based upon these street cross-sections and details. Regardless of the standard cross-section, auxiliary lanes shall be provided on any street as required by the traffic study or as determined by the Town Engineer. The pavement width of any auxiliary lanes, where required, shall be at least the width of the through lane of such street. Where roadside ditches exist, culvert crossings of collector and arterial streets shall be minimized to the greatest extent possible while maintaining maximum inundation requirements and standard roadside ditch depth.

### **3.5 TRANSPORTATION MASTER PLAN**

The Town of Timnath Transportation Master Plan shall be used as the basis for street classifications and improvement requirements. The Town may, if it so desires, contribute to the oversizing of transportation improvements, which will be designed and constructed by the developer.

### **3.6 COUNTY LINE ROAD**

The Town has annexed the full width of County Line Road, otherwise known as either Larimer County Road 1 or Weld County Road 13 depending upon jurisdiction. An agreement exists with the Town of Windsor regarding access control, annexation, and design standards for bordering roads. Any developer proposing a project where a road will impact or borders Windsor or its GMA shall contact the Town for specific design and annexation requirements.

### **3.7 STREET CONSTRUCTION POLICY**

#### **3.7.1 Street Construction Responsibility**

The responsibility for right-of-way acquisition, surveying, design, and construction of all new streets, paving of existing roads, and widening of existing roads necessary to provide adequate transportation service to, or within, a development rests exclusively with the Developer. All traffic generated by a Development must meet the transportation level of service requirements adopted by the Town of Timnath. All traffic generated by a Development that impacts service outside of the Town of Timnath GMA must also meet the transportation service requirements, agreements, and specifications of Larimer County, Weld County, the City of Fort Collins, or the Town of Windsor, whichever is the affected governing agency.

The following list outlines the improvements that are considered to be an integral part of the street construction:

- Street grading and subgrade preparation or stabilization
- Concrete curb and gutter
- Concrete sidewalk
- Pavement section including aggregate base course and asphaltic or Portland cement concrete pavement
- Traffic signals
- Traffic signing
- Pavement markings
- Railroad crossings
- Ditch and drainage crossings
- Street lighting
- Water distribution system
- Sanitary sewer system
- Storm drainage system

#### **3.7.2 Required or Minimum Street Improvements**

On-Site Criteria. The Developer is responsible for all improvements internal to and/or adjoining the site or properties controlled by the Developer, and for improvements off-site and necessary to construct the required on-site or adjoining improvements.

Improvements shall be designed and constructed in accordance with the Design Criteria. At least one connecting street shall be provided to adjacent vacant land within 660' of any arterial roadway or where turn lanes are provided, at the nearest distance to the arterial that does not impede turn lane geometry from any arterial roadway according to the spacing provided in LCUASS table 7. Certain portions of these improvements may be eligible for reimbursement.

Off-Site Criteria. Any Development which does not have direct access to an improved arterial street will be required to improve certain off-site streets as deemed necessary by the Town Engineer to provide adequate access to the nearest improved arterial street. Improved access shall be provided in the most reasonable direction(s) of travel to major activity centers and arterial streets. These should be identified by the Development's transportation impact study. In some cases, more than one off-site street may need to be improved. Pavement thickness shall be based on a 20-year design life including both projected site generated and background traffic growth.

Minimum Requirements for Interim Improvements. Where required, street improvements must include, at a minimum, a 34-foot wide paved street cross section (edge of pavement to edge of pavement) on a base that is adequate to accommodate the ultimate street classification as designated by the Transportation Master Plan or in accordance with the Manual, whichever criteria is more stringent. Street improvements must also include sidewalks, trails, and/or bike lanes, 4-foot gravel shoulders along both pavement edges, and drainage swales and culverts. Streets shall be designed, both horizontally and vertically, to accommodate their future ultimate classification. In some cases, as determined by the Town Engineer, the off-site street shall be designed and constructed to include curb, gutter, and sidewalk.

Adjacent to Development. Where street upgrades are needed to comply with the Design Criteria and/or the Transportation Master Plan, the Developer shall be responsible for the design and construction of street improvements adjacent to the exterior boundary of the subject property. When such improvements are designed and constructed, they shall be extended along the entire boundary(s) of the property at the horizontal and vertical location that establishes the approved alignment for the ultimate classification.

Half streets will not be allowed, therefore, the Developer is responsible for constructing full improvements (street section, curb and gutter, sidewalk, landscaping) on their half of the street and at least one through traffic lane, bike lane, and paved shoulder for the opposite half of the street. Additional improvements (i.e., turn lanes, etc.) may also be required of the developer on the opposite half of the street if required by the Design Criteria, Transportation Master Plan, or the Development's Transportation Impact Study. If the Developer is required to provide additional improvements on the opposite side of the street then such improvements may be eligible for a reimbursement agreement. There shall always be at least two full traffic lanes or more if required by the Traffic Impact Study.

Street Transitions. All transitions necessary to safely shift traffic back onto an existing street shall typically be designed and constructed off-site of the Development. Transitions may be approved on-site in situations where traffic safety or operational concerns warrant a waiver of the off-site transition requirement. If on-site transitions are

allowed, the Developer will still be responsible for the cost of all required improvements for the ultimate configuration of the road.

Off-site transition(s) may be installed as a permanent street improvement (i.e., long-range pavement thickness and location) or as a temporary improvement (i.e., interim thickness and location as approved by the Town Engineer). Permanent off-site transitions may be eligible for future reimbursement by a future Developer, while temporary off-site transitions will not be eligible for reimbursement.

### **3.7.3 Exceptions for Off-Site Construction Responsibility**

- A Developer may not be responsible for constructing the off-site street improvements needed to serve the development if circumstances meet any of the following conditions:
- The off-site street improvements are included in the Transportation Master Plan, the most recent 5-year capital improvement plan, the funds necessary for construction of the improvements have been appropriated by the Town Council, and the improvements are scheduled for construction within three years from the time of the Town Council's approval of the final plat for the Development; or
- The improvements are included in a fully funded plan by another public agency, such as the Colorado Department of Transportation or Larimer County, and are scheduled for construction within three years from final plat approval.

### **3.7.4 Reimbursement Policy**

Developments may be eligible for reimbursement of street and trail improvements made off-site and/or adjacent to the development if the requirements of this reimbursement policy are followed as outlined in the Subdivision Improvement Agreement (SIA). In addition, those improvements for which transportation impact fees are collected are also eligible for credit or reimbursement under the provisions of this section.

Non-Transportation Impact Fee Streets. When any Developer, as a Town required condition of development, constructs a public street, alley, or pedestrian-bike way to serve the property through undeveloped areas or areas that may redevelop, or the Developer constructs a public street, alley, or pedestrian-bike way along the perimeter of the property, the entire cost of such construction, including acquisition of all necessary rights-of-way, shall be the responsibility of the Developer. The installing Developer may enter into a reimbursement agreement with the Town such that, as a condition of approval of subsequent development or redevelopment of property adjacent to the newly constructed public street, alley, or pedestrian-bike way, the Town may collect reimbursement from the subsequent development, as outlined in the SIA.

Transportation Impact Fee Streets. Upon prior budget appropriation by the Town Council, a Developer may receive a reimbursement against a portion of the cost of public street improvements installed and paid for by such Developer on specified arterial streets designated in the Transportation Master Plan and the approved street capital improvement plan. Payment of such reimbursement shall be subject to the following:

Required but Unnecessary for the Development Street Over-Sizing Improvements. If the Town requires a Developer to construct street over-sizing improvements that are not necessary to safely mitigate the impact of the proposed development and these improvements are identified as part of the street capital improvement plan, then the Town may reimburse the Developer, in full or in part and in such a manner as the Town deems appropriate, for approved construction costs as soon as funds are available after completion and final acceptance of the street improvements by the Town.

Required and Necessary Over-Sizing Improvements. If the over-sizing improvements are necessary to safely serve the Development, as determined by the Town, and the improvements are part of the street capital improvement plan, the Town may reimburse the Developer for approved construction costs or as predefined in the *Development Agreement*.

Timing of Reimbursement. The timing of the reimbursement will be outlined in the SIA

Development Obligation. On capital improvement plan streets, each Development is obligated for providing the financial equivalent of a local street adjacent to their property meeting all current standards. This includes at least 34 feet of pavement, vertical curb and gutter, and sidewalk or the required road cross section based on the most-current Transportation Impact Study (TIS) street designation. The limits of this obligation may be extended off-site, as determined by the Town when required to connect street improvements adjacent to the property with the portion of existing arterial street that meets the current standards. If the Development is approved in an area that is far removed from any other existing curb, gutter, sidewalk, or bike lane, the Town has the option of requiring the Developer to put the money necessary to construct the required curb, gutter, sidewalk, or bike lane into the street capital improvement account to be used by the Town to build these improvements when it is needed in the future.

### **3.7.5 Additional Modifications to LCUASS**

1. Detail 706 shall be modified to provide a maximum 2% cross-slope in the direction of pedestrian travel or per ADA requirements.
2. Eyebrows may be used according to LCUASS section 7.6.2 but are not required where appropriately signed as required by the Town of Timnath Engineer.
3. The vertical design of eyebrows located at intersections of local streets with local streets may be designed per the requirements of a standard intersection in lieu of standard local road vertical geometry requirements.
4. Vertical design requirements for the design of the minor road at an intersection of a residential local road shall apply to the projected centerline of a road through an intersection. Cross-pans and crown transitions are to be designed relative to the projected grade and are not required to meet vertical curve or grade brake requirements for standard roadway links.
5. Maximum single point grade break for design speeds of 50-mph or greater shall be 0.20% instead of 0.40% per LCUASS.
6. Vertical curves may be used in situations where grade breaks are less than 0.40% without specified minimum vertical curve length, provided a series of grade breaks is not being used.



7. The vertical curve length of a gutter flowline in sump-condition may be determined based on the minimum K-value for the road and may be less than as shown figure 7-18 leading into a minimum grade condition provided the cross-slope of the asphalt from the roadway centerline to sump does not exceed the design maximum.
8. Special drainage considerations shall be made for crest curves at highpoints where K values above 167 are proposed and should be used only where conditions require.
9. Minor street centerline tangents at intersections shall be measured from the nearest gutter flowline to the centerline of the road at the tangent length. The angle of departure shall not exceed 5 degrees for the length of the tangent.
10. Street Plans shall include a 20-scale detail of all intersections including eyebrows cul-de-sacs and turnarounds, showing crown transitions lengths and spot elevations at all major design points and per figures 7-27 & 7-28.
11. Utility plans shall include at least one (1) plan showing the overall layout of all streets, lots, property boundaries and utilities for the project on a single 24"x36" plan sheet.
12. At customary asphalt paved intersections where stop condition is not continuously imposed in either direction, the crowns of both roads shall be removed with appropriate super-elevation transition lengths and drainage considerations. The resulting plane shall have a consistent grade between 2% and 3% for asphalt pavement unless otherwise approved by the Town Engineer.
13. Customary intersections where stop condition is not continuously imposed in either direction that are paved with Portland Cement Concrete may remove or maintain the crown of the major road. PCC paved intersections with crowns removed shall maintain 0.5% to 3% grade across the intersection plane. The cross-slope of crowned PCC intersections shall be reduced so that no grade break is greater than 1.0% with a minimum cross-slope of 0.5%.
14. At intersections of two roads with minimum classification of minor collector and where stop control is provided, the crown of the major road shall not be more than 2.0% or less than 1.5% cross-slope.
15. Drive-over curb and gutter per drawing 702 shall be used for all mountable curb applications. Roll-over curb and gutter per drawing 701 shall require prior approval by the Town of Timnath Engineer.
16. Red or brick color truncated dome warning panels shall be used for all access ramps in lieu of brick pavers, as approved for ADA compliant installations. Material shall be "Cast in Tact Warning Panels" or equivalent material that must be approved by the Town Engineer prior to installation.
17. All ramps shall be directional located at the intersection side of the designated stop location for crossing traffic unless otherwise approved by the Town Engineer.
18. Landings shall be provided on all curb ramps such that no change in direction is required on slopes greater than 1:50. A one-quarter inch lip shall be provided at the bottom of all ramps where a landing is provided adjacent to the flow-line of a gutter pan.
19. Spiral curves as distinguished from compound curves may be used in accordance with AASHTO design guidelines for collector and arterial roadways, maintaining minimum curve radius per table 7-4.

20. Broken back curves need not be separated by tangent however their use must be approved by the Town Engineer and are subject to all other requirements of LCUASS.
21. Minor realignment of connector and collector roadways to maintain existing road alignments may be accomplished with curves of small deflection angles (10 degrees or less) as approved by the Town Engineer. These realignments shall maintain minimum centerline arc lengths per table 7-5 and need not maintain maximum curve radius requirements per section 7.4.1 A.
22. Where parallel parking per figure 19-4 is implemented for adequate cul-de-sac parking, dimension 'B' in figure 7-21 shall be increased by a minimum of 8'.
23. New subdivisions shall not be designed to provide single family residence access to Major Collector Roadways.
24. Roadways with local traffic volumes may be designed as minor collectors and designed with associated standards, including restricted residential access, where Intrusion per 18.2.3 is anticipated.
25. Local roadway continuity may be interrupted by turns of only 60 degrees or more.
26. Cross-pan depth shall match the depth of the gutter the parallel roadway curb and gutter section. Minimum width for cross-pans parallel to streets with local classification shall be 6' for parallel-street rollover curb with 14" gutter pan and 8' for parallel-street vertical curb with 24" gutter plan. The width of cross-pans parallel collector and arterial streets shall meet the requirements of drawing 708.
27. Minimum walk width where attached to rollover curb is 5.50' from back of curb. Sidewalk rise or fall shall be 0.10' in the 5.5' width. Walk should be sloped to the road where possible and shall only sloped away where considerations are made for proper drainage.
28. Parkway slope shall be between 2% and 10%.
29. No new local residential streets shall be designed with walk attached to vertical curb. Driveway cuts are not permitted where walk is attached to curb.
30. Minimum right-of-way width for residential local streets with detached walk shall be 56 feet.

### **3.8 PARKING LOT DESIGN CRITERIA**

Please reference Chapter 19 of the LCUASS and the Timnath Town Code, Chapter 16, Article 2, with modifications as noted in this section. All transportation work shall be designed and performed according to these standards, which are subject to the interpretation of the Town.

Drainage. To ensure proper drainage and minimize property damage, asphalt parking lots shall have a minimum pavement grade of 1.5% and a maximum grade of 8%. Concrete parking lots shall have a minimum pavement grade of 1% and a maximum grade of 8%. The flowline grade of all parking lot curb and gutter in which runoff is concentrates shall have a minimum slope greater than 0.40%. Concentrated runoff from paved areas larger than 800-sf, shall not be allowed to discharge from concrete conveyances to asphalt paved drive areas.

Parking Stall Dimensions. Parking stalls shall be dimensioned using the guidelines outlined in the Timnath Town Code. Please note that in some instances the street

dimensions located in the Town Code vary from the LCUASS; the Town Code shall take precedent.

Reserved Disabled Parking. Parking spaces specifically reserved for disabled persons with state issued place cards/license plates shall be required for all retail, office, business, industrial, institutional uses, as well as multi-family units. Disabled parking spaces shall be designated as being for the disabled with painted symbols and standard identification signs. Disabled parking spaces shall be located as close as possible to the nearest accessible building entrance. For every eight (8) disabled parking spaces are must be at least one (1) van-accessible space. If there is only one (1) handicap parking space, that space must be van-accessible. Number of Disabled Parking Spaces are outlined in the following table.

Total Parking Spaces in Lot	Minimum Required Number of Disabled Parking Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total
1000 and over	20 plus 1 for every 100 over 1000

Parking Space Requirements. Minimum Number Of Off Street Parking Spaces: The minimum number of off street parking spaces to be provided for a use is listed in the following table. All parking ratios are based upon the gross floor area contained within the building. When the computation of the required off street parking spaces results in a fraction, the requirement shall be rounded to the nearest whole interval. Fractions of 0.5 or less shall be rounded to the next lowest whole number. Fractions greater than 0.5 shall be rounded to the next highest whole number. Parking amounts required for uses in B zone districts will be handled on a case-to-case basis.

The required off street parking spaces for a use which is not specifically listed, shall be determined by the Town based upon the requirements of other listed similar uses.

## PART IV – WATER UTILITY CRITERIA

## **PART IV – WATER UTILITY CRITERIA**

### **4.1 AUTHORITY**

These water delivery system standards, design criteria, and construction specifications have been adopted by the Timnath Town Council and shall apply to any public and private water improvements, including all development projects, within the Town of Timnath or lands considered for annexation within the Town's Growth Management Area (GMA).

### **4.2 REFERENCE WATER STANDARDS**

The following water districts are located in the Town of Timnath: Fort Collins – Loveland Water District, North Weld County Water District, and East Larimer County Water District. The location of the development will determine the district that will provide water service, subject to approval by the Town Engineer. The Town of Timnath adopts by reference the relevant water district's standards, latest edition, with modifications as noted in this section. All water infrastructure work shall be designed and performed according to these standards, which are subject to the interpretation of the Water District or Town.

It is the Town's policy that developers consult with the Water Districts for the design, special conditions, and construction of the water distribution system required by the development. The Water Districts will be sent a referral form and a copy of the overall construction drawings for review and approval. The developer shall address all comments made by the Water District and obtain the Water District's approval signature on the final mylars prior to sign off by the Town.

### **4.3 DISTRICT UTILITY SYSTEM**

#### **4.3.1 District Utility System**

The water distribution system shall include all those facilities of the water system under the complete ownership and control of the District up to the point where the customer's service system begins. The distribution system includes the network of conduits, valves, and appurtenances used for the delivery of water from the District's source to the customer's system.

#### **4.3.2 District Source Facilities**

Source (water supply) facilities are owned and operated by the Water District. The source facilities shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.

#### **4.3.3 Customer System**

The customer's water system shall include those facilities beyond the termination of the distribution system, which typically occurs at the corporation stop, curb stop or water

meter depending upon the district. The water service line from the termination of the district owned and maintained distribution system to the building is part of the customer's system.

#### **4.4 WATER SERVICE REQUIREMENTS**

The following requirements apply to work on water services:

- All work shall be done in accordance with the Water District's specifications. The Water District shall be notified prior to any work regarding water services.
- It shall be the builder's/contractor's responsibility to protect the water meter from freezing or other physical damage during construction and acceptance by the owner, it shall be the owner's responsibility to protect the meter from freezing or other physical damage after acceptance.
- Licenses and Permits Required. Work required within the public right-of-way shall require a Right-of-Way Work Permit from the Town. All water service installations shall be performed by a contractor who has an individual working for him that possesses a current master plumber's card and that individual shall personally accomplish or directly supervise the installation work.
- Any required street cut must meet prior approval of the Town and be done in accordance with the Town's Manual.
- The contractor shall pay for all permits, fees, and licenses prior to the start of construction. An annual contractor's business license shall be obtained from the Community Development Coordinator for all contractors and subcontractors performing work within Town limits. The license may be obtained once the applicable form is filled out and the fee is paid

#### **4.5 INSPECTION AND QUALITY CONTROL**

All water system construction work shall be inspected by the appropriate Water District, who shall have the authority to halt construction when, in their opinion, the Water District believes that their specifications or proper construction practices are not being followed. Whenever any such violation occurs, the Water District shall notify the Town and, in writing, order further construction to cease until all deficiencies are corrected.

Except as otherwise provided, no pipe shall be backfilled or covered without observation by a representative of the District. All backfilling of trenching within Town right-of-way shall also be observed by a representative of the Town. Any person making an installation without such observation does so at their own risk and may be required to remove all backfill or any other covering placed over the facility to be inspected at their own expense.

The Water District's water system shall be protected from cross-connection and backflow contamination or pollution. The contractor shall isolate within its customers' internal distribution system(s) or its customers' private water system(s) such contaminants or pollutants that could backflow or siphon back into the water system.

The contractor shall provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent cross-connections, actual or potential, between the potable water system and non-potable water systems, plumbing fixtures and industrial piping systems.

All water service line construction shall be done in accordance with the specifications of the Water District. The scope of these specifications shall include all new water service line installations from the Water District's mains to the associated plumbing of the building or any other facility requiring water use.

In addition to the Water District, the Town shall be notified prior to the need for inspections. A representative of the Town may or may not choose to accompany the Water District inspector or inspect the facilities or construction as it relates to other infrastructure.



## PART V – SANITARY SEWER CRITERIA

## **PART V – SANITARY SEWER CRITERIA**

### **5.1 AUTHORITY**

These sanitary sewer standards, design criteria, and construction specifications have been adopted by the Timnath Town Council and shall apply to any public and private sanitary sewer improvements, including all development projects, within the Town of Timnath or lands considered for annexation within the Town's Growth Management Area (GMA).

### **5.2 REFERENCE SANITARY SEWER STANDARDS**

The Town of Timnath adopts by reference the South Fort Collins Sanitation District and the Boxelder Sanitation District standards, latest edition, with modifications as noted in this section. All sanitary sewer infrastructure work shall be designed and performed according to the standards of the appropriate service district, which are subject to the interpretation of the Districts or Town. The location of the development will determine the district that will provide sanitary sewer service and standards to be used, subject to approval by the Town Engineer.

It is the Town's policy that developers consult with the Districts for the design, special conditions, and construction of the sanitary sewer collection system required by the development. The developer shall determine in which sewer service District they will be included, subject to approval by the Town Engineer. The appropriate District will be sent a referral form and a copy of the overall construction drawings for review and approval. The developer shall address all comments made by the District and obtain the District's approval signature on the final mylars prior to sign off by the Town.

### **5.3 SANITARY SEWER SERVICE REQUIREMENTS**

The following requirements apply to work on sanitary sewer services:

- All work shall be done in accordance with the appropriate District's specifications. The District shall be notified prior to any work regarding sanitary sewer services.
- Licenses and Permits Required. Work required within the public right-of-way shall require a Right-of-Way Work Permit from the Town. All sanitary sewer service installations shall be performed by a contractor who has an individual working for him that possesses a current master plumber's card and that individual shall personally accomplish or directly supervise the installation work.
- Any required street cut must meet prior approval of the Town and be done in accordance with the Town's Manual.

The contractor shall pay for all permits, fees, and licenses prior to the start of construction. An annual contractor's business license shall be obtained from the Community Development Coordinator for all contractors and subcontractors performing work within Town limits. The license may be obtained once the applicable form is filled

out and the fee is paid. The contractor must remain in good standing; the Town reserves the right to deny licensure and/or revoke a contractor's license.

#### **5.4 INSPECTION AND QUALITY CONTROL**

All sanitary sewer construction shall be inspected by the appropriate District, who shall have the authority to halt construction, upon notifying the Town, when, in their opinion, the District believes that their specifications or proper construction practices are not being followed. Whenever any such violation occurs, the District shall notify the Town and, in writing, order further construction to cease until all deficiencies are corrected.

Except as otherwise provided, no pipe shall be backfilled or covered without observation by a representative of the District. All backfilling of trenching within Town right-of-way shall also be observed by a representative of the Town. Any person making an installation without such observation does so at their own risk and may be required to remove all backfill or any other covering placed over the facility to be inspected at their own expense.

All sanitary service line construction shall be completed in accordance with the specifications of the appropriate District. The scope of these specifications shall include all new sanitary sewer service line installations from the main line to the associated plumbing of the building or any other facility requiring sewer connection.

In addition to the District, the Town shall be notified prior to the need for inspections. A representative of the Town may or may not choose to accompany the District inspector or inspect the facilities or construction as it relates to other infrastructure.

## PART VI – FIRE PROTECTION STANDARDS

## **PART VI – FIRE PROTECTION STANDARDS**

### **6.1 AUTHORITY**

These standards, design criteria, and construction specifications have been adopted by the Timnath Town Council and shall apply to any development and/or construction within the Town of Timnath or lands considered for annexation within the Town's Growth Management Area (GMA).

### **6.2 REFERENCE FIRE DISTRICT STANDARDS**

All development and/or construction shall meet the fire protection standards and requirements of the Poudre Fire Authority. The Poudre Fire Authority will be sent a referral form and a copy of the construction drawings for review and approval. The developer shall address all comments made by the Authority prior to overall approval by the Town.

