

CITY OF LONGMONT

DEVELOPMENT HANDBOOK



2019

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OVERVIEW

The Development Guide includes resources for staff, property owners, developers, consultants, and community members. It is intended to provide a better understanding of the City’s development review process. Each section explains a step of the process in greater detail. We hope this manual and guide will make the process more predictable, timely, logical, accountable and customer-focused.

The development process can be challenging due to a number of activities occurring simultaneously. The Development Services Center serve as the point of contact and one-stop location during the development process to provide guidance along the way.

Longmont’s Development Process

Designed with customers in mind, our process offers predictable review times, flexibility and a customized approach to resolving of project issues while focused on mutually beneficial outcomes. Important features of the process include:

- ✓ **COMMUNICATION**
We provide informational materials to clarify the City process and application requirements, and make available regular review comments and feedback on the progress of projects.

- ✓ **PARTNERSHIP**
Our goal is to be a great place to do business. To that end, we build relationships with our customers based on respect and shared goals to create a successful, high-quality community.

- ✓ **PRE-APPLICATION MEETINGS**
Pre-application meetings are required for most applications. These pre-submittal meetings are free and are intended to provide applicants with as much information as possible regarding the review process and submittal requirements to ensure that applications are complete and ready for the City’s review.

- ✓ **ELECTRONIC SUBMITTAL AND PLAN REVIEW**
Online electronic submittal of all plan sets is now available to process plans more efficiently, saving time and money in printing and delivery expenses. Electronic plan review assists in consistent review and tracking of applications.

- ✓ **APPLICATION COMPLETENESS**
Upon application submission, applications are reviewed to ensure they are complete. Applicants are informed of any incomplete items needed prior to scheduling a project for review. Ensuring that applications are complete prior to submittal will enable quicker and fewer reviews.

- ✓ **COMPUTER TRACKING SOFTWARE AND ONLINE PROJECT STATUS**
Computer tracking software automatically monitors plan reviews and makes everyone accountable. The City’s online project status tool allows applicants and other interested parties to check the status of project plan reviews and approvals, permit issuance and inspections at any time during the development process.



RESOURCES

While proceeding through the process, staff resources are available to check the progress of a project plan review, ask questions about comments received, or determine what the next steps in the process will be.

These options include:

 <p>PROJECT MANAGER(S) Project manager(s) from Planning and Development Services and/or Public Works are assigned when a development application is submitted and considered complete. Project manager(s) are a resource throughout the development review process.</p>	 <p>PLANNING & DEVELOPMENT SERVICES PROJECT MANAGER Planning staff review and guide development applications through the planning approval process, which may include neighborhood meetings and public hearings before the Planning and Zoning Commission and City Council.</p>	 <p>PUBLIC WORKS PROJECT MANAGER Public Works staff review and guide public improvement plans through the review process. Public Works staff will also coordinate pre-construction meetings and civil engineering construction inspections and acceptance.</p>
 <p>PLANS EXAMINER — BUILDING PERMIT DOCUMENT REVIEW A plans examiner from Building Inspection will be assigned to your project when you submit your building construction documents for plan review. Building Inspection staff will review and guide building permit applications through the review process and coordinate inspections and certificates of occupancy and completion.</p>	 <p>PROJECT TEAM MEETINGS City staff members are available to collaborate on projects to resolve design or code issues that arise during the review of project plans. Sometimes it may be beneficial to meet with the entire project team.</p>	 <p>PROJECT STATUS TOOL After plans are submitted and accepted as complete, application status can be accessed through the City's online tool that tracks and reports the status of projects at any point in the process.</p>

QUICK SUMMARY

Getting Started

- [Contact Planning and Development Services](#)
- Gather property and development information (zoning, allowed uses, utilities, floodplains, etc.)
- Check city website resources: www.longmontcolorado.gov

Pre-Application Meeting

- Submit sketch plan and project narrative and schedule meeting
- Attend meeting with Development Review Committee (DRC) to discuss project
- Receive meeting summary and use for guidance in preparing application submittals
- Schedule neighborhood meeting, if applicable, prior to application submittal