All district requirements including but not limited to those pertaining to the following shall be met or exceeded:

1. Addressing
2. Address numerals
3. Street names
4. Access and fire lanes
5. Traveled way turning radii and dead-end turnarounds
6. Water supply
7. Cul-de-sac dimensions
8. Sprinklers and equipment access
9. Fire Department Connections and standpipes
10. Signage
11. Hazardous materials

## PART VII – UNDERDRAIN CRITERIA

## **PART VII – UNDERDRAIN CRITERIA**

### **7.1 AUTHORITY**

This Manual has been adopted by the Town and shall apply to any underdrain, building perimeter drain, or other groundwater collection/protection systems, including all development projects, within the Town of Timnath or lands considered for annexation within the Town's Growth Management Area (GMA).

### **7.2 POLICY**

It is the Town's policy that developers (or builders for single lots) shall be responsible for investigating, evaluating, and resolving groundwater issues. Any necessary improvement to address groundwater issues shall meet all Federal, State, and local regulatory requirements. All improvements shall be privately owned and maintained to ensure full long term functionality. The developer shall submit designs and construction drawings to the Town for review and approval as part of the overall construction drawings submittal. The developer shall also obtain all permanent easements necessary for the construction of underdrain systems.

### **7.3 AREA-WIDE UNDERDRAINS AND COLLECTION SYSTEMS**

- The owner, homeowners association, or metropolitan district, if serving more than one dwelling, shall own and maintain any area underdrain or underdrain collection system. Covenants must be approved by the Town and must specify ownership and ensure adequate maintenance by the owner, association or district.
- A professional engineer registered in the State of Colorado must design, stamp and sign the area-wide underdrain and collection system plans. The Town shall review the signed plans. Approval of the plans by the Town is for general compliance with standards only. Review by the Town does not relieve the professional engineer, the applicant, developer, or owner the responsibility to design, construct and maintain a functional system. The area-wide underdrain and collection system must comply with all applicable Town, state, and federal regulations in place at the time of construction.
- The design engineer shall inspect and certify in writing to the Town that the area underdrain or underdrain collection system was constructed according to the Town-approved plans. The Town shall not issue any building permits for the premises served by the area underdrain or underdrain collection system until receipt of the design engineer's certification and as-built plans. As-built plans must conform to requirements in the Town's Design Manual. All area underdrains and underdrain collection systems shall have a positive gravity outlet piped to an approved underdrain collection system or to another approved conveyance system. Measures shall be taken to prevent backup of any drainage into any underdrain system.
- The Town may approve installation of the area underdrain or underdrain collection system in public rights-of-way, public open space, or public pedestrian trail systems. Approval by the Town Engineer shall be required for any underdrain utilities



constructed under a street's pavement section, sidewalk, or pedestrian trail. Crossings of any pavement section shall be as close to a 90 degree angle as possible or as approved by the Town Engineer.

- The applicant, developer, builder, contractor, and owner shall indemnify and hold harmless the Town for all costs of repair (including repair of public areas, streets, landscaping, and utilities) and liability for failure of any underdrain system.
- The design engineer shall demonstrate that the underdrain system will not adversely affect the existing historical subsurface groundwater courses, flows, rates, or water levels at any well. If the groundwater could potentially be affected, mitigation efforts must be presented, approved by the Town Engineer, and implemented. Monitoring requirements may be enacted indefinitely.
- The design engineer shall demonstrate that the underdrain system will not affect wetland or river habitats.
- Underdrains shall not discharge into any utility trench, nor shall cleanouts connect into sanitary or storm sewer manholes, except as approved by the Town Engineer.
- The underdrain system discharge must be monitored by the applicant, developer, or owner to ensure that the discharge is of good water quality and will not violate any applicable Federal, State, or local regulations in place at the time of discharge. Additional long term monitoring requirements may be made on a case by case basis, possibly indefinitely.

#### **7.4 BUILDING PERIMETER AND FOUNDATION UNDERDRAINS**

- Building perimeter underdrains or foundation drains shall meet the same requirements as shown in Section 7.3 for area-wide underdrains and collection systems.
- Building perimeter underdrains shall be designed by a professional engineer for the protection of building foundations and underground structures.

## PART VIII – LIGHTING DESIGN STANDARDS

## PART VIII – LIGHTING DESIGN STANDARDS

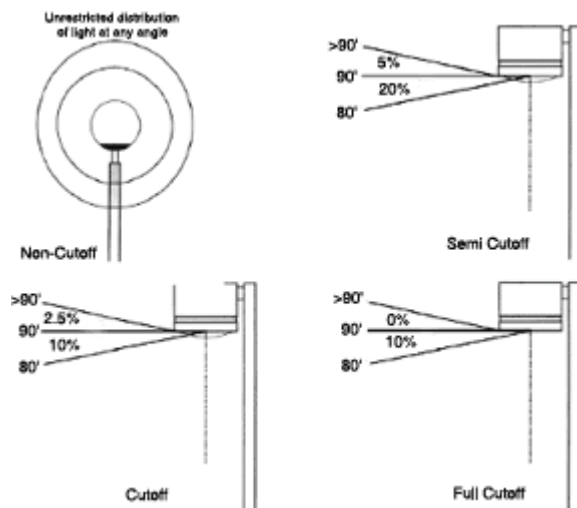
### 8.1 AUTHORITY

This Manual has been adopted by the Town and shall apply to any public and private lighting design, including all development projects, within the Town or lands considered for annexation within the Town's Growth Management Area (GMA).

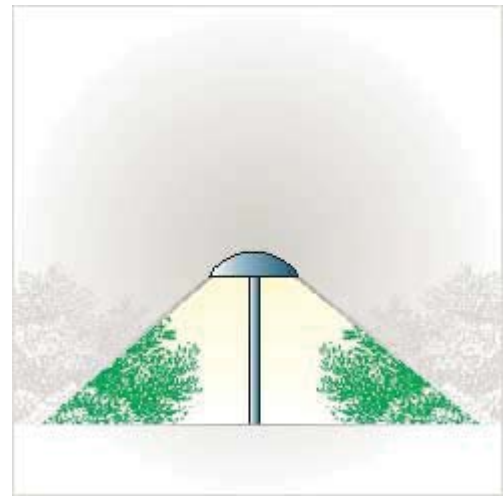
### 8.2 DEFINITIONS

Outdoor lighting shall be provided where required for safety and security. The following standards are intended to allow for adequate lighting to meet the functional needs of safe circulation and of protecting people and property while guarding against light trespass, light pollution and glare, or negatively affecting safe movement of traffic and pedestrians. Application of these standards will also help maintain the unique rural environment of the Town of Timnath through protecting the nighttime sky and community environment.

"Full cutoff" is a luminaire light distribution where zero candela intensity occurs at or above an angle of 90° above nadir. Additionally the candela per 1000 lamp lumens does not numerically exceed 100 (10 percent) at or above a vertical angle of 80° above nadir. This applies to all lateral angles around the luminaire.



Full Cut-off



Fully Shielded

"Fully shielded" means provisions are made in a luminaire, internally or externally, to prevent light emissions from causing glare or light trespass impacts.

"Glare" is the sensation produced by luminance within the visual field that is sufficiently greater than the luminance to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility.

"Light source" is the bulb and lens, and the diffuser or reflective enclosure

"Light trespass" is the encroachment of light from lighting systems of one property onto another property.

"Lighting system" includes all components required for one or more luminaires to produce light for a specific application.

"Lumen" is a measure of brightness of a lamp (provided by the manufacturer)

"Luminaire" is a complete lighting unit consisting of a lamp or lamps together with the parts designed to distribute the light, to position and protect the lamps and to connect the lamps to the power supply. Sometimes includes ballasts and photocells.

"Roll" is the angular position of the luminaire around an axis through the light center that is an extension of the 0-180 degree horizontal angle.

"Tilt" is the angular position of the luminaire around an axis through the light center and along the 90-270 degree horizontal angles. When the luminaire is level the tilt is zero degrees.

"Visibility" is the quality or state of being perceivable by the eye. In outdoor applications it is sometimes defined in terms of the distance at which an object can be just perceived by the eye.

### **8.3 GENERAL LIGHTING STANDARDS**

Exterior lighting shall be evaluated in the development review process to ensure that the functional and security needs of the project are met in a way that does not adversely affect the adjacent properties or neighborhood. Proposed lighting will be examined considering the light sources, level of illumination, hours of illumination, and the need for illumination in relation to the effects of the lighting on the adjacent property owners and the neighborhood.

No lighting shall be used in any way that could interfere with the safe movement of vehicles on public streets or be confused with traffic control devices, emergency or warning signals. Blinking, flashing, flickering lights shall not be allowed, except for temporary holiday displays.

Maximum light levels and intensities shall not exceed those appropriate for the lighting need. Surrounding environments shall be taken into consideration when designing light systems to avoid negatively impacting them. The following publications on exterior lighting by the Illuminating Engineering Society of North America are recommended resources for lighting designers: RP-8-00, RP-20-98 and RP-33-99.

Natural areas and natural features shall be protected from light trespass from offsite light sources.

Upon repair, replacement, or relocation of any luminaire existing on the effective date of this ordinance shall be made to comply with the ordinance. Lighting not in compliance

with the ordinance 5 years from the effective date of the ordinance shall be brought into compliance.

#### **8.4 RESIDENTIAL OUTDOOR LIGHTING**

When installed, exterior lighting systems on residential properties shall comply with the following standards:

- A lighting plan, showing compliance with all applicable lighting standards, shall be submitted to the Town for review and approval.
- Acceptable lamp types include: Incandescent, Fluorescent and High Pressure Sodium. Mercury Vapor lamps shall not be used.
- Luminaires shall be fully shielded or full cutoff when the light source exceeds 1200 lumens. For luminaires under 1200 lumens, the lamp must be frosted or installed within a translucent cover. Exempt: Floodlights. (Architects and Builders are encouraged to shield all exterior light sources through the use of recessed down lights or fully shielded luminaires on the street side of all buildings.)
- Floodlights are to be aimed no higher than 45 degrees from horizontal. Visors, louvers or shielding must be provided where necessary to avoid light trespass and glare.
- Security floodlights shall be controlled by both a motion/light sensor and switch.
- Pole luminaires shall be no higher than sixteen (16) feet from the ground. No luminaire shall be mounted at a height exceeding the height of buildings or structures on the property.
- Landscape and feature lighting shall not create glare and shall be designed so that all light is directed toward the object to be illuminated. Fully shielded or louvered luminaires shall be used to avoid stray light.

#### **8.5 COMMERCIAL AND INDUSTRIAL OUTDOOR LIGHTING**

When installed, exterior lighting systems on commercial or industrial properties shall comply with the following standards:

- A lighting plan, showing compliance with all applicable lighting standards, shall be submitted to the Town for review and approval.
- Pole heights, including bases, shall not exceed 25'. Where commercial or industrial properties boarder residential properties, light poles located within 25' of the property line shall not exceed 20' in height, including bases. Taller poles may be allowed when approved by the Planning Commission or Council through a development application review process.

- Tilting or rolling of luminaires shall not be allowed. Exception: To increase safety and visibility without causing glare, or creating light spillage onto residential properties.
- All parking lot and exterior building luminaires, except those required for security purposes, shall be extinguished within one (1) hour of business closing and remain extinguished until one (1) hour prior to the opening hour of business. When only a portion of a parking lot is used after hours, only lights related to that portion shall be used.
- Acceptable lamp types include: Incandescent, Fluorescent, Induction and High Pressure Sodium. Metal Halide may be used where high color rendering is critical for safety and security. Mercury Vapor lamps shall not be used.
- Luminaires shall be fully shielded or full cutoff when the light source exceeds 1200 lumens. For luminaires under 1200 lumens, the lamp must be frosted or installed within a translucent cover. Exempt: Floodlights.
- Floodlights are to be aimed no higher than 45 degrees from horizontal. Visors, louvers or shielding must be provided where necessary to avoid light trespass and glare. Incandescent security floodlights shall be controlled by both a motion/light sensor and switch.
- Under-canopy lighting shall be of full cut-off design with a flat lens. Luminaires may be flush or surface mounted.
- Landscape, sign and feature lighting shall not create glare and shall be designed so that all light is directed toward the object to be illuminated. Fully shielded or louvered luminaires shall be used to avoid stray light.
- Exterior lighting shall be designed in accordance with standards and practices of the Illuminating Engineering Society of North America, current publications. Lighting designs shall take into account security and safety needs along with the light levels of surrounding areas to avoid extreme contrasts in lighting levels.
- Lighting levels for outside areas used at night shall conform to the following tables. Parking Lots shall not exceed ten (10) foot-candles, except for loading and unloading platforms where the maximum lighting level shall be twenty (20) foot-candles.

<b>Parking Lots: Maintained Illuminance Values (foot-candles)*</b>		
<b>Criteria</b>	<b>Basic</b>	<b>Enhance Security</b>
<b>Minimum Horizontal Illuminance</b>	0.2	0.5
<b>Maximum Uniformity Ratios (Horizontal)</b>		
Average to Minimum	5:1	5:1
Maximum to Minimum	20:1	15:1

\*IESNA RR-03 Fourth Edition

<b>Pedestrian Ways Along Roadways*: Maintained Illuminance Values (foot-candles)**</b>		
<b>Walkways/Bikeways</b>	<b>Residential**</b>	<b>Commercial</b>
Average Horizontal Illuminance	0.3	0.4
Average-to-Minimum Uniformity Ratios (Horizontal)	6:1	4:1

\*Excluding public streets

\*\*Values generated from ANSI/ESNA RP-8-00(6/27/00)

- Horizontal illumination levels measured fifteen (15) feet beyond the property line of a site adjacent to residential properties or public right-of-ways shall not exceed one-tenth (0.1) foot-candle as a direct result of the on-site lighting.
- Service station or gas pump areas shall be illuminated in accordance with recommendations as presented in The IESNA Lighting Handbook, ninth edition.
- Special Applications not addressed
  - a. Auto Sales/Display Lots
  - b. Parks
  - c. Signage
  - d. Façade Lighting
  - e. Lighting used for recreation fields/courts

## 8.6 RESIDENTIAL AND PUBLIC STREET LIGHTING

Street lighting within the Town limits is provided and installed by local electric utility companies, Poudre Valley Rural Electric Association (PVREA) and Xcel Energy. The Town has set standards for acceptable luminaire types and will maintain separate working agreements with PVREA and Xcel to ensure these standards are maintained within the town limits. Schematics of acceptable street lighting poles have been included at the back of this section.

Local utilities shall provide street lighting systems as follows:

- All systems will be engineered by the utility to provide for public safety.
- Lighting design criteria shall be based on the recommended practices of the Illumination Engineering Society of North America publication ANSI/IESNA RP-8-00. (When using Tables 2-4 and 9 within RP-8-00, design shall be based on "Collector" and "Local" road types.)
- Only full cutoff or fully shielded luminaires approved by the Town of Timnath shall be installed.
- Tilting or rolling of luminaires shall not be allowed. Exception: To increase safety and visibility without causing glare, or creating light trespass onto residential properties.



- Street lighting within residential zones shall be accomplished using luminaires with NEMA distributions Types II (roadway), III (asymmetric) or IV (forward through).
- Height standards for lighting shall be limit to:  
 Residential Zones, Interiors: Sixteen (16) feet  
 Residential Zones, Entries to: Twenty (20) feet  
 Commercial Zones: Thirty five (35) feet
- Light sources shall be High Pressure Sodium. Exception: In commercial zones with high levels of pedestrian traffic, white light sources (metal halide, fluorescent, or induction lamps) may be used for pedestrian scale luminaires, no higher than sixteen (16) feet.
- When existing luminaires are replaced, they shall only be replaced with approved luminaire types and in accordance with these design standards.
- Placement of street lighting shall be coordinated with the towns overall design for each new or improved development. (Examples of issues: Intersections; Pedestrian crossings; Signage; Vegetation; Buildings; and Structures)
- The developer shall provide the Town with one light pole per every 50 poles erected in the development to adequately supply the Town for future maintenance needs. The number of poles given to the Town shall be no less than one and no more than three and shall be given to the Town immediately prior to final acceptance.

# Appendix A



Planning Department  
970-224-3211

# LAND USE APPLICATION

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## I. Application is made for:

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Plat (AP__-__) (\$_____)  | <input type="checkbox"/> Annexation (AX__-__) (\$_____)          |
| <input type="checkbox"/> Conditional Use (CU__-__) (\$_____)      | <input type="checkbox"/> Final Plat (FP__-__) (\$_____)          |
| <input type="checkbox"/> Historic Designation (HD__-__) (\$_____) | <input type="checkbox"/> Historic Renovation (HR__-__) (\$_____) |
| <input type="checkbox"/> Minor Subdivision (MS__-__) (\$_____)    | <input type="checkbox"/> Preliminary Plat (PP__-__) (\$_____)    |
| <input type="checkbox"/> Rezoning (RZ__-__) (\$_____)             | <input type="checkbox"/> Site Plan (ST__-__) (\$_____)           |
| <input type="checkbox"/> Sketch Plan (SP__-__) (\$_____)          | <input type="checkbox"/> Variance (VC__-__) (\$_____)            |

---

## II. Project Name:

- ☐ Signed Fee Agreement; CK#: \_\_\_\_\_; Amt: \$ \_\_\_\_\_

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## III. Contact information: *(please attach any additional contacts)*

Owner: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____
Applicant: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

---

## IV. Property Description:

Address or Location: \_\_\_\_\_

\_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

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## V. Purpose of Application: *(please attach any additional information)*

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Planning Department  
970-224-3211

# LAND USE APPLICATION

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## VI. Certification: *Must be signed with BLUE INK.*

### OWNER CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

### APPLICANT CERTIFICATION OF COMPLETED APPLICATION

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

***Applicant, please do not write below this line.***

Fee(s) Paid:		Date:		Check #:		Received By:	
--------------	--	-------	--	----------	--	-----------------	--



## TOWN OF TIMNATH

### AGREEMENT FOR PAYMENT OF LAND USE APPLICATION REVIEW EXPENSES INCURRED BY THE TOWN

Regarding Project: \_\_\_\_\_

THIS AGREEMENT (the “**Agreement**”), made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between the TOWN OF TIMNATH, COLORADO, a Colorado municipal corporation (the “**Town**”), and \_\_\_\_\_, a Colorado \_\_\_\_\_ hereinafter referred to as (the “**Applicant**”), [and \_\_\_\_\_ as owner (if different that Applicant)]. The Town and the Applicant are referred to herein individually as a “Party” and collectively as the “Parties.”

#### WITNESSETH

WHEREAS, the Applicant is seeking approvals by the Town pursuant to the Timnath Land Use Code for a certain property situated in the County of Larimer, State of Colorado, and legally described in **Exhibit A**, attached hereto and incorporated herein (the “**Property**”); and

WHEREAS, the Town’s review process includes review of the Applicant’s proposed plans for the Property which identify land use, the location of parks, schools and open space dedications, general location of streets, and a review of utility service issues including the installation of public improvements, dedication of utility easements, confirmation of the availability of utility services and the method for developing and paying for such utility services; and

WHEREAS, the Parties recognize that the fees as specified by the Municipal Code of the Town of Timnath are not adequate to fully cover the Town’s expenses in considering the application(s), which include, but are not limited to, legal publications, engineering fees, attorney fees, land planner fees, other consultant fees, reproduction of materials, public hearing expenses and recording of documents; and

WHEREAS, the Parties recognize that Section 16.1.12 of the Timnath Municipal Code requires the Applicant to pay for all such expenses incurred in processing the application(s) related to Property, and

WHEREAS, the Parties recognize that the Town will incur expenses prior to the Applicant's formal submittal of any Development review proposal; and

WHEREAS, the Parties hereto recognize that the Town will continue to incur expenses throughout the entire review process until either (i) abandonment of the work by either the Town or the Applicant or (ii) completion of the process through final acceptance.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

## AGREEMENT

1. Full and Separate Accounting of Annexation and Development Review Expenses. The Town will maintain separate accounts of all funds expended and fees and expenses incurred by the Town as a result of the development review of the above referenced Project. Expenses to be charged to the Applicant's account shall include, but shall not be limited to, those fees and expenses attributable to legal publications, referral costs, engineering services, attorney fees, planner/consultant fees, reproduction of materials, public hearing expenses, the securing of permits and easements, construction observation, close-out/initial acceptance, final acceptance and the recording of documents.

a. Applicant Payment of Expenses. The Applicant acknowledges that the Town does not employ in-house staff to review development proposals. All annexation and development proposals are reviewed by third party consultants (the "**Consultants**") engaged by the Town. The Town attempts to set the deposit amount to cover two months of the costs incurred by the Town and the fees of the Consultants to be incurred as part of the review and approval of the Applicant's project. Subsequent deposits may be required when the initial deposits are 85% depleted. Subsequent deposits may be required in excess of the fee. The amount of subsequent deposits may be in the amount that is anticipated to be sufficient to cover the review costs of the Town for the following month.

b. Initial Deposit. Upon the execution of this Agreement, the Applicant agrees to deposit with the Town the sum of \$\_\_\_\_\_, which sum shall serve as an initial deposit and partial payment of Consultant costs incurred by the Town while processing the Applicant's proposal.

c. Continuing Deposit. As the Town receives billings from its Consultants, but not more than quarterly, it will forward an invoice to the Applicant along with the amount necessary to supplement the original deposit in the form substantially similar to the form attached hereto as **Exhibit B**. In the event the Applicant fails to pay the invoice as submitted by the Town within ten (10) days of the Town's delivery of an invoice, the Town shall be entitled to take the following action: (i) suspend all further review; (ii) cancel any public hearings scheduled by the Town with respect to the review process; and

(iii) apply the funds on deposit to fees or expenses incurred by the Town in reviewing the application.

d. Deposit Reduction. As the project advances, the Applicant may request a reduction in the deposit amount on file with the Town. Any reduction of the deposit amount shall be in the sole discretion of the Town Council and must be approved by a resolution of the Town Council.

e. Payment of Balance Due at Termination. In the event the Town's review expenses are greater than the funds held by the Town at the time of its suspension of review, the Applicant agrees to reimburse to the Town, upon demand, such funds as are necessary to retire the balance due to Consultants at the time of the Town's termination of the review.

f. Obligation to Pay Fees in Excess of Deposit. The Applicant understands that the initial and future deposits must be replenished to pay the Consultants and costs of the Town incurred in processing the application of the Applicant. The Town will make every effort to keep these charges at a normal, reasonable and acceptable level, but the actual amount is subject to factors outside the control of these professionals. Factors including the quality of materials submitted by the Applicant, input from review agencies, unforeseen problems or issues, and decisions by the Town of Timnath Planning Commission and/or Town Council may affect charges from Consultants.

g. Request for Revision of Fee Amounts. In the event that the Applicant believes any fees charged by the Town for its costs or for Consultants are not accurate or warranted, the Applicant may submit a request for review of such fees, including a specific explanation of the basis for alleging that the fees are in excess of what is appropriate. The Applicant may also request a meeting among the Applicant, the Town Manager and the Consultant charging the fees. In the event the parties are not able to resolve the dispute, the Applicant and the Town may determine whether to proceed with the application.

h. Reimbursement of Balance. In the event there are funds remaining from the Applicant's initial or subsequent deposit after approval of the project by the Town and payment of all costs and fees subject to this Agreement, or upon termination of any application pursuant to Section 3 below, the Town shall reimburse such fund balance to the Applicant.

2. Application Termination. Except where the law or an agreement with the Town provides otherwise, the Applicant may terminate its application at any time by giving written notice to the Town. The Town shall take all reasonable steps necessary to terminate the accrual of costs to the Applicant and file such notices as are required under the Town's annexation and development review regulations. The Applicant will be liable for all costs incurred and those costs reasonably incurred by the Town to terminate the application. In the event an application is terminated and the Applicant desires to resubmit the application for approval, this Agreement will be reinstated and made current prior to processing any application.

3. Collection of Fees and Costs. If the Applicant fails to pay the fees required herein when due, the Town may take those steps necessary and authorized by law to collect the fees due. The Town shall also be entitled to all court costs and attorney fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum.

4. Assignment. If Applicant sells or conveys all or any portion of the project area, Applicant shall assign or transfer any and all of its interests, rights, or obligations under this Agreement to the purchaser.

5. Notice. All notices or billing invoices required under this Agreement shall be in writing and shall be delivered or sent by mail to the addresses of Parties herein set forth. All notices so given shall be considered effective on the date of delivery, or seventy-two (72) hours after deposit in the United States mail with the proper address as set forth below. Either party by notice so given may change the address to which further notices shall be sent.

Notice to Town:

Town of Timnath  
4800 Goodman Street  
Timnath, Colorado 80547  
Attention:  
(970) 224-3211 (phone)  
(970) 224-3217 (fax)

with copy to:

White Bear Ankele Tanaka & Waldron  
Professional Corporation  
2154 E. Commons Ave., Suite 2000  
Centennial, Colorado 80122  
Attention: Robert G. Rogers, Esq.  
(303) 858-1800 (phone)  
(303) 858-1802 (fax)

Notice to Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_(phone)  
\_\_\_\_\_(Fax)

6. Negotiated Provisions. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being acknowledged that each party has contributed substantially and materially to the preparation of this Agreement.



7. Severability. If any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of Parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid, and Parties shall cooperate to cure any such defect.

8. Execution and Counterparts. This Agreement may be executed and filed in any number of counterparts, all of which when taken together shall constitute the entire agreement of Parties. Signature pages may be removed from any counterpart and attached to another counterpart to constitute a single document.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Should any party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that exclusive venue of such suit or action shall be in Larimer County, Colorado.

*(Remainder of Page Intentionally Left Blank)*

**IN WITNESS WHEREOF**, the Town and the Applicant have caused this Agreement to be duly executed on the day and year first above written.

**APPLICANT:**

\_\_\_\_\_

a Colorado Corporation

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF TIMNATH:**

\_\_\_\_\_

By: April Getchius, Town Manager

**ATTEST:**

\_\_\_\_\_

Milissa Peters, Town Clerk

**EXHIBIT A**  
LEGAL DESCRIPTION OF THE PROPERTY

**EXHIBIT B**  
FORM OF INVOICE



## Final Plat Required Signature Blocks:

### DEDICATION OF PUBLIC PROPERTY

The owner of the real property described in this Plat has caused the real property to be surveyed, laid out and subdivided under the name of \_\_\_\_\_, and does hereby sell, grant, dedicate, and convey to the Town of Timnath in fee simple, free and clear of all liens and encumbrances, and set apart all of the streets, roads, alleys, easements, and other public ways and places, and Tracts \_\_, \_\_, and \_\_ as shown on the accompanying plat to the use of the public forever. The owner shall be responsible for construction and maintenance of all improvements of said streets, alleys, easements, public ways and places, until acceptance of maintenance therefore by the Town as provided in the Timnath Municipal Code.

### CERTIFICATE OF TITLE

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_, a title company/attorney licensed to do business in the State of Colorado, have made an examination of the public records and state that all owners, mortgagees, and lien holders of the property are listed in the certificate of ownership and dedication. We further certify that there are no recorded liens or encumbrances not shown on this plat. Attorney signature and date:

***Choose one of: Attorney's Certificate or Title Company Certificate, below. This would replace the Certificate of Title, above.***

***(Note: Attorney's Certificate is preferred, but Title Company Certificate is acceptable in place of Attorney Certificate)***

### ATTORNEY'S CERTIFICATE (with land dedication)

I, \_\_\_\_\_, an Attorney at Law duly licensed to practice before Courts of Record of the State of Colorado, do hereby certify that I have examined the title of lands herein above dedicated and shown upon the within plat as public lands, public ways and easements, and that the title of such lands is that of the dedicator(s), free and clear of all liens and encumbrances.

\_\_\_\_\_  
Attorney at Law

\_\_\_\_\_  
Registration Number

### ATTORNEY'S CERTIFICATE (in the case of no land dedication)

I, \_\_\_\_\_, an Attorney at Law duly licensed to practice before Courts of Record of the State of Colorado, do hereby certify that I have examined the title of lands herein above indicated and shown upon the within plat, within the Town of Timnath, Colorado, and that title of such lands is that of the party executing the plat, in fee simple, free and clear of all liens and encumbrances.

\_\_\_\_\_  
Attorney at Law

\_\_\_\_\_  
Registration Number



**TITLE COMPANY CERTIFICATE (with land dedication)**

I, \_\_\_\_\_, as authorized agent of the undersigned title company, do hereby certify that I have examined the title of lands herein above dedicated and shown upon the within plat as public lands, public ways and easements, and that the title of such lands is that of the dedicator(s), free and clear of all liens and encumbrances, except as shown in Title Commitment No. \_\_\_\_\_, issued by \_\_\_\_\_ Title Company, with an effective date of \_\_\_\_\_.  
\_\_\_\_\_ as authorized agent of  
\_\_\_\_\_ Title Company

**TITLE COMPANY CERTIFICATE (in the case of no land dedication)**

I, \_\_\_\_\_, as authorized agent of the undersigned title company, do hereby certify that I have examined the title of lands herein above indicated and shown upon the within plat, within the Town of Timnath, Colorado, and that title of such lands is that of the party executing the plat, in fee simple, free and clear of all liens and encumbrances, except as shown in Title Commitment No. \_\_\_\_\_, issued by \_\_\_\_\_ Title Company, with an effective date of \_\_\_\_\_.  
\_\_\_\_\_ as authorized agent of  
\_\_\_\_\_ Title Company

**CERTIFICATE OF OWNERSHIP**

I/We certify that \_\_\_\_\_ is/are the owners of the property, \_\_\_\_\_ are all of the mortgagees and holders of liens upon the property, and each and all hereby consent to this plat and join in the conveyance and dedication of all streets, roads, alleys, easements, public ways, and places shown here on.

**RESTRICTION ON CONVEYANCE AND BUILDING PERMITS**

There shall be no conveyance, sale, or transfer of title of any lot(s) or tract(s) of land created or revised by this Plat to any end user, meaning any third-party owner, or tenant of any owner, occupying or intending to occupy the lot(s) or tract(s) for the intended end use of the lot(s) or tract(s) according to the Plat and zoning, nor will the Town issue building permits for any lots until all public improvements within the \_\_\_\_\_ [name of subdivision] including but not limited to all streets, curb, gutter, sidewalks, pans, drainage facilities, water and sewer improvements, landscaping and street fixtures are fully completed and accepted by the Town of Timnath as provided in the Timnath Municipal Code.



### **SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_, PLS #\_\_\_\_\_, a duly registered land surveyor in the State of Colorado, do hereby certify that this Plat of \_\_\_\_\_ was performed by me or under my direct supervision, and that this plat has been prepared in compliance with all applicable laws of the state of Colorado at the time of this survey and within my control and is accurate to the best of my knowledge, information and belief.

### **Preliminary and Final Plat Required Signature Blocks:**

#### **PLANNING COMMISSION CERTIFICATE**

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the Town Planning Commission, Timnath, Colorado.

#### **TOWN COUNCIL CERTIFICATE**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the Timnath Town Council, Timnath, Colorado. All dedications are hereby accepted on behalf of the public. This approval is conditioned upon all expenses involving necessary improvements for all utility services, paving, grading, landscaping, curbs, gutters, street lights, street signs, and sidewalks shall be financed by others and not the Town.

*(All signers, except the Town, Planning Commission and Surveyor must have signatures notarized)*



**Staff Use Only**

Application Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

# ANNEXATION

## *Pre-Application Instructions*

Prior to application to annex land to the Town of Timnath, the following information must be delivered to Town Hall. Sufficient copies should be available prior to the required pre-application conference with the Mayor and Town Staff. Please contact Town Hall at (970)224-3211 to set up the pre-application conference.

**STAFF USE ONLY**

- |    |  |          |          |
|----|--|----------|----------|
| 1. | Application Fee of \$500.00, plus \$300.00 per acre, payable by cash, check or money order.                              | <b>Y</b> | <b>N</b> |
| 2. | Completed Town of Timnath Land Use Application Form marked for Annexation.   | <b>Y</b> | <b>N</b> |
| 3. | <u>Narrative. Fully answer/describe each of the following: ( 3 copies sized 8.5 x 11 inches)</u>                         |          |          |
|    | A. Legal description of property subject to annexation.  | <b>Y</b> | <b>N</b> |
|    | B. Requested zoning classification(s) for the area proposed for annexation.  | <b>Y</b> | <b>N</b> |
|    | C. Assessment of impact of proposed development on the community, existing services and facilities.                      | <b>Y</b> | <b>N</b> |
|    | D. General development concept plan.   | <b>Y</b> | <b>N</b> |
|    | E. List of known hazards, if present due to topography, geology, or hydrology of the property, and environmental issues. | <b>Y</b> | <b>N</b> |
|    | F. Anticipated sources of water, sanitary sewer and other utilities to be used to serve the property.                    | <b>Y</b> | <b>N</b> |
|    | G. Outline of any known terms proposed for the Annexation Agreement.   | <b>Y</b> | <b>N</b> |
|    | H. Other information pertinent to the annexation.  | <b>Y</b> | <b>N</b> |
| 4. | <u>Map. ( 3 copies sized 24 x 36 inches)</u>   |          |          |
|    | A. Showing location of the land subject to annexation and total number of acres included.                                | <b>Y</b> | <b>N</b> |
|    | B. Showing relationship of property proposed for annexation to the Town of Timnath planning area.                        | <b>Y</b> | <b>N</b> |

***Note: Following submittal of this information, applicants will be invoiced for associated Administrative and Professional Fees. Upon payment of those fees, the Town will proceed with the evaluation and review of the proposed annexation and Annexation Agreement. For additional information regarding Annexation processes, fees and timelines, please see Town of Timnath Municipal Code, Chapter 16, Article 13.***



# ANNEXATION APPLICATION TECH FORM

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

## Pre-Annexation Conference

APP.	TOWN
Is the site within Timnath's planning area <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

## Preparation of the Annexation

Please attach the following documents (as appropriate):

<input type="checkbox"/> 1. Application and Annexation Fee	<input type="checkbox"/>
— a. Fill out the Application for Annexation. Sign the original with blue ink. Make four copies of the original.	—
— b. The application should be signed by 100% of the owners of the property.	—
— c. Application Fee (\$500 + \$150 x # of acres, + \$2,000 for administrative costs);	—
CK#: _____; Amt: \$ _____	—
— d. Signed Fee Agreement; CK#: _____; Amt: \$ _____	—
<input type="checkbox"/> 2. Annexation Maps: Map showing exact location of property subject to annexation.	<input type="checkbox"/>
<input type="checkbox"/> 3. List of known hazards (If present due to the topography, geology, or hydrology of the property).	<input type="checkbox"/>
4. List of environmental issues	<input type="checkbox"/>
5. General development concept plan describing the desired use of the property after annexation with appropriate maps.	<input type="checkbox"/>
6. Outline of any known terms proposed for the Annexation Agreement.	<input type="checkbox"/>
7. Description of other subjects pertinent to the property that may be included in the annexation agreement between the Town of Timnath and the applicant.	<input type="checkbox"/>
8. Narrative report, using currently available information, assessing impact of proposed development on the community, services and facilities. This report should detail the possible need for any expansion of those services and facilities and should be one or more paragraphs in length. Please fully explain the needs, concepts and proposed solutions for <b>each</b> of the following:	<input type="checkbox"/>
— a. An assessment of the community need for the proposed annexation and land use.	—
— b. The economic impact of the proposed annexation. This should include an analysis of short-term and long-term revenues to the Town as generated by the development; short and long-term expenses incurred by the Town as a result of the annexation and development, and proposals to mitigate any negative impacts.	—
— c. Impact on schools including an estimate of the number of students to be generated by the development of the property, capital construction required to educate the students, and proposals to mitigate any negative impacts on schools.	—
— d. Description of the source(s) of water, both potable and non-potable, and sanitary sewer systems anticipated to serve the property, including a description of any regional facilities that must be constructed or upgraded to serve the development on the property proposed for annexation.	—
— e. Impact on the existing transportation system including arterial and collector street improvements, intersection improvements and signalization, alternative modes of transportation, etc. and proposals to mitigate any negative impacts on transportation resulting from the proposed annexation and development.	—
— f. Impact of the proposed development on the existing storm drainage system including historic rainfall drainage patterns, detention and retention areas, storm sewer requirements, discharged irrigation ditches, floodways and floodplains, etc. and proposals to mitigate any negative drainage impacts of the proposed development.	—
— g. Impact of the proposed development on law enforcement including special security needs, additional officers required, additional equipment requirements in Timnath and proposals to mitigate any negative impact of the proposed development on existing law enforcement services.	—
— h. Impact of the proposed development on the Poudre Fire Protection Authority including special fire hazards,	—

# ANNEXATION APPLICATION TECH FORM

- fire prevention, fire detection, emergency access, additional equipment requirements, additional manpower requirements, additional fire stations, etc. and proposals to mitigate any negative impact of the proposed development upon the existing fire protection services.
- i. Impact of the proposed development on the Town park and recreation programs and proposals to mitigate any negative impact of the proposed development upon the existing facilities and programs.
- j. Impact of the proposed development on the environment of the Town identifying environmentally sensitive areas, endangered species, significant habitats, etc. and proposals to mitigate any negative impact of the proposed development on the environment of the Town.
- k. Projected short and long-term economic development potential (number of jobs created; sales, use and property tax generation ; additional utility revenues; development incentives to be offered, etc.) of the proposed development.
- l. Address the compatibility of the proposed development with the street master plan, as depicted by the Transportation Map contained in Timnath's Comprehensive Plan and proposals for mitigating any negative impact of the proposed development on the Town street master plan.
- m. Address the compatibility of the proposed development with Timnath's Comprehensive Plan and any plan amendments that may be necessary for the proposed development.
- n. Address the compatibility of the proposed development with Timnath's Land Use Code and any deviations in setbacks, space requirements, and permitted uses that may be required for the proposed development.
- o. Review existing and adjacent land uses, areas of compatibility or conflict, and possible mitigation measures that may be required for the proposed development.

*I (We) certify that I (We) am (are) the lawful owner(s) of the parcel(s) of land affected by this application and hereby consent to this action. I (We) certify that the information and attachments I (We) have submitted are true and correct to the best of my (our) knowledge. In filing this application, I (We) am (are) acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.*

<b><u>Owner(s) signatures:</u></b>	<b><u>Print Name:</u></b>	<b><u>Date</u></b>



# ANNEXATION PETITION CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

**Purpose:** Following review and comment by the Council of the Annexation Application and the draft Annexation Agreement, the owner may prepare and submit to the Town Clerk an Annexation Petition. Any forms or letters requiring signatures shall have one original signed and dated in blue ink. The Annexation Petition submittal shall include:

## Preparation of the Annexation Petition (LUC 16.13.6)

App	Please attach the following documents (as appropriate):	Town
<input type="checkbox"/>	1. Application and Annexation Petition Fees:	<input type="checkbox"/>
<input type="checkbox"/>	2. Cover Letter: A cover letter addressed to the Council, introducing the applicant to the Council, requesting annexation of the petitioner's property and describing in general terms the development plans for the property, if it is annexed.	<input type="checkbox"/>
<input type="checkbox"/>	3. Petition for Annexation: Must be signed by 100% of the owners. ( <i>Use attached form</i> ).	<input type="checkbox"/>
<input type="checkbox"/>	4. Annexation Map	<input type="checkbox"/>
<input type="checkbox"/>	5. Concept Map	<input type="checkbox"/>
<input type="checkbox"/>	6. Title Commitment: Certification of ownership of all property shown on annexation map.	<input type="checkbox"/>
<input type="checkbox"/>	7. Property Tax Statement: Copy of prior year's property tax statement for all property to be annexed.	<input type="checkbox"/>
<input type="checkbox"/>	8. Public Hearing Notification Envelopes	<input type="checkbox"/>
<input type="checkbox"/>	9. Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/>	10. Statement of conformance to the Comprehensive Plan	<input type="checkbox"/>
<input type="checkbox"/>	11. Water Rights Statement. ( <i>Reference Land Use Code section 16.13.6.A.10.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	12. Petition for Zoning of property to be annexed. ( <i>Please use Rezoning Tech form.</i> )	<input type="checkbox"/>



# ANNEXATION PETITION TECHNICAL FORM

Case#: AX-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

**Purpose:** Following review and comment by the Council of the Annexation Application and the draft Annexation Agreement, the owner may prepare and submit to the Town Clerk an Annexation Petition. Any forms or letters requiring signatures shall have one original signed and dated in blue ink. The Annexation Petition submittal shall include:

## Preparation of the Annexation Petition (LUC 16.13.6)

App	Please attach the following documents (as appropriate):	Town
	1. Application and Annexation Petition Fees:	
<input type="checkbox"/>	a. Fill out the Application for Annexation Petition. Sign the original with blue ink. Make four copies of the original.	<input type="checkbox"/>
<input type="checkbox"/>	b. Application Fee (\$500 + \$300 x # of acres, + \$2000 deposit for professional and administrative costs); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	c. Review fee for Poudre Fire Authority (\$250)	<input type="checkbox"/>
<input type="checkbox"/>	2. Cover Letter: A cover letter addressed to the Council, introducing the applicant to the Council, requesting annexation of the petitioner's property and describing in general terms the development plans for the property, if it is annexed.	<input type="checkbox"/>
<input type="checkbox"/>	3. Petition for Annexation: Must be signed by 100% of the owners. ( <i>Use attached form</i> ).	<input type="checkbox"/>
<input type="checkbox"/>	4. Annexation Map:	
<input type="checkbox"/>	a. (4) copies of annexation map, signed and sealed by Professional Surveyor or engineer. ( <i>Reference Land Use Code section 16.13.7.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	5. Concept Map:	
<input type="checkbox"/>	a. (4) copies of the concept plan map. ( <i>Reference Land Use Code section 16.13.8.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	6. Title Commitment: Certification of ownership of all property shown on annexation map.	<input type="checkbox"/>
<input type="checkbox"/>	7. Property Tax Statement: Copy of prior year's property tax statement for all property to be annexed.	<input type="checkbox"/>
<input type="checkbox"/>	8. Public Hearing Notification Envelopes: All property owners listed in the Surrounding and Interested Property Ownership Report, as well as envelopes addressed to Larimer County Commissioners, County Attorney, and Poudre School District. ( <i>Reference Land Use code section 16.1.17.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	9. Surrounding and Interested Property Ownership Report. ( <i>Reference Land Use code section 16.1.17.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	10. Statement of conformance to the Comprehensive Plan	<input type="checkbox"/>
<input type="checkbox"/>	11. Water Rights Statement. ( <i>Reference Land Use Code section 16.13.6.A.10.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	12. Petition for Zoning of property to be annexed. ( <i>Please use Rezoning Tech form.</i> )	<input type="checkbox"/>



# ANNEXATION PETITION CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

**Purpose:** Following review and comment by the Council of the Annexation Application and the draft Annexation Agreement, the owner may prepare and submit to the Town Clerk an Annexation Petition. Any forms or letters requiring signatures shall have one original signed and dated in blue ink. The Annexation Petition submittal shall include:

## Preparation of the Annexation Petition (LUC 16.13.6)

App	Please attach the following documents (as appropriate):	Town
<input type="checkbox"/>	1. Application and Annexation Petition Fees:	<input type="checkbox"/>
<input type="checkbox"/>	2. Cover Letter: A cover letter addressed to the Council, introducing the applicant to the Council, requesting annexation of the petitioner's property and describing in general terms the development plans for the property, if it is annexed.	<input type="checkbox"/>
<input type="checkbox"/>	3. Petition for Annexation: Must be signed by 100% of the owners. ( <i>Use attached form</i> ).	<input type="checkbox"/>
<input type="checkbox"/>	4. Annexation Map	<input type="checkbox"/>
<input type="checkbox"/>	5. Concept Map	<input type="checkbox"/>
<input type="checkbox"/>	6. Title Commitment: Certification of ownership of all property shown on annexation map.	<input type="checkbox"/>
<input type="checkbox"/>	7. Property Tax Statement: Copy of prior year's property tax statement for all property to be annexed.	<input type="checkbox"/>
<input type="checkbox"/>	8. Public Hearing Notification Envelopes	<input type="checkbox"/>
<input type="checkbox"/>	9. Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/>	10. Statement of conformance to the Comprehensive Plan	<input type="checkbox"/>
<input type="checkbox"/>	11. Water Rights Statement. ( <i>Reference Land Use Code section 16.13.6.A.10.</i> )	<input type="checkbox"/>
<input type="checkbox"/>	12. Petition for Zoning of property to be annexed. ( <i>Please use Rezoning Tech form.</i> )	<input type="checkbox"/>



# ANNEXATION

## Petition Instructions

One (1) original and three (3) copies of the following should be delivered to the Town's Building Department with a completed Land Use Application Form (marked for Petition and, if applicable, for zoning).

Original signatures should be in blue ink.

1. Letter of intent to request annexation to the Town of Timnath, signed by property owner or representative.
2. Executed agreement for payment of development review expenses incurred by the Town.
3. Annexation Agreement. \*
4. Petition for Annexation.
5. Annexation Map. \*  
***Submit 1, original 24" x 36" and 4, 11" x 17" reductions. Compliant with all technical drawing requirements contained in the Timnath Municipal Code 16-13-7 and signed and sealed by the registered and surveyor or engineer responsible for preparation of the map.***
6. Concept Plan Map. \*  
***Submit 1, original 24" x 36", and 4, 11" x 17" reductions. Comply with all technical drawing requirements contained in the Timnath Municipal Code 16-13-5***
7. Auto CAD™ Drawing File (release 12 or higher).  
***Submit annexation map(s), concept plan map, existing conditions map & title sheets & all fonts used, on an acceptable form of electronic transfer.***
8. Word Processing File  
***Submit legal description, annexation impact report & Town Comprehensive Plan Project Summary in acceptable form of electronic transfer.***
9. Title Commitment for impacted property\_
10. Mailing Labels, as identified in Timnath Municipal Code 16-13-6.A.7.
11. Annexation Impact Report, if applicable.
12. Narrative addressing conformance with Town Comprehensive Plan
13. Water Rights Report, including signed warranty deed(s)
14. Zoning. (Timnath Municipal Code 16-13-6.11).  
***If zoning is requested simultaneously with annexation, attach a completed Rezoning Petition, zoning map of Property, zoning amendment map amending the official zoning map, and the application and recording fees.***
15. Annexation Assessment Report, as described in Timnath Municipal Code 16-13-5.A.5.
16. Letters of Support.  
***Attach letters from all special districts servicing, or proposed to service, the area to be annexed.***
17. Prior year's Property Tax Statement for all property to be annexed.

***Note: The Town must certify this application is complete and compliant with all submittal requirements or reject it as incomplete. Applicants will be notified of any deficiencies or inadequacies in the materials submitted. Incomplete submissions will not be processed or referred to the Board.***

***\*for additional information regarding Annexation, see Timnath Municipal Code***





## **PETITION FOR ANNEXATION**

### PETITION FOR ANNEXATION TO THE TOWN OF TIMNATH, COLORADO

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THE UNDERSIGNED, being “landowners” as defined in C.R.S. § 31-12-103(6), hereby Petition the Town of Timnath, Colorado (the “Town”) for annexation for the following described property and further state:

1. The legal description of the land which Landowners request to be annexed to the municipality is attached hereto as **Exhibit "A"**, hereinafter referred to as the “Property.”
2. It is desirable and necessary that the Property be annexed to the Town.
3. The following requirements of C.R.S. § 31-12-104 exist or have been met:
  - a. Not less than 1/6th of the perimeter of the Property is contiguous with the Town.
  - b. A community of interest exists between the Property and the Town. The Property is urban or will be urbanized in the near future; and the Property is capable of being integrated into the Town.
4. None of the limitations provided in C.R.S. § 31-12-105 are applicable and the requirements of that statute have been met because of the following:
  - a. The annexation of the Property will not result in the Property being divided into separate parts or parcels under identical ownership;
  - b. No land area within the Property held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate comprising 20 acres or more and having a valuation for assessment in excess of \$200,000 for ad valorem tax purposes has been included in the area of the Property to be annexed without the written consent of the landowners thereof;
  - c. No annexation proceedings have been commenced for annexation of any part of the Property by any other municipality;
  - d. The entire width of all streets and alleys to be included within the area annexed are included;
  - e. The annexation of the Property will not result in the detachment of area from any school district or the attachment of same to another school district; and
  - f. Annexation by the Town of the Property will not have the effect of, and will not result in, the denial of reasonable access to landowners, owners of an

easement, or owners of a franchise adjoining a platted street or alley, inasmuch as annexation of the Property will not result in annexation of a platted street or alley which is not bounded on both sides by the Town.