Development Application Submittal

- Submit development application to Development Services Center
- Submit public improvement plans to Development Services Center
- Submit building permit to Development Services Center
- Pay applicable fees with each submittal
- Visit www.longmontcolorado.gov for submittal portal and other resources

Plan Review, Approval & Permitting

DEVELOPMENT APPLICATION

- Planning coordinates development application notices and review
- Approval from Planning and Zoning Commission, City Council or Planning and Development Services Director depending on application

PUBLIC IMPROVEMENT PLANS AND AGREEMENT

- Public Works coordinates public improvement plan review
- Public Works drafts public improvement agreement
- Administrative approval of plans and agreement with financial securities

BUILDING PERMIT

- Building Inspection coordinates building permit review
- Administrative approval of building permits

Construction, Inspections & Certificate of Occupancy

PUBLIC IMPROVEMENT PLANS CONSTRUCTION AND INSPECTIONS

- Schedule a pre-construction meeting
- Schedule inspections for construction acceptance
- After warranty period, schedule inspections for final acceptance

BUILDING PERMIT AND SITE INSPECTIONS

- Schedule rough building inspections
- Schedule final building inspections
- Schedule site inspections
- Certificate of occupancy/completion can be issued when all inspections are complete

GETTING STARTED

The Land Development Code is the City of Longmont's regulatory framework for implementing the community's goals and policies presented in the [Envision Longmont Multimodal and Comprehensive Plan](#) and other community plans. Each new development should align with the community goals and regulations in [Envision Longmont Plan](#) and the [Land Development Code](#).

Preparation is the key to a successful project. Following is a list of resources to gather information about a specific property and improve your ability to make informed decisions as you plan your development project:

Online

✓ CITY WEBSITE

Visit the [website](#) for information related to property development.

- [Envision Longmont Multimodal and Comprehensive Plan](#)
- [Land Development Code](#)
- [Zoning map](#)
- [GIS mapping](#)

✓ BOULDER COUNTY WEBSITE

- Property search tool: maps.boco.solutions/propertysearch

✓ WELD COUNTY WEBSITE

- Property search tool: www.co.weld.co.us/maps/propertyportal

Planning and Development Services Department (PDS)

✓ PLANNING: (303) 651-8330

- Zoning and land use
- Development review
- Long-range planning
- Transportation planning
- Historic preservation

✓ BUILDING INSPECTION: (303) 651-8332

- Building and sign permits
- Plan review
- Building code interpretations
- Inspections

✓ CODE ENFORCEMENT: (303) 651-8695

- Code compliance
- Property maintenance

✓ REDEVELOPMENT: (303) 651-8330

- Infill and redevelopment opportunities, incentives, and metro districts

Public Works and Natural Resources

✓ PUBLIC WORKS ENGINEERING: (303) 651-8416

- Right-of-way
- Traffic or access
- Water and sewer utilities
- Public improvement specifications and requirements
- Plats and easements

✓ WATER RESOURCES: (303) 651-8416

- Historic water rights
- Raw water policy
- Irrigation ditches, etc.

✓ NATURAL RESOURCES: (303) 651-8416

- Right-of-way and greenway improvements, such as landscaping and irrigation, parks and other public lands

✓ FLOODPLAIN PERMITS: (303) 651-8416

- Storm drainage and floodplains
- Stormwater management

Longmont Power and Communications (LPC)

✓ ELECTRIC AND NEXTLIGHT INTERNET SERVICES: (303) 651-8386

- Electric and internet services

Public Safety

✓ FIRE AND EMERGENCY SERVICES: (303) 651-8426

- Fire code compliance
- Emergency access requirements

✓ POLICE – CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) (303) 774-3696

- Opportunities to prevent crime through appropriate design

Community Services

✓ HOUSING: (303) 651-8444

- Inclusionary/affordable housing requirements and incentives

✓ NEIGHBORHOOD RESOURCES: (303) 651-8444

- Registered neighborhood groups

DEVELOPMENT PROCESS FLOWCHART

Schedule a Neighborhood Meeting (if applicable)

(if applicable)

- Schedule a date, time and location for a neighborhood meeting with at least 3 weeks advance notice
- Staff will mail out notices after applicant provides mailing labels
- Applicant facilitates meeting with staff assistance and applicant provides a note-taker and a sign-in sheet (notes and sign-in sheet will be required with application submittal)