5. The annexation of the Property will not have the effect of extending a boundary of the Town more than three miles in any direction from any point of the municipal boundary in the past 12 months.

6. The Petitioners comprise the owners in fee of more than 50 percent of the area of the Property, exclusive of public streets and alleys, and comprise more than 50 percent of the landowners of the Property. The legal description of the land owned by each signer of this petition is shown on **Exhibit A**.

7. The Petitioners request that the Town Council approve the annexation of the Property.

8. This Petition is accompanied by four (4) copies of an annexation boundary map in the form required by C.R.S. § 31-12-102(1)(d) and attached as **Exhibit B**.

9. The Petitioners reserve the right to withdraw this Petition in the event the Property is not zoned in accordance with the Annexation Agreement, if any.

10. This instrument may be executed in one or more counterparts, all of which taken together shall constitute the same document.

PETITIONERS:

By: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO )  
 )  
COUNTY OF LARIMER \_\_\_\_\_ ) s.s.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2009, by \_\_\_\_\_ and \_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



STATE OF COLORADO )  
 )  
COUNTY OF LARIMER ) ss.

- a. I have circulated the foregoing Petition for Annexation to the Town of Timnath set forth herein.
- b. I know the persons whose names are subscribed to the foregoing Petition on behalf of the Petitioners.
- c. The signatures on the foregoing Petition were affixed in my presence and each signature is a true, genuine and correct signature of the person it purports to be.
- d. To the best of my knowledge and belief, the persons whose names are affixed to the foregoing Petition are authorized to sign such document on behalf of Petitioners.

---

STATE OF COLORADO )  
 ) SS.  
COUNTY OF LARIMER )

My commission expires: \_\_\_\_\_

---

**EXHIBIT A**

**LEGAL DESCRIPTION OF  
PROPERTY PROPOSED FOR ANNEXATION**

**EXHIBIT B**

**ANNEXATION BOUNDARY MAP**

[Attached]

# MINOR ANNEXATION CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

## Pre-Annexation Conference

APP.	TOWN
Call 970-224-3211 to set a pre-annexation meeting with the Town Planning Staff. The purpose of the meeting is to discuss the process and any unique issues associated with your application and/or property. Many of the requirements may be available from the Town.	<input type="checkbox"/>

## Preparation of the Annexation Petition

<input type="checkbox"/> 1. Petition and Annexation Fee	<input type="checkbox"/>
<input type="checkbox"/> 2. Annexation Maps: Provide one original and 20 paper copies of the area to be annexed. The map to include:	<input type="checkbox"/>
<input type="checkbox"/> 3. Title Commitment and Property Tax Statement	<input type="checkbox"/>
4. Annexation Agreement	<input type="checkbox"/>
5. Water Rights	<input type="checkbox"/>
6. Water and Sewer Service	<input type="checkbox"/>

## Annexation Process

<b>Town Council Resolution</b> Upon receipt of the petition submission, Town Staff will review the application for completion. After a finding of completion, Town Council will act upon a Resolution finding substantial compliance and establishing public hearing dates for zoning and annexation actions.  Date of Town Council Meeting: _____	<input type="checkbox"/>  -
<b>Planning Commission Review</b>  Date of Planning Commission Review and Public Hearing _____	<input type="checkbox"/>  -
<b>Town Council Annexation and Zoning Ordinance</b>  Date of Town Council First Reading _____  Date of Town Council Second Reading and Public Hearing _____	<input type="checkbox"/>  -  -

*I (We) certify that I (We) am (are) the lawful owner(s) of the parcel(s) of land affected by this application and hereby consent to this action. I (We) certify that the information and attachments I (We) have submitted are true and correct to the best of my (our) knowledge. In filing this application, I (We) am (are) acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.*

<u>Owner(s) signatures:</u>	<u>Print Name:</u>	<u>Date</u>

# MINOR ANNEXATION TECH FORM

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

## Pre-Annexation Conference

APP.	TOWN
Call 970-224-3211 to set a pre-annexation meeting with the Town Planning Staff. The purpose of the meeting is to discuss the process and any unique issues associated with your application and/or property. Many of the requirements may be available from the Town.	<input type="checkbox"/>

## Preparation of the Annexation Petition

<input type="checkbox"/> 1. Petition and Annexation Fee	<input type="checkbox"/>
____ a. Fill out the Petition for Annexation. Sign the original with blue ink. Make four copies of the original. The petition should be signed by 100% of the owners of the property.	-
____ b. Application Fee; CK#: _____; Amt: \$ _____	-
____ c. Signed Fee Agreement; CK#: _____; Amt: \$ _____	-
<input type="checkbox"/> 2. Annexation Maps: Provide one original and 20 paper copies of the area to be annexed. The map to include:	<input type="checkbox"/>
____ a. A cover sheet with the names and addresses of all property owners. A blank line should be available for the Town to write in the Annexation Ordinance number and date of adoption. The Zoning request should indicate R-1 of B Zoning.	-
____ b. An original drawing of the outline of the area to be annexed on flat, spliceless, tapeless and creaseless sheet(s), using only permanent black ink on white paper. The drawing should include the name, address and telephone number of the person preparing the map. The map should identify adjacent public streets, roads and rights of way.	-
____ c. The scale of the drawing should be sufficient to convey the detailed survey with a drafting error of less than one percent.	-
____ d. A statement of ownership of the property containing the written legal description of the land to be annexed signed by all property owners and notarized. The legal description should include section numbers, quarter section quadrants, township and range information.	-
____ e. A copy of the original drawing illustrating the portion of the perimeter which is at least one-sixth contiguous with an existing Town Boundary.	-
____ f. A vicinity map of the area.	-
<input type="checkbox"/> 3. Title Commitment and Property Tax Statement	<input type="checkbox"/>
____ a. Title commitment showing legal description of the property owned by petitioner(s).	-
____ b. Copy of the prior year's property tax statement.	-
4. Annexation Agreement	<input type="checkbox"/>
If deemed necessary, an annexation agreement shall be negotiated. Items may include, but are not limited to, future improvement of substandard roads, encroachment of buildings on current or future rights of way, future right of way dedications, easement s for wet and dry utilities, etc.	
5. Water Rights	<input type="checkbox"/>
A water rights report detailing water rights appurtenant to and severed from the property and historical use. As a condition of annexation, the owner shall provide to the Town a signed standard form warranty deed for the transfer of all non-tributary water rights to the Town.	

# MINOR ANNEXATION TECH FORM

APP.	TOWN
<p>6. Water and Sewer Service</p> <p>Copy of latest bill from each provider. If no current provider, indicate district anticipated to serve property.</p> <p>Water Service Provider. _____</p> <p>Sewer Service Provider. _____</p>	<p><input type="checkbox"/></p> <p>—</p> <p>—</p>

## Annexation Process

<p><b>Town Council Resolution</b></p> <p>Upon receipt of the petition submission, Town Staff will review the application for completion. After a finding of completion, Town Council will act upon a Resolution finding substantial compliance and establishing public hearing dates for zoning and annexation actions.</p> <p>Date of Town Council Meeting: _____</p>	<p><input type="checkbox"/></p> <p>—</p>
<p><b>Planning Commission Review</b></p> <p>Date of Planning Commission Review and Public Hearing _____</p>	<p><input type="checkbox"/></p> <p>—</p>
<p><b>Town Council Annexation and Zoning Ordinance</b></p> <p>Date of Town Council First Reading _____</p> <p>Date of Town Council Second Reading and Public Hearing _____</p>	<p><input type="checkbox"/></p> <p>—</p> <p>—</p>

*I (We) certify that I (We) am (are) the lawful owner(s) of the parcel(s) of land affected by this application and hereby consent to this action. I (We) certify that the information and attachments I (We) have submitted are true and correct to the best of my (our) knowledge. In filing this application, I (We) am (are) acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.*

<u>Owner(s) signatures:</u>	<u>Print Name:</u>	<u>Date</u>

# COMPREHENSIVE PLAN AMENDMENT CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

APP.		TOWN
<input type="checkbox"/>	Optional Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Signed Fee Agreement (§16-1-12) with deposit; CK#: _____; Amt \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Current proof of ownership	<input type="checkbox"/>

<input type="checkbox"/>	Enclosed Land Use Application form with signature of the property owner(s). (Electronic/Digital signatures are acceptable)
<input type="checkbox"/>	Narrative description of the request detailing the reasons for the request and how it is consistent with the Comprehensive Plan Goals & Objectives.
<input type="checkbox"/>	Map of the subject property depicting the property lines and proposed changes to the Town's Land Use Plan Map with a side by side view with the adopted Land Use Map.

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town: \_\_\_\_\_**

	Application Certification of Completion	<input type="checkbox"/>
	Town will forward the application to the Planning and Zoning Commission.	<input type="checkbox"/>
	Planning and Zoning Commission Recommendation	<input type="checkbox"/>
	The Commission must make a recommendation to the Town Board to approve, conditionally approve, or deny the application.  Decision: _____ Date: _____	
<input type="checkbox"/>	Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
	Applicant will revise the Comprehensive Plan Amendment based on any Planning and Zoning Commission conditions of approval and submit it to the Town	

APP.		TOWN
	Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
	The Town Board must schedule a public hearing to review the application based on the Comprehensive Plan review criteria. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.  Date of Public Hearing: _____	



Planning Department  
970-224-3211

# COMPREHENSIVE PLAN AMENDMENT CHECKLIST

	Town Board Action	<input type="checkbox"/>
	<p>The Comprehensive Plan Amendment must be presented to the Board for its review and action. The Board may approve, conditionally approve or deny the application.</p> <p>Decision:_____ Date:_____</p>	



# COMPREHENSIVE PLAN AMENDMENT TECH FORM

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

**Purpose (16.1.9):** Requirement for Comprehensive Plan Amendment. Where a development proposal would be in substantial conflict with the Comprehensive Plan, an amendment to the Comprehensive Plan will be required prior to any zoning or subdivision approvals. A substantial conflict will exist when a development proposal would result in changes from the designations of the Future Land Use Plan Map, Street System Map, or Planning Influences Map in the Comprehensive Plan.

The following checklist is intended to provide an outline for applicants to ensure that adequate information is submitted for staff to review the request to amend the comprehensive plan. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town.

APP.		TOWN
<input type="checkbox"/>	Optional Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Signed Fee Agreement (§16-1-12) with deposit; CK#: _____; Amt \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Current proof of ownership Title insurance issued with 30 days of application submission.	<input type="checkbox"/>

<input type="checkbox"/>	Enclosed Land Use Application form with signature of the property owner(s). (Electronic/Digital signatures are acceptable)
<input type="checkbox"/>	Narrative description of the request detailing the reasons for the request and how it is consistent with the Comprehensive Plan Goals & Objectives.
<input type="checkbox"/>	Map of the subject property depicting the property lines and proposed changes to the Town's Land Use Plan Map with a side by side view with the adopted Land Use Map. -Drawings shall be legible and accurately drawn to an appropriate scale -Indication of drawing scale and symbol designating true north -Property address, legal description (lot, block, subdivision, section, township, range) or location depicted on a detailed vicinity map -Existing and proposed land use depiction boundaries shall be clearly shown. -Show existing town boundaries at least 2 miles around all sides -Existing and proposed Growth Management Area boundaries shall be clearly shown.

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town:** \_\_\_\_\_

<input type="checkbox"/>	Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/>	Town will forward the application to the Planning and Zoning Commission.	<input type="checkbox"/>



Planning Department  
970-224-3211

# COMPREHENSIVE PLAN AMENDMENT TECH FORM

	Planning and Zoning Commission Recommendation	<input type="checkbox"/>
	<p>The Commission must make a recommendation to the Town Board to approve, conditionally approve, or deny the application.</p> <p>Decision: _____ Date: _____</p>	
<input type="checkbox"/>	Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
	Applicant will revise the Comprehensive Plan Amendment based on any Planning and Zoning Commission conditions of approval and submit it to the Town	
<b>APP.</b>		<b>TOWN</b>
	Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
	<p>The Town Board must schedule a public hearing to review the application based on the Comprehensive Plan review criteria. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p> <p>Date of Public Hearing: _____</p>	
	Town Board Action	<input type="checkbox"/>
	<p>The Comprehensive Plan Amendment must be presented to the Board for its review and action. The Board may approve, conditionally approve or deny the application.</p> <p>Decision: _____ Date: _____</p>	



Planning Department  
970-224-3211

# REZONING CHECKLIST

Case#: RZ-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Optional Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12) with deposit; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current proof of ownership	<input type="checkbox"/>
<input type="checkbox"/> Zoning Amendment Map (24' high x 36' wide)	<input type="checkbox"/>
<input type="checkbox"/> Written statement describing the proposal	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report (SIPOR)	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes (2 sets)	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>

APP.	TOWN
------	------

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>
Set Zoning Amendment Public Hearing	<input type="checkbox"/>
Date of Public Hearing: _____	
Public Notification Process	<input type="checkbox"/>
Planning and Zoning Commission Recommendation	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Finalize Zoning Amendment Based on Planning and Zoning Commission Comments	<input type="checkbox"/>
Notify Parties of Interest, <i>Map Amendments Only</i>	<input type="checkbox"/>
Set Town Council Public Hearing and Complete Public Notification Process.	<input type="checkbox"/>
Date of Public Hearing: _____	
Town Council Action	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Post-approval process for Zoning Map Amendments	<input type="checkbox"/>

# REZONING TECH FORM

Case#: RZ-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Optional Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12) with deposit; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current proof of ownership Title insurance issued with 30 days of application submission.	<input type="checkbox"/>
<input type="checkbox"/> Zoning Amendment Map (24' high x 36' wide) _ North arrow, scale (1" = 100' or 1" = 200'), and date of preparation..... _ Subdivision or block and lot name of the area to be zoned (if applicable) at the top of each sheet ..... _ Legal description of area to be zoned (entire area and individual zoning districts) ..... _ Location and boundaries, including dimensions, of property(s) proposed for rezoning ..... _ Acreage or square footage contained within property proposed for rezoning..... _ All existing land uses in the proposed rezoning area ..... _ Zoning and existing land uses on all lands adjacent to the proposed rezoning ..... _ Location and dimensions for all existing R.O.W.'s ..... _ Adjoining subdivisions names with lines of abutting lots, and departing property lines of adjoining properties not subdivided ..... _ Certificate blocks for Surveyor, Planning and Zoning Commission, Town Council, and Larimer County Clerk and Recorder ..... _ AutoCAD™ drawing file .....	<input type="checkbox"/>
<input type="checkbox"/> Written statement describing the proposal _ Rationale for the proposed rezoning..... _ Impacts on the existing adjacent zone districts, uses, and physical character of surrounding area ..... _ Impact of the proposed zone on area accesses and traffic patterns ..... _ Availability of utilities for any potential development..... _ Impacts on public facilities and services ..... _ Relationship between proposal and the Town Comprehensive Plan..... _ Public benefits arising from the proposal.....	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report (SIPOR) Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes (1 set) Stamped, addressed, and certified (return receipt requested) envelopes with Town's address as return address. Addressed to those in the SIPOR.	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents .....	<input type="checkbox"/>

# REZONING TECH FORM

APP.

TOWN

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Final Staff Review and Report to Planning and Zoning Commission

Final review of any resubmitted materials and preparation of report to the Commission explaining how the application is or is not consistent with review criteria (§16-3-11.D).

☐

### Set Zoning Amendment Public Hearing

The hearing may be held no less than 30 days from the date of property posting and newspaper publication. If the zoning amendment request is accompanying another application which is scheduled for public hearings before the Planning Commission and Board, one public hearing may be held on both applications.

Date of Public Hearing: \_\_\_\_\_

☐

### Public Notification Process

Town Clerk must send notice of public hearing to the applicant and parties identified in SIPOR no less than 45 days before the initial Planning Commission public hearing (*Notice for Map Amendments only*). For both Text and Map amendments, Town Clerk must publish notice in a newspaper of general circulation and prepare a notification sign to be posted on the property by the applicant.

☐

### Planning and Zoning Commission Recommendation

The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

☐

### ☐ Finalize Zoning Amendment Based on Planning and Zoning Commission Comments

Applicant will revise application and submit it to the Town.

☐

### Notify Parties of Interest, *Map Amendments Only*

Not less than 30 days before the date scheduled for the initial Council public hearing, Staff must notify parties identified in SIPOR. Must include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name.

☐

### Set Town Council Public Hearing and Complete Public Notification Process.

The Board must schedule a public hearing, after receiving the report and recommendations from the Planning and Zoning Commission, for the purpose of taking action on the zoning amendment. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.

Date of Public Hearing: \_\_\_\_\_

☐

### Town Council Action

Following the Public Hearing, the Council will consider the comments and evidence presented and evaluate the application in accordance the Land Use Code and approve, approve with conditions, or deny the application, in whole or in part.

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

☐

### ☐ Post-approval process for Zoning Map Amendments

☐

# REZONING TECH FORM

Applicant initiating the process has 30 days after approval of the amendment by the Council to submit to the Town Clerk 2 original drawings of the approved zoning amendment map for recording, along with the recording fees and all other costs billed by the Town. The map must be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans will be rejected. Petitioner must submit 1-11" x 17" mylar reduction of the zoning amendment map and an AutoCAD™ drawing file.

# SKETCH PLAN CHECKLIST

Case#: SP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/> Planning and Zoning Commission Public Meeting	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ <u>250</u>	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ <u>250</u> .00	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment	<input type="checkbox"/>
<input type="checkbox"/> Neighboring Property Owner List	<input type="checkbox"/>
<input type="checkbox"/> Context / Vicinity Map - 1½ mile radius around property Full Size Copies: True Half Size Copies:	<input type="checkbox"/>
<input type="checkbox"/> Sketch Plan Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> Conceptual Landscape Plan Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> Conceptual Open Space Plan Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> General Development Information Narrative Copies:	<input type="checkbox"/>
<input type="checkbox"/> Soils Report and Map	<input type="checkbox"/>
<input type="checkbox"/> Geologic Report, <i>if applicable</i>	<input type="checkbox"/>

*Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.*

Date Submitted to Town: \_\_\_\_\_

<input type="checkbox"/> Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED SKETCH PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# SKETCH PLAN TECH FORM

Case#: SP-\_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<b>Pre-Application Conference</b> Discuss goals for the property, Town vision / expectations as identified in the Comprehensive Plan, requirements of the Land Use Code, character / quality the Town is seeking, Town regulations and standards, application / review process, submittal requirements, and schedule.	
<b>Planning and Zoning Commission Public Meeting</b> Details on this Meeting's content are listed in §16-4-5.B.2. Applicant(s) must attend and bring a context/vicinity map, a base map showing site features, and images illustrating the project design and general intent.	
<b>Application Fee; CK#:</b> _____; <b>Amt: \$</b> _____	
<b>Signed Fee Agreement (§16-1-12); CK#:</b> _____; <b>Amt: \$</b> _____	
<b>Poudre Fire Authority Development Review Fee of \$</b> _____	
<b>Current Title Commitment</b> Dated less than 30 days from date of sketch plan application submittal.	
<b>Neighboring Property Owner List</b> Mailing labels with current names and addresses of all property owners within 500 ft.	
<b>Context / Vicinity Map - 1½ mile radius around property (Copies _____)</b> _ Title of project..... _ _ North arrow, scale (not greater than 1"=100') and preparation date..... _ _ Boundary of proposed project ..... _ _ Legal description ..... _ _ Basis for establishing bearing ..... _ _ Existing or proposed land uses for the properties - label each use as either existing or proposed ..... _ _ Major streets (show and label street names) ..... _ _ Existing public water and sewer lines and proposed connections ..... _ _ Regional open space/trail networks per the Town Comprehensive Plan ..... _ _ Major ditches, rivers and bodies of water ..... _ _ Adjacent properties identified by subdivision name or zoning district ..... _	
<b>Sketch Plan (Copies _____)</b> _ Title of project..... _ _ North arrow, scale (not greater than 1"=100') and preparation date..... _ _ Vicinity map ..... _ _ Legal description ..... _ _ Acreage of property..... _ _ USGS topographic contours ..... _ _ Existing easements and rights-of-way on or adjacent to the property ..... _ _ Existing streets on or adjacent to the property (show and label street name). ..... _ _ Note indicating how the 12% public dedication will be met..... _ _ General land use table including: land uses, approx. acreage of each and percentage of each ..... _ _ Table including the following data for each land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approx. size of proposed residential lots ..... _ _ Proposed collector and arterial streets..... _ _ General locations of existing utilities on or adjacent to the property ..... _ _ Graphic and/or verbal explanation of how the property will be served with utilities ..... _ _ Location of any proposed sewer lift stations..... _ _ Trails - show how the development will tie into the regional trails network ..... _ _ Floodplain boundary & source of information (if one does not exist on the property, state on plat) ..... _ _ Geologic hazard areas ..... _ _ Existing and proposed zoning on and around the property ..... _	





# SKETCH PLAN TECH FORM

Planning Department  
970-224-3211

APP.	TOWN
Conceptual Landscape Plan (Copies _____) Graphic and written description of landscaping in public spaces.	
Conceptual Open Space Plan (Copies _____) Graphic and written description of the size, location, characteristics and function of public and private open spaces.	
General Development Information (Copies _____) Written description of existing conditions on the site and the proposed development, including: _ Design rationale ..... _ Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units (not needed if information is shown on the sketch plan) ..... _ General description of plan for drainage and stormwater management ..... _ Water supply information..... _ Indicate whether or not commercial mineral deposits are located on site ..... _ Description of any floodplain hazards on the site, <i>if applicable</i> ..... _ Compliance with the Comprehensive Plan .....	
Soils Report and Map Based on USDA Soils Conservation Service information. Discuss existing conditions and any potential constraints/hazards. Address groundwater issues.	
Geologic Report, <i>if applicable</i> Only for areas that have the potential for subsidence. Must be prepared by either a registered professional engineer or professional geologist who has experience in mine subsidence. Address the following: site conditions; geologic conditions; engineering / geologic considerations; and limitations and any necessary additional investigations.	

**Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.**

**Date Submitted to Town:** \_\_\_\_\_

Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	
Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application.	

## TOWN CERTIFICATION OF COMPLETED SKETCH PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Planning and Zoning Commission Review At next available meeting (at least 3 weeks after application submittal), Commission will review the sketch plan application and provide input regarding how well the project addresses the review criteria (§16 -4-5.C.). The Commission will then recommend to the Town Council approval, approval with conditions, or denial. Decision: _____ Date: _____	
Town Council Action Town Council will review the sketch plan at its next available meeting, and will approve, conditionally approve, or deny the application based on accordance with the Land Use Code. Decision: _____ Date: _____	

# PRELIMINARY PLAT CHECKLIST

Case#: PP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*Within 12 months after the Town Council's approval or conditional approval of the sketch plan, the applicant must submit 1 copy of the complete preliminary plat application to the Town Clerk. The application is due a minimum of 60 days prior to the Planning and Zoning Commission meeting at which the application will be reviewed.*

APP.		TOWN
<input type="checkbox"/>	Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/>	Current Title Commitment	<input type="checkbox"/>
<input type="checkbox"/>	Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary Plat (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	General Development Information (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary Grading and Drainage Plan and Report (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Master Utility Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary Landscape Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary Open Space Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Traffic Study (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Draft of Proposed Covenants, <i>if any</i> , & Architectural Design Guidelines (20 copies)	<input type="checkbox"/>
<input type="checkbox"/>	Mineral, Oil and Gas Rights Documentation	<input type="checkbox"/>
<input type="checkbox"/>	Soils Report and Map (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Geologic Report, <i>if applicable</i> (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Colorado Historical Society Records Search, <i>if applicable</i>	<input type="checkbox"/>
<input type="checkbox"/>	Site-Specific Historic Survey, <i>if applicable</i> (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/>	Public Hearing Notification Envelopes	<input type="checkbox"/>

*Submit all documents above with this form to complete the Preliminary Plat.*

Date Submitted to Town: \_\_\_\_\_

<input type="checkbox"/>	Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/>	Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
<input type="checkbox"/>	Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAT APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	Letters of Support and Commitment to Serve	<input type="checkbox"/>
	Refer Application To Parties of Interest	<input type="checkbox"/>
	Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
	Date of Public Hearing: _____	

# PRELIMINARY PLAT CHECKLIST

Planning and Zoning Commission Public Hearing and Recommendation  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions <u>APP.</u>	<input type="checkbox"/> <u>TOWN</u>
Town Council Action  Decision: _____ Date: _____	<input type="checkbox"/>

# PRELIMINARY PLAT TECH FORM

Case#: PP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Within 12 months after the Town Council's approval or conditional approval of the sketch plan, the applicant must submit 1 copy of the complete preliminary plat application to the Town Clerk. The application is due a minimum of 60 days prior to the Planning and Zoning Commission meeting at which the application will be reviewed.*

**PLEASE HAVE ALL SETS COLLATED AND INDIVIDUALLY PACKAGED AT SUBMITTAL,  
NON COLLATED AND INDIVIDUALLY PACKAGED SETS WILL BE REJECTED**

APP.		TOWN
<input type="checkbox"/>	Pre-Application Conference Discuss provisions of the Land Use Code and the applicable requirements, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/>	Current Title Commitment Dated less than 30 days from date of preliminary plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/>	Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 500 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary Plat (Copies _____) _ Title of project..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Vicinity map..... _ Names and addresses of owners, applicant, designers, engineers and surveyors ..... _ Legal description..... _ Total acreage of property ..... _ Existing contours at 2 ft. intervals (based on USGS datum) ..... _ Name and location of abutting subdivisions or owners of abutting property (if land is not platted) ..... _ Lots, blocks, and street layout with approximate dimensions and square footage for each lot..... _ Consecutive numbering of all lots and blocks..... _ Existing and proposed rights-of-way and easements on and adjacent to the property ..... _ Existing and proposed street names for all streets on and adjacent to the property ..... _ Existing and proposed zoning on and adjacent to property..... _ Location and size of existing and proposed sewer lines, water lines and fire hydrants ..... _ Existing and proposed curb cuts on and adjacent to property ..... _ Location by field survey or aerial photography of all existing and proposed water courses and bodies of water. Include direction of water flow ..... _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)..... _ Boundaries of proposed phases of the subdivision if final plat will be multiple phases ..... _ General location of existing surface improvements such as buildings, fences or other structures which will remain on the property ..... _ Location and acreage of proposed parks, trails, playgrounds, schools or other public uses ..... _ Location, function, ownership and manner of maintenance of any private open space ..... _ Land use table including: land uses, approximate acreage of each land use type, and percentage of each land use type, including how 12% public dedication requirement will be met..... _ Total number of lots..... _ Number of each type of dwelling unit proposed.....	<input type="checkbox"/>
<input type="checkbox"/>	General Development Information (Copies _____)	<input type="checkbox"/>



Planning Department  
970-224-3211

# PRELIMINARY PLAT TECH FORM

Written description of existing conditions on the proposed site, including explanations of how:

- ☐ Items of concern expressed in sketch plan review have been addressed .....
- ☐ The plan is consistent with the Land Use Code and Comprehensive Plan .....
- ☐ This plat is consistent with or differs from the sketch plan and how the plan is still consistent with the community's vision .....

APP.	TOWN
<input type="checkbox"/> Preliminary Grading and Drainage Plan and Report (Copies _____) Certified by a Colorado registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements, soil erosion and sedimentation control plans and any specifications. Must also discuss impacts on any existing floodways and/or floodplains on and adjacent to the site, and any FEMA applications required.	<input type="checkbox"/>
<input type="checkbox"/> Master Utility Plan (Copies _____) Prepared by a registered professional engineer who consulted with the appropriate utility service providers regarding the design of all utilities through the subdivision.	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Landscape Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Open Space Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Traffic Study (Copies _____) Prepared by a professional traffic engineer.	<input type="checkbox"/>
<input type="checkbox"/> Draft of Proposed Covenants, <i>if any</i> , & Architectural Design Guidelines (20 copies)	<input type="checkbox"/>
<input type="checkbox"/> Mineral, Oil and Gas Rights Documentation Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact person, their phone number, and mailing address.	<input type="checkbox"/>
<input type="checkbox"/> Soils Report and Map (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Geologic Report, <i>if applicable</i> (Copies _____) Any geologic report prepared at the time of sketch plan must be provided to review agencies.	<input type="checkbox"/>
<input type="checkbox"/> Colorado Historical Society Records Search, <i>if applicable</i> At the discretion of the Town Staff or the Town Council, an applicant may be required to provide the Town with a Colorado Historical Society records listing historically or archaeologically significant findings on the property.	<input type="checkbox"/>
<input type="checkbox"/> Site-Specific Historic Survey, <i>if applicable</i> (Copies _____) If the Colorado Historical Society Records Search shows a significant finding, a site-specific historic survey providing the following is required: <ul style="list-style-type: none"> <li><input type="checkbox"/> State of Colorado site number .....</li> <li><input type="checkbox"/> Site address.....</li> <li><input type="checkbox"/> Site location/access.....</li> <li><input type="checkbox"/> Type and description of finding .....</li> <li><input type="checkbox"/> Owner's name and address .....</li> <li><input type="checkbox"/> Eligibility assessment for historic designation .....</li> <li><input type="checkbox"/> Statement of significance .....</li> <li><input type="checkbox"/> Management and administrative data .....</li> <li><input type="checkbox"/> References .....</li> <li><input type="checkbox"/> Photographs of the site .....</li> <li><input type="checkbox"/> Maps of the site .....</li> <li><input type="checkbox"/> Name, address, phone number and qualifications of person completing survey .....</li> <li><input type="checkbox"/> Date of completion of survey .....</li> <li><input type="checkbox"/> Protection plan, if the Town Board decides to protect the historic resource .....</li> </ul>	<input type="checkbox"/>

# PRELIMINARY PLAT TECH FORM

APP. \_\_\_\_\_

TOWN \_\_\_\_\_

☐ Public Hearing Notification Envelopes

☐

1 set of stamped, addressed envelopes. Address envelopes to surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.

*Submit all documents above with this form to complete the Preliminary Plat.*

Date Submitted to Town: \_\_\_\_\_

## Application Certification of Completion

Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is **rejected**, Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in **BLUE INK**.

☐

☐ Address Staff Comments (Submit to Town Clerk)

– Letter explaining how all of the comments have been addressed .....

– Revised maps and other documents .....

☐

–

–

## Final Staff Review and Report to Planning and Zoning Commission

Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the preliminary plat review criteria (§16-4-6.C.).

☐

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAT APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Letters of Support and Commitment to Serve

Within 30 days from the date the application is certified complete, provide letters of support and commitment to serve from all agencies identified at the pre-application conference.

☐

## Refer Application To Parties of Interest

Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to: adjacent municipalities, Larimer County, surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the subject property, and the Applicant's name.

☐

## Schedule Public Hearing and Complete Public Notification Process

Planning and Zoning Commission must schedule a public hearing to review the application based on the preliminary plat review criteria at least 60 days after application is certified complete. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 7 days from the date of advertising.

☐

Date of Public Hearing: \_\_\_\_\_

## Planning and Zoning Commission Public Hearing and Recommendation

The Commission must make a recommendation to the Town Board after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.

☐

Decision: \_\_\_\_\_ Date: \_\_\_\_\_



Planning Department  
970-224-3211

# PRELIMINARY PLAT TECH FORM

<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Applicant will revise the plat based on any conditions of approval and submit it to Town Council.	<input type="checkbox"/>
<u>APP.</u>  Town Council Action The plat will be presented to the Council for review and action. Town Council may approve, conditionally approve or deny. Approval and conditional approval will be effective for 1 year. If denied, the plat or a substantially similar plat may not be considered by Planning and Zoning Commission for a period of 1 year from the date of denial. If a final plat is not submitted within 1 year, a new preliminary plat must be submitted and processed before Town may act on a final plat.  Decision: _____ Date: _____	<u>TOWN</u>  <input type="checkbox"/>



# FINAL PLAT CHECKLIST

Case#: FP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*This plat application must conform to the approved preliminary plat and meet any conditions of approval. Each phase of development must be submitted separately and meet all requirements below. Use separate copies of this form for each phase. Application for the first phase of development must be submitted within 12 months from approval of the preliminary plat. The application must be submitted a minimum of 60 days prior to the Town Board meeting at which the application will be reviewed.*

PHASE # OF DEVELOPMENT: \_\_\_\_\_ OF \_\_\_\_\_

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$_____, (paid at Phase 1 only)	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$_____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$_____.__	<input type="checkbox"/>
<input type="checkbox"/> Updated Title Commitment	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/> Final Plat (Copies_____)	<input type="checkbox"/>
APP.	TOWN
<input type="checkbox"/> General Development Information (Copies_____)	<input type="checkbox"/>
<input type="checkbox"/> Plan and/or Report Updates, <i>if applicable</i>	<input type="checkbox"/>
<input type="checkbox"/> Special Documents, <i>as needed</i>	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes	<input type="checkbox"/>

*Submit all documents above with this form to complete the Final Plat.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED FINAL PLAT APPLICATION

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

APP.	TOWN
Refer Application To Parties of Interest	<input type="checkbox"/>
Schedule Final Plat Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Date of Planning and Zoning Commission Public Hearing: _____	
Planning and Zoning Commission Recommendation	<input type="checkbox"/>
Decision:_____ Date:_____	
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
Notify Parties of Interest	<input type="checkbox"/>
Schedule Final Plat Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Town Board Public Hearing and Action The final plat will be presented to the Council for its review and action at a public hearing. Approval shall be by resolution.	<input type="checkbox"/>
Decision:_____ Date:_____	
<input type="checkbox"/> Plat Recording	<input type="checkbox"/>





Planning Department  
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# FINAL PLAT CHECKLIST

APP.	TOWN
<input type="checkbox"/> Construction Plans and Profiles (Copies_____)	<input type="checkbox"/>
<input type="checkbox"/> Final Landscape Plan (Copies_____)	<input type="checkbox"/>
<input type="checkbox"/> Digital Copy of Final Plat AutoCAD drawing file on compact disc in format specified by the Town Engineer.	<input type="checkbox"/>
<input type="checkbox"/> Security for Public Improvements	<input type="checkbox"/>
<input type="checkbox"/> Deed for public lands	<input type="checkbox"/>
Record Final Plat	<input type="checkbox"/>
Post Approval Actions	<input type="checkbox"/>

# FINAL PLAT TECH FORM

Case#: FP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*This plat application must conform to the approved preliminary plat and meet any conditions of approval. Each phase of development must be submitted separately and meet all requirements below. Use separate copies of this form for each phase. Application for the first phase of development must be submitted within 12 months from approval of the preliminary plat. The application must be submitted a minimum of 60 days prior to the Town Board meeting at which the application will be reviewed.*

**PLEASE HAVE ALL SETS COLLATED AND INDIVIDUALLY PACKAGED AT SUBMITTAL, NON  
COLLATED AND PACKAGED SETS SETS WILL BE REJECTED**

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____,	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/> Updated Title Commitment Dated less than 30 days from date of preliminary plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Final Plat (Copies _____) <u>General Instructions</u> Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in 1 plat and only 1 plat shown per sheet. Contiguous parcels owned by different parties may be on 1 plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest 100 <sup>th</sup> of a ft. and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink. <u>Plat must include the following information</u>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>_ Title of project.....</li> <li>_ North arrow, scale (not greater than 1"=100') and preparation date.....</li> <li>_ Vicinity map.....</li> <li>_ Legal description.....</li> <li>_ Basis for establishing bearing .....</li> <li>_ Names and addresses of owners, applicant, designers, engineers and surveyors .....</li> <li>_ Total acreage of subdivision .....</li> <li>_ Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.....</li> <li>_ Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.....</li> <li>_ Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances .....</li> <li>_ Existing rights-of-way in and adjacent to property (labeled and dimensioned) .....</li> <li>_ Existing and proposed street names for all streets on and adjacent to the property .....</li> <li>_ Existing easements and their type in and adjacent to property (labeled and dimensioned) .....</li> <li>_ Location and description of monuments .....</li> <li>_ Floodplain boundary &amp; source of information (if one does not exist on the property, state on plat).....</li> <li>_ Signature block for registered land surveyor certifying to accuracy of boundary survey and plat .....</li> <li>_ Signature block for certification of approval by the Town Board with a signature for the Mayor and Town Clerk ...</li> <li>_ Signature block for utility providers .....</li> <li>_ Certification of ownership .....</li> <li>_ Dedication of streets, rights-of-way, easements and public sites to the Town of Timnath .....</li> </ul>	



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# FINAL PLAT TECH FORM

APP.	TOWN
<input type="checkbox"/> General Development Information (Copies _____) Written description confirming that the final plat conforms to the preliminary plat. Must address how the proposed development conforms to the Land Use Code.	<input type="checkbox"/>
<input type="checkbox"/> Plan and/or Report Updates, <i>if applicable</i> List and include updates/changes to preliminary plat plans or reports.  _____  _____  _____	<input type="checkbox"/>
<input type="checkbox"/> Special Documents, <i>as needed</i> <ul style="list-style-type: none"><li>– Special agreements (as may be required).....</li><li>– Floodplain Use Permit .....</li><li>– State Highway Utility Permit.....</li><li>– State Highway Access Permit.....</li><li>– Construction Dewatering Permit.....</li><li>– 404 Permit.....</li><li>– Air Pollution Emission Notice (APEN) .....</li><li>– Work in Ditch Right-of-Way Permit.....</li><li>– Rare Species Occurrence Survey .....</li><li>– Subdivision Improvement Agreement (SIA) .....</li><li>– Improvements Guarantee .....</li><li>– Approved Adjudication of Water Rights and a Plan of Augmentation.....</li><li>– The following documents finalized and in a form for recording: Protective Covenants, Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines .....</li><li>– FEMA approved applications .....</li><li>– Documentation showing who will own and maintain the open space.....</li><li>– Documentation for dedication of public sites for open space or other civic purposes .....</li></ul>	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 1 set of stamped, addressed No. 10 envelopes with the Town's address as the return address. Address envelopes to surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	<input type="checkbox"/>

**Submit all documents above with this form to complete the Final Plat.**

**Date Submitted to Town:** \_\_\_\_\_

Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) <ul style="list-style-type: none"><li>– Letter explaining how all of the comments have been addressed .....</li><li>– Revised maps and other documents .....</li></ul>	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission Staff will complete a final review of any resubmitted materials and then prepare a report to the Planning and Zoning Commission explaining how the application is or is not consistent with the final plat review criteria (§16-4-7.C).	<input type="checkbox"/>



Planning Department  
970-224-3211

# FINAL PLAT TECH FORM

## TOWN CERTIFICATION OF COMPLETED FINAL PLAT APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
<b>Refer Application To Parties of Interest</b> Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to: adjacent municipalities, Larimer County, surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the subject property, and the Applicant's name.	<input type="checkbox"/>
<b>Schedule Final Plat Public Hearing and Complete Public Notification Process</b> Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on final plat review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.  Date of Planning and Zoning Commission Public Hearing: _____	<input type="checkbox"/>
<b>Planning and Zoning Commission Recommendation</b> The Commission must make a recommendation to the Town Board after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Applicant will revise the final plat based on any Planning and Zoning Commission's conditions of approval and submit it to the Town Council.	<input type="checkbox"/>
<b>Notify Parties of Interest</b> Not less than 30 days before the date scheduled for the initial Town Council public hearing, Staff must notify: surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the property, and the applicant's name.	<input type="checkbox"/>
<b>Schedule Final Plat Public Hearing and Complete Public Notification Process</b> Town Council must schedule a public hearing for review and action on the application based on final plat review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.	<input type="checkbox"/>
<b>Town Board Public Hearing and Action</b> The final plat will be presented to the Council for its review and action at a public hearing. Approval shall be by resolution.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Plat Recording</b> Applicant must provide 2 original, signed mylars of the final plat ready for the Mayor and Clerk to sign and record, and final executed copies of all agreements.	<input type="checkbox"/>

[illegible]

# ADMINISTRATIVE PLAT CHECKLIST

Case#: AP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> <b>Pre-Application Conference &amp; Site Visit</b> Discuss Town regulations and standards, application / review process, submittal requirements, and schedule. Full provisions of the Administrative Plat are in the Code at §16-4-13.	<input type="checkbox"/>
<input type="checkbox"/> <b>Application Fee; CK#:</b> _____ <b>; Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Signed Fee Agreement; CK#:</b> _____ <b>; Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Poudre Fire Authority Development Review Fee of \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Current Title Commitment</b> Dated less than 30 days from date of administrative plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> <b>Improvement Location Survey</b> Showing location of all improvements, easements and lot lines for all lots affected.	<input type="checkbox"/>
<input type="checkbox"/> <b>Administrative Plat (Copies: _____)</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>General Development Information (Copies: _____)</b> Written description explaining how the proposal conforms to Administrative Plat standards and provisions.	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

**Date Submitted to Town:** \_\_\_\_\_

APP.	TOWN
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments if necessary (Submit to Town Clerk)</b>	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN CERTIFICATION OF APPROVED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> <b>Post Approval</b> _ One mylar and three paper copies of fully executed Administrative Plat ..... _ AutoCad drawing file of Plat on compact disc in format specified by Town Engineer ..... _ Check payable to Larimer County for full amount of recording fee .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Town Records Administrative Plat</b> 1 original mylar of the administrative plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office.	<input type="checkbox"/>

# ADMINISTRATIVE PLAT TECH FORM

Case#: AP-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement) \_\_\_\_\_

APP.	TOWN
<input type="checkbox"/> <b>Pre-Application Conference &amp; Site Visit</b> Discuss Town regulations and standards, application / review process, submittal requirements, and schedule. Full provisions of the Administrative Plat are in the Code at §16-4-13.	<input type="checkbox"/>
<input type="checkbox"/> <b>Application Fee; CK#:</b> _____ <b>; Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Signed Fee Agreement; CK#:</b> _____ <b>; Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Poudre Fire Authority Development Review Fee of \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Current Title Commitment</b> Dated less than 30 days from date of administrative plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> <b>Improvement Location Survey</b> Showing location of all improvements, easements and lot lines for all lots affected.	<input type="checkbox"/>
<input type="checkbox"/> <b>Administrative Plat (Copies: _____)</b> <u>General Instructions</u> Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Show lengths to nearest 100 <sup>th</sup> of a ft. and bearings in degrees, minutes and seconds. Perimeter survey description of proposed plat must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. All plat signatures must be made in black drawing ink. <u>Plat must include the following information</u> _ Title of project including explanation, i.e. "Resubdivision", "Correction Plat", etc ..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Vicinity map..... _ Legal description..... _ Basis for establishing bearing ..... _ Names and addresses of owners, applicant, designers, engineers and surveyors ..... _ Total acreage _ Old lot lines and lot numbers shown in a format to clearly depict which are old lines – and where the old lines are in relationship to the new lot lines..... _ Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements ..... _ Lot and block numbers and square footage of each lot or tract..... _ Parcels excepted from inclusion noted as "not included in this plat" and the boundary completely indicated by bearings and distances..... _ Existing rights-of-way in and adjacent to property (labeled and dimensioned) ..... _ Existing and proposed street names for all streets on and adjacent to the property ..... _ Existing easements and their type in and adjacent to property (labeled and dimensioned)..... _ Location and description of monuments ..... _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)..... _ Blocks for approval signatures (owner, surveyor, utility providers, and Town office).....	<input type="checkbox"/>
<input type="checkbox"/> <b>General Development Information (Copies: _____)</b> Written description explaining how the proposal conforms to Administrative Plat standards and provisions.	<input type="checkbox"/>

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town:** \_\_\_\_\_





Planning Department  
970-224-3211

# ADMINISTRATIVE PLAT TECH FORM

APP.	TOWN
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments if necessary (Submit to Town Clerk)</b> _ Letter explaining how all of the comments have been addressed ..... _ Revised map and other documents as appropriate .....	<input type="checkbox"/> - -

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN CERTIFICATION OF APPROVED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> <b>Post Approval</b> _ One mylar and three paper copies of fully executed Administrative Plat ..... _ AutoCad drawing file of Plat on compact disc in format specified by Town Engineer ..... _ Check payable to Larimer County for full amount of recording fee .....	<input type="checkbox"/> - - -
<b>Town Records Administrative Plat</b> 1 original mylar of the administrative plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office.	<input type="checkbox"/>



# MINOR SUBDIVISION CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____. ____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment	<input type="checkbox"/>
<input type="checkbox"/> Minor Subdivision Plat (20 – 24" x 36" copies)	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies)	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

APP.	TOWN
Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Letters of Support and Commitment to Serve	<input type="checkbox"/>
Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Date of Public Hearing: _____	
Refer Application To Parties of Interest	<input type="checkbox"/>
Planning and Zoning Commission Recommendation	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
Town Council Action	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Post-approval process	<input type="checkbox"/>
Town Records Minor Subdivision Plat	<input type="checkbox"/>

# MINOR SUBDIVISION TECH FORM

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.__	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Minor Subdivision Plat (20 – 24" x 36" copies) <u>General Instructions</u> Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in 1 plat and only 1 plat shown per sheet. Contiguous parcels owned by different parties may be on 1 plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest 100th of a ft. and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. All plat signatures must be made in black drawing ink. <u>Plat must include the following information</u> <ul style="list-style-type: none"> <li>_ Title of project.....</li> <li>_ North arrow, scale (not greater than 1"=100') and preparation date.....</li> <li>_ Vicinity map.....</li> <li>_ Legal description.....</li> <li>_ Basis for establishing bearing.....</li> <li>_ Names and addresses of owners, applicant, designers, engineers and surveyors.....</li> <li>_ Total acreage of subdivision.....</li> <li>_ Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.....</li> <li>_ Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.....</li> <li>_ Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.....</li> <li>_ Existing rights-of-way in and adjacent to property (labeled and dimensioned).....</li> <li>_ Existing and proposed street names for all streets on and adjacent to the property.....</li> <li>_ Existing easements and their type in and adjacent to property (labeled and dimensioned).....</li> <li>_ Location and description of monuments.....</li> <li>_ Floodplain boundary &amp; source of information (if one does not exist on the property, state on plat).....</li> <li>_ Blocks for approval signatures (owner, surveyor, utility providers, and Town office).....</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies) Written description explaining how the proposed development conforms to design and development standards.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 500 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_



Planning Department  
970-224-3211

# MINOR SUBDIVISION TECH FORM

APP.	TOWN
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments (Submit to Town Clerk)</b> Letter explaining how all of the comments have been addressed..... Revised maps and other documents .....	<input type="checkbox"/> - -
<b>TOWN CERTIFICATION OF COMPLETED APPLICATION</b>	
Signed:_____ Date:_____	
<input type="checkbox"/> <b>Letters of Support and Commitment to Serve</b> Within 30 days from the date the application is certified complete, provide letters of support and commitment to serve from all agencies identified at the pre-application conference.	<input type="checkbox"/>
<b>Schedule Public Hearing and Complete Public Notification Process</b> Planning and Zoning Commission must schedule a public hearing to review the application based on the minor subdivision review criteria. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.  Date of Public Hearing: _____	<input type="checkbox"/>
<b>Refer Application To Parties of Interest</b> Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to: adjacent municipalities, Larimer County, surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the subject property, and the Applicant's name.	<input type="checkbox"/>
<b>Planning and Zoning Commission Recommendation</b> The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.  Decision:_____ Date:_____	<input type="checkbox"/>
<input type="checkbox"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Applicant will revise the minor subdivision plat based on any Planning and Zoning Commission conditions of approval and submit it to the Town.	<input type="checkbox"/>
<b>Town Council Action</b> The plat must be presented to the Council for its review and action. The Council may approve, conditionally approve or deny the minor subdivision based on the minor subdivision review criteria. If approved, the Applicant must provide 2 original mylars of the plat ready for the Mayor and Clerk to sign and record.  Decision:_____ Date:_____	<input type="checkbox"/>
<input type="checkbox"/> <b>Post-approval process</b> Applicant provides 2 original mylars of the plat ready for Mayor and Clerk to sign and record.	<input type="checkbox"/>
<b>Town Records Minor Subdivision Plat</b> 1 original mylar of the minor subdivision plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office.	<input type="checkbox"/>