Public Hearings (if applicable)

- Board of Adjustment, Planning and Zoning Commission and/or City Council date is scheduled at least 3 weeks in advance
- Applicant provides stamped and labeled envelopes for surrounding property owners
- City staff mail out the public hearing notice and post signs on property
- Planning and Zoning Commission decisions can be appealed to City Council within 7 days of the hearing
- For annexations, vesting/development agreements, code text amendments, comprehensive plan amendment, vacations of right-of-way or easements, City Council will make final decision



Attend a Pre-Application Meeting

- Prepare a draft site plan, plat or architectural elevations and a project narrative. [Obtain a Pre-Application Meeting Application form here](#)
- Email the completed Pre-Application Meeting Application form along with project narrative and draft site plan, plat or architectural elevations to: maria.yost@longmontcolorado.gov to get scheduled
- Use meeting notes for guidance in making initial submittals

Submit Project Plans

- Submit development application with project plans to Planning and Development Services
- Submit public improvement plans to Public Works
- Submit building construction plans to Building Inspection
- Pay fees for each submittal

Plan Review

- City and applicant complete review cycles for all submittals
- City reviews development plans and plats
- City reviews public improvement plans
- City reviews building construction plans

Plan Approval, Permitting & Recording

- Applicant submits mylar sheets of annexations, plats, site plans and public improvements plans for recording once staff have no further corrections and public hearing process is completed
- Applicant submits recording fees and posts financial securities for public improvements
- Public Improvement Agreement is recorded
- Staff sends documents for recording which grants final approval
- Building permits and Stormwater permits are issued once documents are recorded and building construction plan-review is approved

Construction, Inspections, Certificate of Occupancy

- Schedule a pre-construction meeting with Public Works project manager
- Schedule Stormwater Best Management Practices (BMP) inspection with Stormwater engineer
- Schedule Public Works inspections for construction acceptance
- Once construction acceptance of public improvements is granted (if applicable), building permits can be issued for construction
- Schedule rough building inspections
- Schedule final building inspections
- Schedule landscaping, parking, lighting and architectural inspections with Planning project manager
- Once all inspections have passed, City issues Certificate of Occupancy

STEP 1

PRE-APPLICATION MEETING

Overview

Pre-application meetings are typically required for most development applications.

In preparation for the pre-application meeting, applicants are required to provide a sketch plan and project narrative with the scheduling form. The pre-application meeting is designed to provide information to prepare a formal submittal of a development application for projects.

What to Expect

- A pre-application team of City staff from Planning, Public Works, Longmont Power and Fire will meet with you to discuss the project. This is an opportunity for the applicant to ask questions about the development review process.
- The pre-application meeting will provide technical information related to the property and proposed project. You will also receive information regarding potential issues and how to be proactive in addressing issues.
- The information generated by this meeting will help make informed decisions about moving forward with a project. In addition, applicants will be provided summary notes from the meeting to assist applicants with initial application submittals.

BENEFITS OF A PRE-APPLICATION MEETING

- First-hand information from plans reviewers who will ultimately evaluate your application
- Identification of issues that may affect your proposal
- Tips on how to make your review process as smooth and cost effective as possible
- Detailed notes from the meeting with links to important forms, city specifications, applications, and fees you will need in preparation for your submittals

The pre-application meeting is an introduction to the City's development process, including submittal, approval and permitting requirements. The meeting, offered at no cost, is designed for landowners, business owners, developers and their consultants who are interested in proceeding with a development project. Applicants are encouraged to take advantage of a pre-application meeting early in the process.