Planning Department  
970-224-3211

# MINOR SUBDIVISION TECH FORM

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# MIXED USE (MU) DISTRICT CHECKLIST

Case#: MU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*All MU District applications must be submitted and processed simultaneously with the processing of subdivision and development plan applications for the property. This includes all pre-application conferences, Planning Commission visioning meetings, sketch plan, preliminary plat and final plat applications, and all required public hearings. Scheduling requirements for MU applications will match those specified for sketch plans and preliminary and final plats. Development within a MU District cannot occur until a final plat and final development plan for the portion of the property to be developed has been approved and recorded.*

## STEP 1: PRELIMINARY MU DEVELOPMENT PLAN

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$____.____	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies)	<input type="checkbox"/>
<input type="checkbox"/> Preliminary MU Development Plan (20 – 24" x 36" copies)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Development Phasing	<input type="checkbox"/>

*Submit all documents above, this form and Preliminary Plat application to complete the Preliminary Plan.*

Date Submitted to Town: \_\_\_\_\_

APP.	TOWN
Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Refer Application To Parties of Interest	<input type="checkbox"/>
Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Date of Public Hearing: _____	
Planning and Zoning Commission Public Hearing and Recommendation	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
Town Council Action	<input type="checkbox"/>

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

# MIXED USE (MU) DISTRICT CHECKLIST

## STEP 2: FINAL MU DEVELOPMENT PLAN

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$_____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$_____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$_____.__	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies)	<input type="checkbox"/>
<input type="checkbox"/> Final MU Development Plan	<input type="checkbox"/>
<input type="checkbox"/> Additional Information, <i>if applicable</i> List and provide any additional relevant information which the Town has deemed necessary.  _____ _____ _____	<input type="checkbox"/>

*Submit all documents above, this form and Final Plat application to complete the Final MU Plan.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED FINAL PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Refer Application To Parties of Interest	<input type="checkbox"/>
Schedule Final Plan Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Date of Commission Public Hearing: _____	

APP.	TOWN
Planning and Zoning Commission Recommendation	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
Notify Parties of Interest	<input type="checkbox"/>
Schedule Final Plan Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Town Council Public Hearing and Action	<input type="checkbox"/>
Decision: _____ Date: _____	

# MIXED USE (MU) DISTRICT TECH FORM

Case#: MU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*All MU District applications must be submitted and processed simultaneously with the processing of subdivision and development plan applications for the property. This includes all pre-application conferences, Planning Commission visioning meetings, sketch plan, preliminary plat and final plat applications, and all required public hearings. Scheduling requirements for MU applications will match those specified for sketch plans and preliminary and final plats. Development within a MU District cannot occur until a final plat and final development plan for the portion of the property to be developed has been approved and recorded.*

## STEP 1: PRELIMINARY MU DEVELOPMENT PLAN

APP.	TOWN
<input type="checkbox"/> <b>Pre-Application Conference</b> Discuss provisions of the Land Use Code and the applicable requirements, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/> <b>Application Fee; CK#:</b> _____; <b>Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Signed Fee Agreement; CK#:</b> _____; <b>Amt: \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Poudre Fire Authority Development Review Fee of \$</b> _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Surrounding and Interested Property Ownership Report</b> Current list (at most 30 days old) of names and addresses of surrounding property owners (within 500 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> <b>General Development Information</b> As part of the Preliminary Plat general development information, provide written and visual materials which describe the MU and specifically address the following items: _ Describe the mixture of primary and secondary uses within the MU development and how they will relate to one another and strengthen the diversity within the overall neighborhood. Include at least 2 of the following categories: civic, commercial, residential, parks or open space and recreation..... _ Describe the proposed activity center within the project that will serve to bring people together. _ Describe how the development will help to knit the community together through the street and pedestrian network..... _ Describe the mixture of housing types and architectural styles and how they will contribute to the Town's small-town character and diversity and reflect the Design Vocabulary of this Code..... _ Describe how the site design of commercial or civic areas serves to enhance the view from the streets by placing buildings closer to the street and locating parking to the side and rear of buildings. Further, describe how pedestrian movement will be given a priority within the development and how landscaping will be used to provide adequate shade. Provide any additional relevant information which the Town may deem necessary .....	<input type="checkbox"/>
<input type="checkbox"/> <b>Preliminary MU Development Plan</b> Prepare the preliminary MU development plan using the preliminary plat map as the base. Include on the base a clear graphic and/or written representation of: _ All principal, conditional and accessory uses within each land use category within the MU ..... _ Note any modifications to the underlying zone district(s)..... _ Standards for minimum lot area for principal and accessory uses ..... _ Standards for minimum front, side and rear yard setbacks (include a graphic representation of a typical footprint of all structures in the development) for principal and accessory uses..... _ Standards for maximum lot coverage for principal and accessory uses ..... _ Standards for maximum floor area ratio (total floor area to total lot area) for principal and accessory uses ..... _ Standards for maximum building height for principal and accessory uses .....	<input type="checkbox"/>
<input type="checkbox"/> <b>Proposed Development Phasing</b>	<input type="checkbox"/>

*Submit all documents above, this form and Preliminary Plat application to complete the Preliminary Plan.*

**Date Submitted to Town:** \_\_\_\_\_



# MIXED USE (MU) DISTRICT TECH FORM

APP.	TOWN
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments (Submit to Town Clerk)</b> _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents .....	<input type="checkbox"/> - -
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the preliminary plan review criteria (§16-3-4.H.6.a.).	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Refer Application To Parties of Interest</b> Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to all parties of interest with the Preliminary Plat referral information.	<input type="checkbox"/>
<b>Schedule Public Hearing and Complete Public Notification Process</b> Planning and Zoning Commission must schedule a public hearing to review the application based on the review criteria at least 60 days after application is certified complete. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 7 days from the date of advertising.  Date of Public Hearing: _____	<input type="checkbox"/>
<b>Planning and Zoning Commission Public Hearing and Recommendation</b> The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Revise the plan based on any conditions of approval and submit to Town Council.	<input type="checkbox"/>
<b>Town Council Action</b> The plan will be presented to the Council for its review and action. Town Council may approve, conditionally approve or deny.  Decision: _____ Date: _____	<input type="checkbox"/>



# MIXED USE (MU) DISTRICT TECH FORM

## STEP 2: FINAL MU DEVELOPMENT PLAN

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies) Written and graphic MU description as part of the Final Plat general development information, based on the materials submitted for the preliminary MU development plan and on comments received from the Town at the time of preliminary plan review. Include all of the items listed above for the preliminary MU development plan, in finalized form. Also include an explanation of how the final MU development plan is consistent with the preliminary MU development plan, or if there are differences, the rationale for the changes.	<input type="checkbox"/>
<input type="checkbox"/> Final MU Development Plan Prepare the final MU development plan using the final plat map as the base. Include on the base a clear graphic and written representation of all the information/items required for a preliminary MU development plan as listed above, in finalized form.	<input type="checkbox"/>
<input type="checkbox"/> Additional Information, <i>if applicable</i> List and provide any additional relevant information which the Town has deemed necessary.  _____ _____ _____	<input type="checkbox"/>

*Submit all documents above, this form and Final Plat application to complete the Final MU Plan.*

**Date Submitted to Town:** \_\_\_\_\_

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Planning and Zoning Commission explaining how the application is or is not consistent with the final plan review criteria (§16-3-4.H.6.b.).	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED FINAL PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Refer Application To Parties of Interest</b> Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to all parties of interest with the Final Plat referral information.	<input type="checkbox"/>
<b>Schedule Final Plan Public Hearing and Complete Public Notification Process</b> Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on the review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.  Date of Commission Public Hearing: _____	<input type="checkbox"/>

# MIXED USE (MU) DISTRICT TECH FORM

APP.	TOWN
<p><b>Planning and Zoning Commission Recommendation</b> The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.</p> <p>Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Revise the final plan based on any conditions of approval and submit to Town Council.</p>	<input type="checkbox"/>
<p><b>Notify Parties of Interest</b> Not less than 30 days before the date scheduled for the initial Town Council public hearing, Staff must notify all parties of interest with the Final Plat referral information.</p>	<input type="checkbox"/>
<p><b>Schedule Final Plan Public Hearing and Complete Public Notification Process</b> Town Council must schedule a public hearing for review and action on the application based on the review criteria. The Town Clerk will publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p>	<input type="checkbox"/>
<p><b>Town Council Public Hearing and Action</b> The final plan will be presented to the Council for its review and action at a public hearing. Approval will be by resolution.</p> <p>Decision: _____ Date: _____</p>	<input type="checkbox"/>

# SITE PLAN CHECKLIST

Case#: ST-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ <u>500</u>	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ <u>250</u>	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment	<input type="checkbox"/>
<input type="checkbox"/> Site Plan Map Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> Community Design Principles Description	<input type="checkbox"/>
<input type="checkbox"/> Certified Drainage Report	<input type="checkbox"/>
<input type="checkbox"/> Final Landscape Plan Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> Final Open Space Plan Full Sized Copies: True Half Sized Copies:	<input type="checkbox"/>
<input type="checkbox"/> Exterior Elevations of Proposed Structures/Graphic Visual Aids	<input type="checkbox"/>
<input type="checkbox"/> Environmental Characterization Study Copies:	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<input type="checkbox"/> Letters of Support Within 30 days from the date of the site plan submittal, provide the Town with support letters from all utility providers that will be serving the property.	<input type="checkbox"/>
Staff Refers Application To Adjacent Municipalities and Other Agencies Staff may refer the site plan materials for comments. The 15 day referral period may be reduced or extended by Staff. The Applicant will be notified of any adjustment.	<input type="checkbox"/>
Application Certification of Completion Town must certify application is complete and in compliance with all requirements OR reject it as incomplete. If the application is <b>rejected</b> , Staff will prepare a report outlining any changes that must be made before the site plan can be approved and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments	<input type="checkbox"/>
<input type="checkbox"/> Subdivision Improvement Agreement, <i>if applicable</i> Staff may require the Applicant to execute this agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Planning Department  
970-224-3211

# SITE PLAN TECH FORM

Case#: ST-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Site Plan Map (Copies _____) <ul style="list-style-type: none"><li>- Title of project.....</li><li>- North arrow, scale (not greater than 1"=50') and preparation date.....</li><li>- Vicinity map.....</li><li>- Project address .....</li><li>- Legal description .....</li><li>- Name, address and phone number of property owner and party responsible for plan.....</li><li>- Lot size (square footage).....</li><li>- Bearings and distances of all lot lines .....</li><li>- Existing and proposed easements and rights-of-way.....</li><li>- Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way .....</li><li>- Gathering areas for people .....</li><li>- Existing and proposed curb cuts on the site and in the adjacent rights-of-way .....</li><li>- Existing and proposed 2 ft. contours .....</li><li>- Existing waterways on or adjacent to the site.....</li><li>- Finished floor elevations for all structures .....</li><li>- Footprint of all proposed structures.....</li><li>- Existing structures and their use.....</li><li>- Square footage of the proposed building(s) and the footprint of the proposed building(s) .....</li><li>- Proposed structure height .....</li><li>- For commercial and industrial uses, the type of activity and number of employees .....</li><li>- For multi-family residential, the number of residential units and bedrooms per unit .....</li><li>- Location of proposed signs and lights .....</li><li>- Specifications for the signs and lights, including type, height and general Code conformance.....</li><li>- Photometric plan by a qualified electrical or lighting engineer (commercial &amp; industrial only) .....</li><li>- Proposed traffic controls and striping for parking areas, must be dimensioned .....</li><li>- Trash disposal areas and enclosures including specifications for enclosures .....</li><li>- Location and size of all existing and proposed water and sewer service connections and tap sizes .....</li><li>- Location and size of water and sewer lines to which the service connections will be or are made.....</li><li>- Location and size of water meter(s) and backflow-prevention devices.....</li><li>- Indication of how and where perimeter drain will drain (if one exists).....</li><li>- Location of existing electrical lines and poles on or adjacent to the site.....</li><li>- Location of proposed electrical service connection and meter location.....</li><li>- Location of electric transformer .....</li><li>- Location of all fire hydrants. (If none, note distance and direction of the closest hydrant) .....</li><li>- Location of detention/retention areas and storm sewer infrastructure with drainage easements.....</li><li>- Distance from proposed building(s)/structure(s) to adjacent lot lines, easements, and structures.....</li><li>- A land use chart (table) .....</li><li>- Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval .....</li></ul>	<input type="checkbox"/>
<input type="checkbox"/> Community Design Principles Description Demonstrate in written/graphic form the proposed structure is consistent with Article 2 of the Land Use Code.	<input type="checkbox"/>
<input type="checkbox"/> Certified Drainage Report Include erosion control study and plan, as applicable. Must be reviewed and approved by the appropriate sanitation district (if applicable) prior to application submittal.	<input type="checkbox"/>



Planning Department  
970-224-3211

# SITE PLAN TECH FORM

APP.	TOWN
<input type="checkbox"/> Final Landscape Plan	<input type="checkbox"/>
<input type="checkbox"/> Final Open Space Plan	<input type="checkbox"/>
<input type="checkbox"/> Exterior Elevations of Proposed Structures/Graphic Visual Aids Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations.	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<input type="checkbox"/> Letters of Support Within 30 days from the date of the site plan submittal, provide the Town with support letters from all utility providers that will be serving the property.	<input type="checkbox"/>
<b>Staff Refers Application To Adjacent Municipalities and Other Agencies</b> Staff may refer the site plan materials for comments. The 15 day referral period may be reduced or extended by Staff. The Applicant will be notified of any adjustment.	<input type="checkbox"/>
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all requirements OR reject it as incomplete. If the application is <b>rejected</b> , Staff will prepare a report outlining any changes that must be made before the site plan can be approved and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments	<input type="checkbox"/>
<input type="checkbox"/> Subdivision Improvement Agreement, <i>if applicable</i> Staff may require the Applicant to execute this agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Planning and Zoning Commission Review and Action</b> Present plan to the Commission for its review and action at the next available meeting. The Commission may approve, conditionally approve or deny the site plan based on the site plan review criteria (Land Use Code 16-4-10.C.). If denied, the request may not be heard by the Commission for a period of 1 year from the date of denial. Any appeal must be filed within 7 days.  Decision: _____ Date: _____	<input type="checkbox"/>
<b>Town Board Consideration of Appeal, <i>if applicable</i></b> The Board will consider any appeal within 45 days of the close of the 7 day appeal period, if no concurrent development application requires Board review or approval. Such an appeal will be considered with final action that application. The Board will apply the site plan review criteria to uphold, modify, or reverse the Commission's decision.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Post-approval process Applicant has 30 days to submit 2 original mylar drawings of the plan to the Town Clerk.	<input type="checkbox"/>

\* Site plans are valid for a period of 3 years from the date of approval. Minor variations to the plan may be reviewed and approved by the Town Staff. Modified plans must be revised to show the authorized changes and become part of the Town permanent records. Approved site plans with changes over the 10% threshold, or other major modifications, must submit a new site plan application.

# PLANNED DEVELOPMENT (PD) OVERLAY CHECKLIST

Case#: RZ-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*Must be submitted and processed simultaneously with the processing of subdivision applications for the property.*

Gross land area (acres) of proposed development: \_\_\_\_\_

## STEP 1: SKETCH PD PLAN

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Written Consent of Landowner(s)	<input type="checkbox"/>
<input type="checkbox"/> Sketch Written PD description	<input type="checkbox"/>

*Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i>	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED SKETCH PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Planning and Zoning Commission Review	<input type="checkbox"/>
Decision: _____ Date: _____	
Town Council Action	<input type="checkbox"/>
Decision: _____ Date: _____	

## STEP 2: PRELIMINARY PD PLAN

APP.	TOWN
<input type="checkbox"/> Preliminary Written PD description	<input type="checkbox"/>
<input type="checkbox"/> Preliminary PD Plan Map (20 - 24" x 36" copies)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Development Phasing	<input type="checkbox"/>
<input type="checkbox"/> Rezoning Technical Criteria and Land Use Application	<input type="checkbox"/>

*Submit all documents above with this form to complete the Preliminary Plan.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

# PLANNED DEVELOPMENT (PD) OVERLAY CHECKLIST

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
Schedule Public Hearing and Complete Public Notification Process Date of Public Hearing: _____	<input type="checkbox"/>
Planning and Zoning Commission Public Hearing and Recommendation Decision: _____ Date: _____	<input type="checkbox"/>
Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
Town Council Action Decision: _____ Date: _____	<input type="checkbox"/>

## STEP 3: FINAL PD PLAN

APP.	TOWN
<input type="checkbox"/> Written PD Description	<input type="checkbox"/>
<input type="checkbox"/> Final PD Development Plan Map	<input type="checkbox"/>
<input type="checkbox"/> Provide any additional information which the Town deems necessary List all additional attachments. _____ _____ _____ _____ _____ _____	<input type="checkbox"/>

*Submit all documents above with this form to complete the Final PD Plan.*

Date Submitted to Town: \_\_\_\_\_

APP.	TOWN
Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>

# PLANNED DEVELOPMENT (PD) OVERLAY CHECKLIST

## TOWN CERTIFICATION OF COMPLETED FINAL PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule Final Plan Public Hearing and Complete Public Notification Process

☐

Date of Planning and Zoning Commission Public Hearing: \_\_\_\_\_

Planning and Zoning Commission Recommendation

☐

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Applicant Addresses Planning and Zoning Commission Conditions

☐

Schedule Final PD Plan Public Hearing and Complete Public Notification Process

☐

Town Council Public Hearing and Action

☐

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

\* *Development within a PD Overlay District cannot occur unless and until a final plat for the portion of the property to be developed has been approved and recorded. The Town Council may move to repeal a PD Overlay District ordinance if building activity for the district has not commenced within 1 year from the effective date of the creating ordinance.*



# PLANNED DEVELOPMENT (PD) OVERLAY TECH FORM

Case#: RZ- \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*Must be submitted and processed simultaneously with the processing of subdivision applications for the property.*

Gross land area (acres) of proposed development: \_\_\_\_\_

## STEP 1: SKETCH PD PLAN

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Written Consent of Landowner(s) No PD may be approved by the Town without the written consent of the landowner(s) whose property is included within the PD.	<input type="checkbox"/>
<input type="checkbox"/> Sketch Written PD description _ List all subdivision regulation exceptions proposed for the PD ..... _ Identify underlying zoning district(s) for the property and describe any proposed modifications and/or restrictions to the allowed uses and/or standards within the district(s) ..... _ If any conditional uses are requested, explain how the conditional use review criteria will be addressed..... _ Identify and explain the benefits which will be provided by the PD to offset the impact of the modifications requested..... _ Explain how the proposed PD will be compatible with adjacent neighborhoods which now exist or are proposed in the future. Describe any proposed buffering techniques which serve to achieve such compatibility..... _ Provide any additional relevant information which the Town considers necessary .....	<input type="checkbox"/> - - - - - -

*Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.*

Date Submitted to Town: \_\_\_\_\_

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit the required number of revised copies of the application.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED SKETCH PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Planning and Zoning Commission Review</b> At the next available meeting (at least 3 weeks after application submittal), the Commission will review the sketch plan application and provide input regarding how well the project addresses the sketch plan review criteria (§3-4-O8a). The Commission will then recommend to the Town Council approval, approval with conditions, or denial.  Decision: _____ Date: _____	<input type="checkbox"/>
<b>Town Council Action</b> Town Council will review the sketch plan at its next available meeting, and will approve, conditionally approve or deny the application based on accordance with the Land Use Code.  Decision: _____ Date: _____	<input type="checkbox"/>

# PLANNED DEVELOPMENT (PD) OVERLAY TECH FORM

## STEP 2: PRELIMINARY PD PLAN

APP.	TOWN
<input type="checkbox"/> Preliminary Written PD description _ All information listed under Sketch Written PD Description ..... _ An explanation of how the preliminary PD plan is consistent with the sketch PD plan, or if there are differences, the rationale for the changes ..... _ Draft copies of owners' association documents (covenants, conditions, restrictions and any architectural design guidelines) that provide an acceptable program for the continuing maintenance of open space, recreational areas, walkways, and private streets within the PD; that detail the type of organizational structure responsible for such ongoing maintenance; and that provide for architectural review based on the design guidelines ..... _ Any additional relevant information which the Town considers necessary .....	<input type="checkbox"/> - - - -
<input type="checkbox"/> Preliminary PD Plan Map (20 - 24" x 36" copies) Prepare this map using the preliminary plat map as the base (refer to §16-4-6-C or Preliminary Plat Review Criteria form for standards and format). Include on the base a clear graphic and/or written representation of: _ All principal, conditional, and accessory uses within each land use category within the PD ..... _ Any modifications to the uses of the underlying zone district(s) ..... _ Standards for minimum lot area for principal and accessory uses ..... _ Standards for maximum lot coverage for principal and accessory uses ..... _ Standards for maximum floor area ratio (total floor area to total lot area) for principal and accessory uses ..... _ Standards for maximum building height for principal and accessory uses ..... _ Standards for parking requirements for principal, accessory, and conditional uses ..... _ Any additional relevant information which the Town may deem necessary .....	<input type="checkbox"/> - - - - - - - -
<input type="checkbox"/> Proposed Development Phasing	<input type="checkbox"/>
<input type="checkbox"/> Rezoning Technical Criteria and Land Use Application An application for a PD Overlay District amendment to the official zoning map shall be processed and subject to public hearings in the same manner as for other amendments to the official zoning map. Rezoning to a PD Overlay District must occur concurrently with a preliminary plat / preliminary PD development plan. Public hearings for the zoning of a property as a PD Overlay District and for Preliminary PD development plan approval may be combined or can occur separately.	<input type="checkbox"/>

*Submit all documents above with this form to complete the Preliminary Plan.*

**Date Submitted to Town:** \_\_\_\_\_

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed ..... _ Revised maps and other documents .....	<input type="checkbox"/> - -
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the preliminary PD plan review criteria (§ 16-3-4-N-8).	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED PRELIMINARY PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PLANNED DEVELOPMENT (PD) OVERLAY TECH FORM

APP.	TOWN
<p><b>Schedule Public Hearing and Complete Public Notification Process</b> Planning and Zoning Commission must schedule a public hearing to review the application based on the preliminary PD plan review criteria at least 60 days after application is certified complete. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 7 days from the date of advertising.</p> <p style="text-align: center;">Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p><b>Planning and Zoning Commission Public Hearing and Recommendation</b> The Commission must make a recommendation to the Town Board after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><b>Applicant Addresses Planning and Zoning Commission Conditions</b> Applicant will revise the PD plan based on any conditions of approval and submit it to Town Board.</p>	<input type="checkbox"/>
<p><b>Town Council Action</b> The PD plan will be presented to the Council for its review and action. Town Council may approve, conditionally approve or deny.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>

## STEP 3: FINAL PD PLAN

APP.	TOWN
<p><input type="checkbox"/> <b>Written PD Description</b> Description as part of the general development information, based on the materials submitted for the preliminary PD development plan and on comments received from the Town at the time of preliminary plan review. Include all of the items listed above for the preliminary PD development plan, in finalized form. Also include an explanation of how the final PD development plan is consistent with the preliminary PD development plan, or if there are differences, the rationale for the changes.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Final PD Development Plan Map</b> Prepare map using the final plat map as the base (refer to §16-4-7-C or Major Subdivision Technical Criteria Form for standards and format). Include on the base a clear graphic and written representation of all of the information/items required for a preliminary PD development plan, in finalized form.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Provide any additional information which the Town deems necessary</b> List all additional attachments.</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>

*Submit all documents above with this form to complete the Final PD Plan.*

**Date Submitted to Town:** \_\_\_\_\_

# PLANNED DEVELOPMENT (PD) OVERLAY TECH FORM

APP.	TOWN
<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments (Submit to Town Clerk)</b> _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents.....	<input type="checkbox"/> - -
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Planning and Zoning Commission explaining how the application is or is not consistent with the PD Review Criteria (§16-3-4 N 8).	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED FINAL PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Schedule Final Plan Public Hearing and Complete Public Notification Process</b> Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on final PD plan review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.  Date of Planning and Zoning Commission Public Hearing: _____	<input type="checkbox"/>
<b>Planning and Zoning Commission Recommendation</b> The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Applicant will revise the final PD plan based on any Planning and Zoning Commission's conditions of approval and submit it to the Town Council.	<input type="checkbox"/>
<b>Schedule Final PD Plan Public Hearing and Complete Public Notification Process</b> Town Council must schedule a public hearing for review and action on the application based on final PD Review Criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.	<input type="checkbox"/>
<b>Town Council Public Hearing and Action</b> The final PD plan will be presented to the Council for its review and action at a public hearing. Approval shall be by resolution.  Decision: _____ Date: _____  Upon approval of a final PD development plan, the Town, through its Council, must adopt an ordinance establishing the PD Overlay District for the property in accordance with that plan.	<input type="checkbox"/>

\* *Development within a PD Overlay District cannot occur unless and until a final plat for the portion of the property to be developed has been approved and recorded. The Town Council may move to repeal a PD Overlay District ordinance if building activity for the district has not commenced within 1 year from the effective date of the creating ordinance.*

# CONDITIONAL USE CHECKLIST

Case#: CU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Permits for Oil and Gas Drilling and Production require a different Technical Criteria Form.*

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference, <i>optional</i>	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Written statement and any graphics necessary	<input type="checkbox"/>
<input type="checkbox"/> Proposed Site Development Map	<input type="checkbox"/>
<input type="checkbox"/> Preliminary building plans and elevations	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes	<input type="checkbox"/>
<input type="checkbox"/> Additional materials, <i>if applicable</i>	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<p>Application Certification of Completion</p> <p>Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b>, Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b>.</p>	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) <ul style="list-style-type: none"> <li>Letter explaining how all of the comments have been addressed.....</li> <li>Revised maps and other documents .....</li> </ul>	<input type="checkbox"/>  

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
<p>Final Staff Review and Report to Planning and Zoning Commission</p> <p>Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the review criteria.</p>	<input type="checkbox"/>
<p>Planning Commission Review of the Conditional Use Application</p> <p>The Commission will hold a meeting to review the application, determine if the application complies with the conditional use review criteria, and recommend to the Town Council approval, approval with conditions or denial.</p> <p>Decision: _____ Date: _____</p>	<input type="checkbox"/>
Set Public Hearing Date and Public Notification	<input type="checkbox"/>



Planning Department  
970-224-3211

# CONDITIONAL USE CHECKLIST

Town Clerk will send notice of public hearing to the Applicant and all parties in the Surrounding and Interested Property Ownership Report no less than 45 days before the hearing. Referral information will include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name. Town Clerk will also publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of property posting and newspaper publication.

Date of Public Hearing: \_\_\_\_\_

## Town Council Public Hearing and Action

Following the public hearing, the Council may approve, conditionally approve or deny the conditional use application based on the review criteria. A conditional use permit may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Council may prescribe.

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

## ☐ Post-approval process

The Town will record 1 original mylar of the Conditional Use map in the office of the Larimer County Clerk and Recorder. The recording fee must be paid by the Applicant.



# CONDITIONAL USE TECH FORM

Case#: CU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*Permits for Oil and Gas Drilling and Production require a different Technical Criteria Form.*

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference, <i>optional</i>	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Written statement and any graphics necessary Describe and illustrate precise nature of proposed use, its operating characteristics and how all review criteria (Land Use Code 16-3-7.C.) have been satisfied.	<input type="checkbox"/>
<input type="checkbox"/> Proposed Site Development Map _ Topography ..... _ Building locations ..... _ Parking ..... _ Traffic circulation..... _ Usable open space..... _ Landscaped area ..... _ Utilities and Drainage features.....	<input type="checkbox"/>
<input type="checkbox"/> Preliminary building plans and elevations Indicate the dimensions, general appearance and scale of all buildings.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 1 set of stamped, addressed No. 10 envelopes with the Town's address as the return address. Address envelopes to surrounding property owners within 300 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	<input type="checkbox"/>
<input type="checkbox"/> Additional materials, <i>if applicable</i> List any additional materials the Town requests or Applicant includes. _____ _____	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents .....	<input type="checkbox"/>

# CONDITIONAL USE TECH FORM

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the review criteria.	<input type="checkbox"/>
<b>Planning Commission Review of the Conditional Use Application</b> The Commission will hold a meeting to review the application, determine if the application complies with the conditional use review criteria, and recommend to the Town Council approval, approval with conditions or denial.  Decision: _____ Date: _____	<input type="checkbox"/>
<b>Set Public Hearing Date and Public Notification</b> Town Clerk will send notice of public hearing to the Applicant and all parties in the Surrounding and Interested Property Ownership Report no less than 45 days before the hearing. Referral information will include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name. Town Clerk will also publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of property posting and newspaper publication.  Date of Public Hearing: _____	<input type="checkbox"/>
<b>Town Council Public Hearing and Action</b> Following the public hearing, the Council may approve, conditionally approve or deny the conditional use application based on the review criteria. A conditional use permit may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Council may prescribe.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Post-approval process</b> The Town will record 1 original mylar of the Conditional Use map in the office of the Larimer County Clerk and Recorder. The recording fee must be paid by the Applicant.	<input type="checkbox"/>





Planning Department  
970-224-3211

# WAIVER CHECKLIST

Case#: \_\_\_\_-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Applications for a Waiver to Land Use Code requirements are intended to be submitted in conjunction with another Land Use Application Type. You may use one Land Use Application Form by indicating application is also made for a Waiver and submitting all appropriate Technical Criteria Forms and documents.*

APP.	TOWN
<input type="checkbox"/> Explanation Letter	<input type="checkbox"/>
<input type="checkbox"/> Other Land Use Application Type and Number Being Submitted _____	<input type="checkbox"/>

*Submit document above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Town Council Review and Action  Decision: _____ Date: _____	<input type="checkbox"/>
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# WAIVER TECH FORM

Case#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Applications for a Waiver to Land Use Code requirements are intended to be submitted in conjunction with another Land Use Application Type. You may use one Land Use Application Form by indicating application is also made for a Waiver and submitting all appropriate Technical Criteria Forms and documents.*

APP.	TOWN
<input type="checkbox"/> <b>Explanation Letter</b> Identify the waiver being requested and explain what exceptional condition, practical difficulty, or unnecessary hardship exists to require the waiver. Also address how the waiver, if granted, will not be detrimental to the public good, create a conflict with the Town Comprehensive Plan or impair the intent and purpose of the Town of Timnath Land Use Code.	<input type="checkbox"/>
<input type="checkbox"/> <b>Other Land Use Application Type and Number Being Submitted</b> _____	<input type="checkbox"/>

*Submit document above with a copy of this form and a completed Land Use Application.*

**Date Submitted to Town:** \_\_\_\_\_

<input type="checkbox"/> <b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> <b>Address Staff Comments (Submit to Town Clerk)</b> _ Letter explaining how all of the comments have been addressed.....	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Town Council Review and Action</b> The Council may grant the waiver or deny the application based on the review criteria (LUC 16-3-9.G). The condition of any waiver authorized must be stated in writing in the minutes of the Council with the justifications set forth.  Decision: _____ Date: _____	<input type="checkbox"/>
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# VARIANCE CHECKLIST

Case#: VC-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$_____.__	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment	<input type="checkbox"/>
<input type="checkbox"/> Explanation Letter	<input type="checkbox"/>
<input type="checkbox"/> Map	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<b>TOWN CERTIFICATION OF COMPLETED APPLICATION</b>	
Signed:_____	Date:_____
Set Public Hearing and Complete Public Notification	<input type="checkbox"/>
Date of Public Hearing: _____	
Referral Agency Notification	<input type="checkbox"/>
Board of Adjustment (BOA) Public Hearing and Action	<input type="checkbox"/>
Decision:_____	Date:_____

# VARIANCE TECH FORM

Case#: VC-\_\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Explanation Letter Identify the variance being requested, cite the portion of the Town Land Use Code from which relief is requested, and explain why the variance is required. Address how the granted variance would not harm the public good, create conflict with the Town Comprehensive Plan or impair the Town Municipal Code.	<input type="checkbox"/>
<input type="checkbox"/> Map Town Staff will dictate map requirements based on variance requested. Unless otherwise directed by Staff, provide a scale drawing of the property affected by the variance request with existing and/or proposed setbacks from adjacent lot lines or structures, and any other information to assist the Board of Adjustment in understanding the request.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 1 set of stamped, addressed, certified (return receipt requested) envelopes. Must have the Town's address as the return address and be addressed to all property owners in above report.	<input type="checkbox"/>

**Submit documents above with a copy of this form and a completed Land Use Application.**

**Date Submitted to Town:** \_\_\_\_\_

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Set Public Hearing and Complete Public Notification

Town Clerk must publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of advertising and the date of posting the property.

Date of Public Hearing: \_\_\_\_\_

### Referral Agency Notification

Town Clerk must send notice of public hearing to the applicant, all property owners of record within 300 ft. of the property in question, all mineral interest owners of record, oil and gas lessees for the property, and to the appropriate referral agencies no less than 45 days before the hearing.

### Board of Adjustment (BOA) Public Hearing and Action

The BOA will make the decision on variances at a regular meeting of the BOA that includes a Public Hearing. The decision will be based on variance review criteria (§16-3-9.G.). Variances granted must be recorded with the Larimer County Clerk and Recorder at the expense of the Applicant.

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

# APPEAL

Case#: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Must be submitted within 10 days from the date of the Town action being appealed.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____ <i>(to be refunded if appeal is granted)</i>	<input type="checkbox"/>
<p>State the specific Town action and the date of the action being appealed:</p> <p>_____</p> <p>_____</p>	
<p>Describe request/problem and other mitigating factors (attach any additional materials):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

*Submit a copy of this form, any attachments, and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Notice of Appeal</b></p> <p>Town Clerk will forward a copy of the notice of appeal to the Planning Staff or other appropriate administrative officer, to prepare a record of the Town action being appealed for consideration by the Board of Adjustment.</p>	<input type="checkbox"/>
<p><b>Set Public Hearing and Complete Public Notification</b></p> <p>Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p> <p>Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p><b>Board of Adjustment (BOA) Public Hearing and Action</b></p> <p>The BOA will make the decision on appeals at the regular meeting of the BOA set for Public Hearing. The decision will be based on appeal review criteria (§16-3-9.F.).</p> <p>Decision: _____ Date: _____</p>	<input type="checkbox"/>



Planning Department  
970-224-3211

# OIL AND GAS CONDITIONAL USE TECH FORM

Case#: CU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Site Plan	<input type="checkbox"/>
Minimum scale 1" = 50' .....	-
Proposed location of site facilities associated with the well in the event production is established, <i>if applicable</i> .....	-
Show existing tank batteries and transmission and gathering lines within 660 ft. of the well site.....	-
Location of layout, include position of the drilling equipment and related facilities and structures .....	-
True north arrow .....	-
Existing improvements, if any, within a 660 ft. radius of the proposed well .....	-
Existing utility easements and other rights-of-way of record within a 660 ft. radius of the well.....	-
Existing irrigation or drainage ditches within 400 ft. of the well site or production site .....	-
Drainage and erosion control plans for the site and the area immediately adjacent, <i>if applicable</i> .....	-
Location of access roads .....	-
Well site or production site and existing lease boundaries.....	-
Names of abutting subdivisions or owners of abutting, unplatted property within 400 ft. of the site .....	-
Name and address of the operator and the name of the person preparing the site plan or map.....	-
<input type="checkbox"/> Vicinity Maps (Copies _____)	<input type="checkbox"/>
Location of all existing water bodies and watercourses (including direction of flow) submitted on USGS 7.5 minute series or assessor base maps. Indicate topographic detail and show all existing water bodies and watercourses with a physically defined channel within 400 ft. radius of the well .....	-
Location of existing oil and gas wells as reflected in OGCC records, submitted on a map and including any and all wells within a 1,000 ft. radius of the proposed location for the well.....	-
Drill site location submitted on a Commission Form 2. Include Parcel Tax Identification Number.....	-
<input type="checkbox"/> Operator's and Surface Owner's Names and Addresses	<input type="checkbox"/>
Include copies of any required OGCC Form 2 and designation of agent, if applicable.	
<input type="checkbox"/> Operating Plan	<input type="checkbox"/>
<input type="checkbox"/> Permits and Approvals	<input type="checkbox"/>
List of all permits/approvals obtained or yet to be obtained from local, state or federal agencies.	
<input type="checkbox"/> Emergency Response Plan, <i>submit to agency prior to application submittal</i>	<input type="checkbox"/>
Must be mutually acceptable to the operator and the appropriate fire district that includes a list of local telephone numbers of public and private entities and individuals to be notified in the event of an emergency, location of the well, and provisions for access by emergency response entities.	
<input type="checkbox"/> Fire Protection Plan, <i>submit to agency prior to application submittal</i>	<input type="checkbox"/>
Must be mutually acceptable to the operator and the appropriate fire district that includes planned actions for possible emergency events and any other pertinent information.	
<input type="checkbox"/> Weed Control Plan	<input type="checkbox"/>
<input type="checkbox"/> Sanitary Facility Compliance	<input type="checkbox"/>
Must comply with Section 602(g) of the OGCC regulations.	

**Submit documents above with a copy of this form and a completed Land Use Application.**

**Date Submitted to Town:** \_\_\_\_\_

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Planning Department  
970-224-3211

# OIL AND GAS CONDITIONAL USE TECH FORM

Town Council Action

Council on review criteria (Land Use Code §16-9-5.)

Decision: \_\_\_\_\_ Date: \_\_\_\_\_





Planning Department  
970-224-3211

# OIL AND GAS CONDITIONAL USE CHECKLIST

Case#: CU-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.__	<input type="checkbox"/>
<input type="checkbox"/> Site Plan	<input type="checkbox"/>
<input type="checkbox"/> Vicinity Maps (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Operator's and Surface Owner's Names and Addresses	<input type="checkbox"/>
<input type="checkbox"/> Operating Plan	<input type="checkbox"/>
<input type="checkbox"/> Permits and Approvals	<input type="checkbox"/>
<input type="checkbox"/> Emergency Response Plan, <i>submit to agency prior to application submittal</i>	<input type="checkbox"/>
<input type="checkbox"/> Fire Protection Plan, <i>submit to agency prior to application submittal</i>	<input type="checkbox"/>
<input type="checkbox"/> Weed Control Plan	<input type="checkbox"/>
<input type="checkbox"/> Sanitary Facility Compliance	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Town Council Action

Council on review criteria (Land Use Code §16-9-5.)

Decision: \_\_\_\_\_ Date: \_\_\_\_\_



# R.V. PARK DEVELOPMENT TECH FORM

Case#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*R.V. is an abbreviation for Recreational Vehicle.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/> Site Plan Prepared by a registered land surveyor or a registered professional engineer, and include as a minimum the following: _ Name, address and telephone number of applicant ..... _ Minimum scale 1" = 100' ..... _ Interest of the applicant in the proposed park ..... _ Location, address and legal description of the entire proposed recreational vehicle park site ..... _ Existing zoning of subject property and all adjacent properties ..... _ Names and addresses of adjacent property owners .....	<input type="checkbox"/>
<input type="checkbox"/> Engineering Plans and Specifications Prepared by a registered land surveyor or a registered professional engineer: _ Area and dimensions of the entire tract of land ..... _ Land uses occupying the adjacent properties ..... _ Number, size and location of the proposed vehicle sites and other parking areas ..... _ Location, right-of-way and roadway width, and surfacing material of roadways and walkways ..... _ Proposed interior vehicular and pedestrian circulation patterns ..... _ Location of service buildings, sanitary stations and any other existing or proposed structure ..... _ Location of water and sewer lines and riser pipes ..... _ Plans and specifications of the water supply, sewage disposal and refuse facilities ..... _ Locations and details of lighting, electric and gas systems ..... _ Plans for drainage, flood control and landscaping ..... _ Plans and specifications of all buildings planned within the recreational vehicle park ..... _ Letters of review from utility agencies stating whether they can provide services ..... _ Preliminary plat plan drawn on 24 inch by 36 inch sheet size in blue or black ink .....	<input type="checkbox"/>
<input type="checkbox"/> Master Plan, if construction proposed in multiple stages If development is proposed for construction in a series of stages, a master plan for the development of the entire tract of land must be submitted along with the detailed plans and specifications for the initial stage, as well as any subsequent stages.	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

<b>Application Certification of Completion</b> Town will forward the application to the Planning and Zoning Commission.	<input type="checkbox"/>
<b>Planning and Zoning Commission Recommendation</b> The Commission must make a recommendation to the Town Board to approve, conditionally approve, or deny the application. The recommendation will be based on requirements for R.V. Parks in the Land Use Code 16-10.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Applicant will revise the plat based on any Planning and Zoning Commission conditions of approval and submit it to the Town	<input type="checkbox"/>

# R.V. PARK DEVELOPMENT TECH FORM

APP.	TOWN
<p><b>Schedule Public Hearing and Complete Public Notification Process</b></p> <p>The Town Board must schedule a public hearing to review the application based on the R.V. Park review criteria. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p> <p style="text-align: center;">Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p><b>Town Board Action</b></p> <p>The plat must be presented to the Board for its review and action. The Board may approve, conditionally approve or deny the application.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Post-approval Process</b></p> <p>Applicant provides 2 original mylars and 7 black on white, or blue on white, prints of the final plat with supporting documents to the Town Clerk. The final plat must conform to the preliminary plat as approved at public hearings, and must specify all completed changes or alterations of the preliminary plat, including those required by the Board.</p>	<input type="checkbox"/>
<p><b>Town Records Plat</b></p> <p>1 original mylar of the plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office. All recording fees must be paid by the applicant / developer.</p>	<input type="checkbox"/>

**NOTE:** No construction or development can start until approved by the Town Board and a building permit issued. The Building Official and Town Engineer will inspect each new recreational vehicle park or space/site addition or construction on existing parks to determine compliance with applicable regulations. Occupancy is not permitted and no certificate of occupancy will be issued until the Building Official and Town Engineer have made the determination in writing. The Building Official and Town Engineer have the authority to enter the premises for inspection at any time without notice or approval.

# R.V. PARK DEVELOPMENT CHECKLIST

Case#: \_\_\_\_-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*R.V. is an abbreviation for Recreational Vehicle.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.__	<input type="checkbox"/>
<input type="checkbox"/> Site Plan	<input type="checkbox"/>
<input type="checkbox"/> Engineering Plans and Specifications	<input type="checkbox"/>
<input type="checkbox"/> Master Plan, if construction proposed in multiple stages	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion Town will forward the application to the Planning and Zoning Commission.	<input type="checkbox"/>
Planning and Zoning Commission Recommendation	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions	<input type="checkbox"/>
APP.	TOWN
Schedule Public Hearing and Complete Public Notification Process	<input type="checkbox"/>
Date of Public Hearing: _____	
Town Board Action	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Post-approval Process	<input type="checkbox"/>
Town Records Plat	<input type="checkbox"/>

**NOTE:** No construction or development can start until approved by the Town Board and a building permit issued. The Building Official and Town Engineer will inspect each new recreational vehicle park or space/site addition or construction on existing parks to determine compliance with applicable regulations. Occupancy is not permitted and no certificate of occupancy will be issued until the Building Official and Town Engineer have made the determination in writing. The Building Official and Town Engineer have the authority to enter the premises for inspection at any time without notice or approval.

# HISTORIC DESIGNATION TECH FORM

Case#: HD-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Submittal of this application and subsequent recording of a site as a Historic Landmark constitutes a binding agreement that any time after a site is designated as an historic site, the Town Clerk must be notified of the owner's intention to alter, demolish, move or remove the site and provide plans for the work at least 30 days prior to beginning such work.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$____.____	<input type="checkbox"/>
<input type="checkbox"/> Proof of Ownership Proof applicants are owners of 100% of the property on which the site is located	<input type="checkbox"/>
<input type="checkbox"/> Site Description _ Include a map (at least 8.5 x 11 inch page) that shows location of site; include North arrow and attach legal description ..... _ Describe present physical appearance, include photos taken from all directions of the site ..... _ Provide documentation for proof of age or significance of the site .....	<input type="checkbox"/>
<input type="checkbox"/> Historic Designation Standards Written explanation or graphic description of how the site meets one or more of the following: _ It has character, interest or value, as part of the historical development, heritage or culture of the community, state, or nation..... _ Location is a site of a significant historic event..... _ Its identification with a person or persons who significantly contributed to the culture and development of the Town of Timnath ..... _ Its exemplification of the cultural, economic, social, or historic heritage of the Town of Timnath ..... _ Its portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style..... _ Its embodiment of distinguishing characteristics of an architectural type or specimen ..... _ Its identification as the work of an architect or master builder whose individual work has influenced the development of the Town of Timnath ..... _ Its embodiment of the elements of architectural design, detail, materials, or craftsmanship that represent a significant architectural innovation..... _ Its relationship to other distinctive areas that are eligible for preservation according to a plan based on an historic, cultural, or architectural motif ..... _ Its unique location or singular physical characteristic representing an established familiar visual feature of a neighborhood or of the Town of Timnath.....	<input type="checkbox"/>
<input type="checkbox"/> Bibliography List bibliographical references and sources used for providing application documentation.	<input type="checkbox"/>

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town: \_\_\_\_\_**

<input type="checkbox"/> Application Certification of Completion Staff will review applications for designation of historic sites for content and for completeness. The staff will forward complete applications and staff recommendations to the Planning and Zoning Commission, within 30 days of receipt.	<input type="checkbox"/>
---	--------------------------

# HISTORIC DESIGNATION TECH FORM

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

APP.	TOWN
<input type="checkbox"/> <b>Planning and Zoning Commission Review</b> The Commission will consider and act upon applications at regularly scheduled or special meetings within 30 days of receipt of staff recommendations. The Commission may approve, approve with conditions, or disapprove applications, and will immediately forward notice of their decisions to the Town Council.  Decision:_____ Date:_____	<input type="checkbox"/>
<input type="checkbox"/> <b>Withdrawal of applications, <i>will terminate application process for at least 1 year</i></b> Prior to action on an application by the Town Council, applicants may withdraw the application by submitting a written request to the Town Clerk.	<input type="checkbox"/>
<input type="checkbox"/> <b>Town Council Review and Action</b> Within 30 days of action by the Planning Commission, the Town Council will by resolution approve, approve with modifications, or disapprove the proposed historic designation.  Decision:_____ Date:_____	<input type="checkbox"/>
<input type="checkbox"/> <b>Site Recording</b> The resolution designating a site as a local historic landmark must be recorded in the offices of the Larimer County Clerk.	<input type="checkbox"/>

# HISTORIC DESIGNATION CHECKLIST

Case#: HD-\_\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Submittal of this application and subsequent recording of a site as a Historic Landmark constitutes a binding agreement that any time after a site is designated as an historic site, the Town Clerk must be notified of the owner's intention to alter, demolish, move or remove the site and provide plans for the work at least 30 days prior to beginning such work.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.__	<input type="checkbox"/>
<input type="checkbox"/> Proof of Ownership	<input type="checkbox"/>
<input type="checkbox"/> Site Description	<input type="checkbox"/>
<input type="checkbox"/> Historic Designation Standards	<input type="checkbox"/>
<input type="checkbox"/> Bibliography List bibliographical references and sources used for providing application documentation.	<input type="checkbox"/>

**Submit documents above with a copy of this form and a completed Land Use Application.**

**Date Submitted to Town:** \_\_\_\_\_

<input type="checkbox"/> Application Certification of Completion Staff will review applications for designation of historic sites for content and for completeness. The staff will forward complete applications and staff recommendations to the Planning and Zoning Commission, within 30 days of receipt.	<input type="checkbox"/>
---	--------------------------