STEP 2

SET UP A NEIGHBORHOOD MEETING

Process

- **Applicant is responsible for finding a meeting location in an accessible facility in the vicinity of the proposed development.** A public building such as a fire station community room, library community room, or school is preferred. However, if the applicant has a location with an available meeting room in a private building, this can be accommodated, as well.
- **Applicant is responsible for determining a meeting date and time.** The date should be at least 3 weeks prior to the meeting in order for City staff to have adequate time to mail notices.
- Once the meeting location, date and time have been determined, **the applicant shall contact their Project Planner who coordinated the pre-application meeting to prepare the meeting notices on City letterhead.**
- **At least 19 days prior to the scheduled meeting, the applicant shall submit stamped (not metered) envelopes labeled with the name and address for every property owner within a 1,000-foot radius of the project site.** City staff will prepare the meeting notices and mail out the envelopes. City staff will also post signs on the subject property at least 14 days before the meeting.
- **Applicant is responsible for providing a note-taker at the neighborhood meeting, as well as a sign-in sheet.** The applicant is responsible for transcribing the notes, issues/concerns and questions raised at the neighborhood meeting and providing the notes with the project application submittal along with the sign-in sheet. At a minimum, the meeting notes summary should include: date/time/location of meeting, approximate number of attendees (excluding applicant team and city staff), a copy of the sign-in sheet, issues/concerns raised, questions asked, and how the applicant intends to address the comments and questions, including the reasons why the applicant is unable or unwilling to address specific comments or questions.
- **Applicant is responsible for providing color graphics of the proposed plan (site plan and elevations) and facilitating the meeting.** This includes providing a summary of the proposed development, answer questions and receive comments from the public. City staff will be present to answer technical questions about city codes and processes.

Overview

A neighborhood meeting is required for most projects that have the Planning and Zoning Commission or City Council acting as the decision-maker.

Initial neighborhood meetings occur after the pre-application meeting but before a formal application is submitted. Applicants will be informed at the pre-application meeting if a neighborhood meeting is required.

Applicants may elect to hold additional neighborhood meetings to convey project changes or if they think it may help improve the project. The City may also require additional neighborhood meetings either prior to or after an application submittal if there have been substantial changes or issues associated with a project.

Neighborhood meetings allow the applicant to communicate the proposal to citizens in surrounding neighborhoods early in the design process. The meeting is for the applicant to present their proposal and answer questions, with City staff available to address policy and process questions.

Neighborhood meetings are an opportunity to discuss neighborhood concerns early in the process and to keep open communication channels. It is not uncommon for applicants to modify their plans once they are aware of neighborhood concerns and explore viable alternatives.

STEP 3

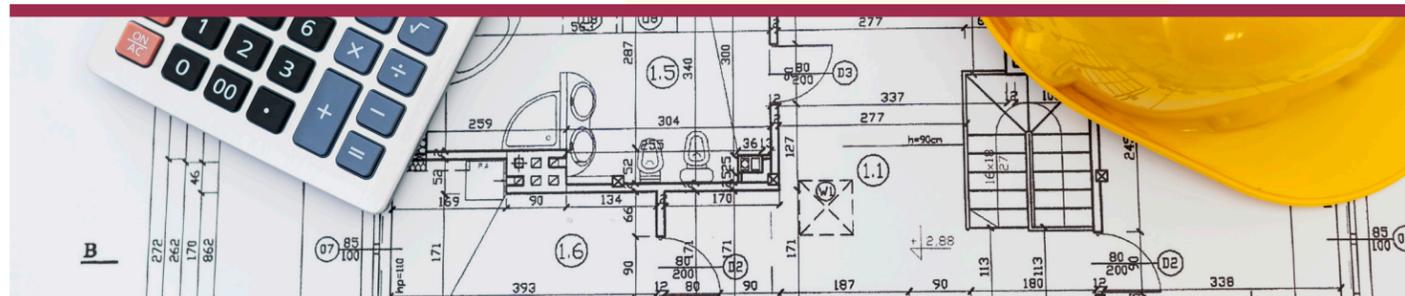
APPLICATION SUBMITTALS

Overview

The following submittals comprise the majority of applications required:

- Development Application
- Public Improvement Plans (PIPs)
- Building Permits Plans and Construction Documents

All applications are submitted to and reviewed through the City's Development Services Center.



Before You Submit

Plans must be prepared by professional design consultants and follow specific criteria for each submittal. Review your application for completeness before submitting. This will help minimize the time spent in the review process. Incomplete applications will not be scheduled for review. Use the pre-application meeting summary, if applicable, or other available resources, including application submittal requirement and review checklists, design and development standards, public improvement specifications, etc. Submittal and review of all applications and plan sets are conducted electronically.