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
<input type="checkbox"/> Planning and Zoning Commission Review The Commission will consider and act upon applications at regularly scheduled or special meetings within 30 days of receipt of staff recommendations. The Commission may approve, approve with conditions, or disapprove applications, and will immediately forward notice of their decisions to the Town Council.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Withdrawal of applications, <i>will terminate application process for at least 1 year</i> Prior to action on an application by the Town Council, applicants may withdraw the application by submitting a written request to the Town Clerk.	<input type="checkbox"/>
<input type="checkbox"/> Town Council Review and Action Within 30 days of action by the Planning Commission, the Town Council will by resolution approve, approve with modifications, or disapprove the proposed historic designation.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Site Recording The resolution designating a site as a local historic landmark must be recorded in the offices of the Larimer County Clerk.	<input type="checkbox"/>

# HISTORIC SITE RENOVATION

Case#: \_\_\_\_-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

Site Number, assigned by Town during Designation application process:

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.__	<input type="checkbox"/>
<input type="checkbox"/> Plan of Work Submit any plans to alter, demolish, move or remove the site to Town Clerk at least 30 days prior to beginning of work.	<input type="checkbox"/>
<input type="checkbox"/> Application Certification of Completion Town Clerk will, upon receipt, forward the notification and plans to the Commission for review.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Planning and Zoning Commission Review The Commission will review the plan and may advise the owner on the potential effect of the plan on the historic designation. The Commission may forward a recommendation to the Town Council that based on the plan, the historic designation is not affected or should be modified or revoked.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Town Council Review and Action The Town Council may by resolution revoke or modify the designation of a site after 15 days notice to the owner and after public hearing, if any of the following conditions exist: <ul style="list-style-type: none"> <li>• If planned alterations to the site will significantly alter the historic character of the site</li> <li>• If the Planning and Zoning Commission makes a recommendation for modification or revocation based on an owner's written intent to alter a designated historic site</li> <li>• If planned modifications are made to an historic landmark that are found to be in non-accordance with the standards specified in the Land Use Code §16-11.</li> </ul> Decision: _____ Date: _____	<input type="checkbox"/>



### Mineral Rights Certification

Project:\_\_\_\_\_

I, \_\_\_\_\_ hereby acknowledge that for the aforementioned property has provided notice as required pursuant to Section 24-65.5-103 of the Colorado Revised Statutes to any owner of lessee of a mineral estate underneath a surface estate that is subject to the Application for Development, or that the developer/applicant has obtained a waiver of the right to notice from any such mineral estate owner. If a waiver has been obtained, a copy thereof must be attached with this certificate. Said public hearing notice was posted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Owner's Representative

The foregoing instrument was acknowledged before me by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Witness my hand and seal.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)





## **Surrounding and Interested Property Ownership Report**

Project:\_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that the attached list is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

County of Larimer    )  
  ) SS

State of Colorado    )

The foregoing instrument was subscribed and sworn to be before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Appendix B

# DEVELOPMENT CONSTRUCTION PERMIT

Case#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_

(As indicated on Final Plat)

## PROJECT INFORMATION

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Phase(s) \_\_\_\_\_ of \_\_\_\_\_ Phase \_\_\_\_\_ Description \_\_\_\_\_

## PRINCIPAL CONTACT

Company \_\_\_\_\_ Phone: Office \_\_\_\_\_ Cell \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_

## PERMIT CHECKLIST

- ☐ Recorded Subdivision Improvement Agreement
- ☐ Letter of Credit
- ☐ Inspection Fee Agreement
- ☐ Recorded Plat
- ☐ Two signed & stamped copies of approved plans
- ☐ Access &/or Right of Way Construction Permit
- ☐ Traffic Control Plans (if applicable)
- ☐ Proposed Truck routes drawn on Town Map
- ☐ Proposed Project Schedule

Project Completion Date \_\_\_\_\_

Review Engineer \_\_\_\_\_ Planner \_\_\_\_\_

Off-site Public Road Improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

Description of road improvements \_\_\_\_\_

## PRE CONSTRUCTION MEETING

A pre construction meeting to discuss plans and special requirements for your project is required for all development projects. List the names and titles for those who will be attending the Pre Construction Meeting:

Name

Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# DEVELOPMENT CONSTRUCTION PERMIT

Case#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_

(As indicated on Final Plat)

## CONDITIONS OF PERMIT

- Permit expires 180 days after issuance; if work has not begun on site prior to expiration of permit then a new permit application must be submitted and a new Pre Construction meeting shall be held
- All contractors performing services within the Town of Timnath are required to be licensed with the Town
- Work must be performed in compliance with all applicable Federal, State, and Local Regulations
- Applicant shall be responsible for any repairs to any damaged Utilities, Roads, or other Timnath Property
- This permit is not valid until signed by an authorized representative of the Town of Timnath
- Applicant shall be responsible for any repairs necessary as a result of construction.

\_\_\_\_\_  
Permit Approved by the Town of Timnath      Date

\_\_\_\_\_  
Applicant Signature      Date

\_\_\_\_\_  
Applicant Printed Name:

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Applicant's phone number



Planning Department  
970-224-3211

# PLOT PLAN PERMIT TECH FORM

APP.	TOWN
<input type="checkbox"/> Plot Plan Map	<input type="checkbox"/>
_ Title of project.....	_
_ North arrow, scale (not greater than 1"=20') and preparation date.....	_
_ Name, address and phone number of property owner .....	_
_ Lot number, block number and name of subdivision .....	_
_ Lot size (square footage) .....	_
_ Bearings and distances of all lot lines .....	_
_ Existing easements on the lot .....	_
_ Footprint of the proposed building or structure, dimensioned .....	_
_ Square footage of the proposed building and the footprint of the proposed building .....	_
_ Distance from the proposed building or structure to all lot lines .....	_
_ All existing buildings or structures on the lot .....	_
_ Driveway .....	_
_ Existing and/or proposed water and sewer service lines on the lot .....	_
_ Elevations of the finished floor for the house and garage .....	_
_ Ground elevation 10 feet away from the house and garage.....	_
_ Elevations at lot corners .....	_
_ Height of all proposed buildings .....	_
_ Right-of-way landscaping .....	_
<input type="checkbox"/> Drainage Information	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

## Application Certification of Completion

Staff will review the map to make sure it is consistent with the review criteria (§16-4-9.C). Staff will prepare a written report outlining any changes that must be made to the plot plan before it can be approved.

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Permit #: RW\_\_\_\_ - \_\_\_\_  
Submittal Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

## RIGHT-OF-WAY (ROW) PERMIT

### APPLICANT INFORMATION

Company Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### DESCRIPTION OF WORK

Location: \_\_\_\_\_

Brief Description: ☐ TRENCHING  
☐ BORING  
☐ CURB CUT  
☐ OTHER, EXPLAIN: \_\_\_\_\_.

(Attach Drawings, Specifications and Traffic Control Plans as required below.)

Schedule to Complete All Work, Begin: \_\_\_\_\_ End: \_\_\_\_\_  
(Including Time to Remove All Obstructions.)

Cost of Construction: \$ \_\_\_\_\_ ☐ PAVED ROW ☐ GRAVEL ROW ☐ DIRT ROW

### SUBMITTAL REQUIREMENTS

APPLICANT	TOWN
<input type="checkbox"/> Drawings and Specifications (3 sets, 11x17 sheets) – As Required by the Town Engineer Must depict, at a minimum, the following: Applicable right-of-way and any intersecting streets, trails or sidewalks within 300 ft. Existing utilities Right-of-way to the back of the curb Existing landscaping Existing irrigation and drainage facilities Detail of the proposed trench (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Traffic Control (3 sets, 11x17 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Schedule (3 sets, 8 ½ x 11 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Town Engineer Specifications: _____ Additional information may be required by the Town Engineer to efficiently administer and enforce the provisions of Chapter 11 in the Timnath Municipal Code.	<input type="checkbox"/>

### TOWN ENGINEER CERTIFICATION OF COMPLETED APPLICATION

Decision \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICATION FEE



Permit #: RW\_\_\_\_ - \_\_\_\_  
Submittal Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

\$

## PERMIT FEES

### COST OF CONSTRUCTION (EXCAVATION)

Paved ROW \$ 500.00 or less  
Paved ROW \$ 500.01 through \$ 1,800.00  
Paved ROW \$ 1,800.01 through \$ 100,000.00  
Paved ROW \$ 100,000.01 through \$ 200,000.00  
Paved ROW \$ 200,000.01 and over  
Gravel ROW  
Dirt ROW  
Boring  
Curb Cut

### FEE

\$ 120.00  
\$ 180.00  
\$ 180.00 plus 5% of cost over \$ 1,800.00  
\$ 5,000.00 plus 4% of cost over \$ 100,000.00  
\$ 9,000.00 plus 3% of cost over \$ 200,000.00  
\$7.00 per sq. yd. or portion of a yard  
\$1.00 per sq. yd. or portion of a yard  
\$50 per boring over 4" if not a test or monitoring boring  
\$50 per curb cut

## INSTRUCTIONS TO APPLICANT

- Contractors wishing to do work in the Public Right of Way, street cuts and/or street occupancy, must complete the application, in full, and submit all required documents.
- Incomplete applications/submittals will not be accepted.
- The Town Engineer will review the application, and approve or deny the permit based on the ROW construction review criteria (Municipal Code Chapter 11.24-39). The Engineer may also revoke a permit, if the construction is not meeting review criteria and specifications.
- The applicant will be notified within 5 days of the submittal as to the decision of the Town Engineer.
- The permit fee is due upon approval by the Town Engineer.
- No street cut and/or street occupancy may begin until the permit has been approved and the permit fee has been paid.
- All necessary traffic control measures and public safety precautions shall occur prior to the commencement of construction and/or street occupancy.
- The Town limits all work related to approved permits to Monday through Friday, 7:00 AM to 7:00 PM. No work shall be permitted on weekends or holidays or outside normal working hours without prior written approval from the Town.
- Applicant is responsible for ALL work performed under the permit.
- The permit is only valid for the locations and scope of work for which was originally submitted and approved. Additional permit and fees are required if construction area and/or street occupancy area needs to be expanded.
- A copy of all approved permits must be available for inspection at the job site at all times.
- Notify the Town at least 5 working days prior to start of construction and/or street occupancy. Applicant is also responsible for all other notifications as required by the Town Municipal Code (Chapter 11.24-39) and the Town Manual (Section 1.8.4).
- Notify the Town at least 48 hours in advance to schedule all inspections.
- The permit expires 30 days from the date of substantial completion of the work, not to exceed a total of 90 days from the date of approval. Additional permit and fees are required if the permit expires and work is not substantially completed as determined by the Town Engineer.
- Failure to comply with any provision of the Municipal Code or manual without prior written approval from the Town shall result in the issuance of a Stop Work Notice.



Planning Department  
970-224-3211

# DEVELOPMENT IN FLOOD HAZARD

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement) \_\_\_\_\_

APP.	TOWN
<input type="checkbox"/> <b>Site Plans</b> Plans in duplicate drawn to scale showing: _ The nature, location, dimensions and elevations of the area in question ..... _ Existing or proposed structures, fill, storage of materials, and drainage facilities and the location..... _ Elevation in relation to mean sea level of the lowest floor (including basement) of all structures..... _ Elevation in relation to mean sea level to which any structure has been floodproofed..... _ Certificate by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Land Use Code Article 8.17.A.2..... _ Description of the extent to which any watercourse will be altered or relocated as a result of proposed development. ....	<input type="checkbox"/>
<input type="checkbox"/> <b>Additional materials, <i>if applicable</i></b> List all additional materials the Town prescribes or being submitted.  _____ _____ _____ _____ _____	<input type="checkbox"/>

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town:** \_\_\_\_\_

<input type="checkbox"/> <b>Application Review and Decision</b> The Local Administrator (Town Administrator or Town Clerk) must review the application based on review criteria (LUC 16-8) and decide to grant OR deny the development permit based on the Code provisions and review criteria.  Decision: _____ Date: _____  Signed: _____ Date: _____	<input type="checkbox"/>
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Planning Department  
970-224-3211

# GRADING PERMIT APPLICATION

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_

(Fee Agreement)

*Please provide a Letter of Credit, an opinion of estimated costs and signed grading plans when submitting the grading permit*

## Applicant Contact Information:

**Developer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Soils Engineer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Location Information:

**Location of Proposed  
Site Work:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**Estimated cubic yards of earth being moved (total cut & fill):** \_\_\_\_\_

**Estimated acres of land being disturbed (total stripped &  
stock piled):** \_\_\_\_\_

**Erosion/Traffic  
Control Plans (Attach  
to this sheet if needed):** \_\_\_\_\_

## Signatures:

### TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**TABLE A-33-A—GRADING PLAN REVIEW FEES**

50 cubic yards (38.2 m <sup>3</sup> ) or less .....	No fee
51 to 100 cubic yards (40 m <sup>3</sup> to 76.5 m <sup>3</sup> ) .....	\$23.50
101 to 1,000 cubic yards (77.2 m <sup>3</sup> to 764.6 m <sup>3</sup> ) .....	37.00
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> ) .....	49.25
10,001 to 100,000 cubic yards (7646.3 m <sup>3</sup> to 76 455 m <sup>3</sup> )—\$49.25 for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$24.50 <sup>1</sup> for each additional 10,000 yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
100,001 to 200,000 cubic yards (76 456 m <sup>3</sup> to 152 911 m <sup>3</sup> )—\$269.75 for the first 100,000 cubic yards (76 455 m <sup>3</sup> ), plus \$13.25 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
200,001 cubic yards (152 912 m <sup>3</sup> ) or more—\$402.25 for the first 200,000 cubic yards (152 911 m <sup>3</sup> ), plus \$7.25 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
<b>Other Fees:</b>	
Additional plan review required by changes, additions or revisions to approved plans .....	\$50.50 per hour*
(minimum charge—one-half hour)	

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**TABLE A-33-B—GRADING PERMIT FEES<sup>1</sup>**

50 cubic yards (38.2 m <sup>3</sup> ) or less .....	\$23.50
51 to 100 cubic yards (40 m <sup>3</sup> to 76.5 m <sup>3</sup> ) .....	37.00
101 to 1,000 cubic yards (77.2 m <sup>3</sup> to 764.6 m <sup>3</sup> )—\$37.00 for the first 100 cubic yards (76.5 m <sup>3</sup> ) plus \$17.50 for each additional 100 cubic yards (76.5 m <sup>3</sup> ) or fraction thereof.	
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> )—\$194.50 for the first 1,000 cubic yards (764.6 m <sup>3</sup> ), plus \$14.50 for each additional 1,000 cubic yards (764.6 m <sup>3</sup> ) or fraction thereof.	
10,001 to 100,000 cubic yards (7646.3 m <sup>3</sup> to 76 455 m <sup>3</sup> )—\$325.00 for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$66.00 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
100,001 cubic yards (76 456 m <sup>3</sup> ) or more—\$919.00 for the first 100,000 cubic yards (76 455 m <sup>3</sup> ), plus \$36.50 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours .....	\$50.50 per hour <sup>2</sup> (minimum charge—two hours)
2. Reinspection fees assessed under provisions of Section 108.8 .....	\$50.50 per hour <sup>2</sup>
3. Inspections for which no fee is specifically indicated .....	\$50.50 per hour <sup>2</sup> (minimum charge—one-half hour)

<sup>1</sup>The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**3310.3 Grading Permit Fees.** A fee for each grading permit shall be paid to the building official as set forth in Table A-33-B. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. There shall be no separate charge for standard terrace drains and similar facilities.

# SIGN PERMIT TECH FORM

Case#: SG-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

## I. Contact Information *(please attach any additional contacts)*

Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

## II. Contractor/Company Name

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

## III. Contractors License ☐ Yes ☐ No

### Description of location of sign

Development: \_\_\_\_\_  
Address or Location: \_\_\_\_\_  
\_\_\_\_\_  
Zoning: \_\_\_\_\_ Use: \_\_\_\_\_

## IV. Purpose of Sign:

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## V. Certification: *Must be signed with **BLUE INK.***

I certify that I am the lawful owner of the parcel(s) of land which this application concerns and consent to this action.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant, please do not write below this line.*

Fee(s) Paid		Date:		Check #:		Received By:	
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Planning Department  
970-224-3211

# SIGN PERMIT TECH FORM

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____, plus any building permit fees	<input type="checkbox"/>
<input type="checkbox"/> Attach Names and Addresses, if applicable Include owner, sign contractor and erectors if not provided on Land Use Application.	<input type="checkbox"/>
<input type="checkbox"/> Site Plans Include specific location and setbacks to adjacent property lines and buildings. Must be legible.	<input type="checkbox"/>
<input type="checkbox"/> Detailed Drawing _ Indicate dimensions, materials, and colors of the proposed sign structure..... _ Certification by a registered professional structural engineer for a freestanding or projecting sign, may be required by Town .....	<input type="checkbox"/> - -
<input type="checkbox"/> Graphic Drawing or Photograph of the Sign Copy	<input type="checkbox"/>
<input type="checkbox"/> Description of the Lighting to be Used, if applicable	<input type="checkbox"/>
<input type="checkbox"/> Proof of Insurance Public liability insurance covering freestanding signs and projecting wall signs.	<input type="checkbox"/>
<input type="checkbox"/> Written Lease or Permission, if applicable From the property owner, needed only if the sign is to be located off the premises being advertised.	<input type="checkbox"/>

***Submit all documents above with this form and a completed Land Use Application.***

**Date Submitted to Town:** \_\_\_\_\_

<b>Application Certification of Completion</b> Within 10 business days of the date of application submission, Staff will either certify the application is complete and in compliance of all submittal requirements or reject it as incomplete and notify the applicant in writing of any deficiencies.	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit.	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Staff Review and Approval</b> Staff will review the application in accordance with the established review criteria (§16-7-2.C) and has the authority to approve, approve with conditions or deny.  <input type="checkbox"/> Approval <input type="checkbox"/> Deny  Signed: _____ Date: _____	<input type="checkbox"/>
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Planning Department  
970-224-3211

# SIGN PERMIT CHECKLIST

Case#: SG-\_\_\_\_-\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

## I. Contact Information *(please attach any additional contacts)*

Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## II. Contractor/Company Name

Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## III. Contractors License ☐ Yes ☐ No

### Description of location of sign

Development: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Zoning: \_\_\_\_\_ Use: \_\_\_\_\_

## IV. Purpose of Sign:

---

---

---

---

## V. Certification: *Must be signed with BLUE INK.*

I certify that I am the lawful owner of the parcel(s) of land which this application concerns and consent to this action.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant, please do not write below this line.*

Fee(s) Paid		Date:		Check #:		Received By:	
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Planning Department  
970-224-3211

# SIGN PERMIT CHECKLIST

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$_____, plus any building permit fees	<input type="checkbox"/>
<input type="checkbox"/> Attach Names and Addresses, if applicable	<input type="checkbox"/>
<input type="checkbox"/> Site Plans	<input type="checkbox"/>
<input type="checkbox"/> Detailed Drawing	<input type="checkbox"/>
<input type="checkbox"/> Graphic Drawing or Photograph of the Sign Copy	<input type="checkbox"/>
<input type="checkbox"/> Description of the Lighting to be Used, if applicable	<input type="checkbox"/>
<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/>
<input type="checkbox"/> Written Lease or Permission, if applicable	<input type="checkbox"/>

*Submit all documents above with this form and a completed Land Use Application.*

**Date Submitted to Town:** \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i>	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Review and Approval <input type="checkbox"/> Approval <input type="checkbox"/> Deny Signed: _____ Date: _____	<input type="checkbox"/>
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# WIRELESS TELECOMM. FACILITY

Case#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Wireless telecommunication services facilities are permitted only in the I (industrial) zoning district.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Site Plans One or more plats or maps, scale not less than 1" = 50', showing the following information: <ul style="list-style-type: none"> <li>_ Proposed size, location and boundaries .....</li> <li>_ Existing and proposed topography at 2 ft. intervals, referenced to USGS data .....</li> <li>_ Plane coordinates and a legal description of the proposed site .....</li> <li>_ Elevations of all towers and equipment, indicating materials, exterior dimensions and colors .....</li> <li>_ True north arrow .....</li> <li>_ Locations and size of existing improvements, existing vegetation, if any .....</li> <li>_ Location and size of proposed improvements, including any landscaping .....</li> <li>_ Existing utility easements and other rights-of-way of record, if any .....</li> <li>_ Location of access roads .....</li> <li>_ Names of abutting subdivisions or owners of abutting, unplatted property within 400 ft .....</li> <li>_ Zoning and uses of adjacent parcels .....</li> <li>_ Proof of ownership .....</li> <li>_ Location of the GPS in both latitude/longitude and UTM meters .....</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> Vicinity Maps Include one or more maps showing the location of existing and planned commercial mobile radio service facilities belonging to the applicant, within 5 miles of the facility	<input type="checkbox"/>
<input type="checkbox"/> Written Narrative <ul style="list-style-type: none"> <li>_ Applicant's and surface owner's names, addresses, signatures and designation of agent .....</li> <li>_ Explanation of the need for such a facility, operating plan and coverage area .....</li> <li>_ If a freestanding facility, analysis of alternatives to a freestanding facility within a 1-mile radius .....</li> <li>_ List of all permits or approvals obtained/to be obtained from all agencies other than the Federal Communications Commission (FCC) .....</li> <li>_ Affirmation that the proposed facility, alone or in combination with other like facilities, will comply with current FCC standards .....</li> <li>_ Affirmation that the facility will comply at all times with current FCC interference regulations .....</li> <li>_ Affirmation that the facility will not interfere with any public safety frequencies .....</li> <li>_ Affirmation that, if approved, the applicant and surface owner will make the facility available, on a reasonable basis, to other service providers .....</li> <li>_ An explanation of compatibility with the Town Comprehensive Plan .....</li> </ul>	<input type="checkbox"/>

***Submit documents above with a copy of this form and a completed Land Use Application.***

**Date Submitted to Town: \_\_\_\_\_**

<b>Application Certification of Completion</b> Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If <b>rejected</b> , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) <ul style="list-style-type: none"> <li>_ Letter explaining how all of the comments have been addressed .....</li> <li>_ Revised maps and other documents .....</li> </ul>	<input type="checkbox"/>

# WIRELESS TELECOMM. FACILITY

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
<b>Final Staff Review and Report to Planning and Zoning Commission</b> Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the review criteria (§ 16-3-12.D).	<input type="checkbox"/>
<b>Planning Commission Review of the Application</b> The Commission will hold a meeting to review the application, determine if the application complies with the review criteria, and recommend to the Board approval, approval with conditions or denial.  Decision: _____ Date: _____	<input type="checkbox"/>
<b>Set Public Hearing Date and Public Notification</b> Town Clerk will send notice of public hearing to the Applicant and all parties in the Surrounding and Interested Property Ownership Report no less than 45 days before the hearing. Referral information will include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name. Town Clerk will also publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of property posting and newspaper publication.  Date of Public Hearing: _____	<input type="checkbox"/>
<b>Town Board Public Hearing and Action</b> Following the public hearing, the Board may approve, conditionally approve or deny the application based on the review criteria. The permit may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Board may prescribe.  Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> <b>Post-approval process</b> The Town will record 1 original mylar of the map in the office of the Larimer County Clerk and Recorder. The recording fee must be paid by the Applicant.	<input type="checkbox"/>



# WIRELESS TELECOMM. FACILITY CHECKLIST

Case#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Proj. Name: \_\_\_\_\_  
(Fee Agreement)

*Wireless telecommunication services facilities are permitted only in the I (industrial) zoning district.*

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____. ____	<input type="checkbox"/>
<input type="checkbox"/> Site Plans	<input type="checkbox"/>
<input type="checkbox"/> Vicinity Maps	<input type="checkbox"/>
<input type="checkbox"/> Written Narrative	<input type="checkbox"/>

*Submit documents above with a copy of this form and a completed Land Use Application.*

Date Submitted to Town: \_\_\_\_\_

Application Certification of Completion	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk)	<input type="checkbox"/>

## TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

APP.	TOWN
Final Staff Review and Report to Planning and Zoning Commission	<input type="checkbox"/>
Planning Commission Review of the Application	<input type="checkbox"/>
Decision: _____ Date: _____	
Set Public Hearing Date and Public Notification	<input type="checkbox"/>
Date of Public Hearing: _____	
Town Board Public Hearing and Action	<input type="checkbox"/>
Decision: _____ Date: _____	
<input type="checkbox"/> Post-approval process	<input type="checkbox"/>