What to Expect

The City's review process is designed to complete review in a predictable time frame once the application has been deemed complete and placed in the review queue. The Appendix in this guide contains the City's review time performance measures based on application type. Quality complete submittals and prompt responses from applicants and consultants are key to a successful process.

Application Fees

Review fees are due when the application submittal is deemed complete by the city and can be paid online or in person. See development review fees in the Appendix of this guide.

Development Applications

Development applications include the following major, minor and administrative applications:

✓ MAJOR APPLICATIONS

Require neighborhood meeting and public hearing(s)

- Annexation: Planning and Zoning Commission and City Council
- Comprehensive Plan Amendment: Planning and Zoning Commission and City Council
- Code Amendment: Planning and Zoning Commission and City Council
- Conditional Use: Planning and Zoning Commission
- Development Agreements/Vested Property Rights: City Council
- Preliminary Subdivision Plat: Planning and Zoning Commission
- PUD Overall Development Plan: Planning and Zoning Commission
- Rezoning: Planning and Zoning Commission and City Council
- Vacation: City Council
- Variance: Board of Adjustment, Planning and Zoning Commission or City Council

✓ MINOR APPLICATIONS

Administrative approvals

- Final/Minor Subdivision Plat
- PUD Site Plan
- Site Plan
- Site Plan Waiver
- Lot Line Adjustment

✓ ADMINISTRATIVE APPLICATIONS

Administrative approvals

- Exception to City Standards
- Administrative Modification
- Temporary Use
- Short-Term Rentals

Public Improvement Plans

Public improvement plans are typically required with new subdivisions that include new streets, utilities, drainage greenways, and other public infrastructure. Public improvement plans can also be required for site plans on previously platted lots when substantial public infrastructure is required.

Building Permit Plans and Construction Drawings

Building permits are generally required for most buildings and structures and are reviewed under the most current adopted building and fire codes. Sign permits are generally required for most permanent and temporary signs and are reviewed under the most current sign codes and applicable building codes. Demolition permits are required for any building demolition.

Concurrent Plan Review

Certain types of applications can be reviewed concurrently, such as site plan and building permit applications. Concurrent review can reduce time in the review process if the applicant is willing to assume the risks of potential site plan or building permit changes. Other types of concurrent review, such as preliminary and final applications, are at the discretion of Planning and Development Services.

STEP 4 PLAN REVIEW

Overview

This step involves several city departments reviewing projects for compliance with city requirements.

Development Applications

Review times vary depending on the type of application submitted but are typically completed within 4 to 8 weeks for initial reviews and 2 to 6 weeks for subsequent reviews. Major applications that require notice and public hearings typically require additional time for adequate notice.

If a project requires creation of other separate legal documents such as easements, review of these documents typically tracks along the same timeline as the development application. Development applications will be reviewed by all affected departments and outside referral agencies. Comments will be consolidated and sent to the applicant and consultant once review is complete.

City departments reviewing development applications typically include:

- ✓ **COMMUNITY SERVICES**
 - Housing
 - Neighborhood Resources
- ✓ **LONGMONT POWER AND COMMUNICATIONS**
 - Electric
 - NextLight Internet
- ✓ **PLANNING AND DEVELOPMENT SERVICES**
 - Development Review Planning
 - Long Range Planning
 - Transportation Planning
 - Historic Preservation
 - Building Inspection
 - Code Enforcement
- ✓ **PUBLIC SAFETY**
 - Fire and Emergency Services
 - Police
- ✓ **PUBLIC WORKS AND NATURAL RESOURCES**
 - Engineering
 - Surveying
 - Drainage
 - Stormwater
 - Floodplain
 - Transportation Engineering
 - Natural Resources
 - Water Resources
- ✓ **REDEVELOPMENT**

APPROVAL

- Completion of the process requires submittal of signed mylar documents for most applications and satisfaction of raw water requirements, if applicable. The City then records the documents with the appropriate county for the approval process to be considered complete.

BENEFITS OF APPROVED PLANS AND PERMITTING

- Provides legal right to proceed with a construction project
- The approved site plan and plat is a recorded legal document that establishes approved site improvements and allows for transfer of property
- Provides a record of specific improvements on your property
- Ensures the project's plans comply with local requirements for land use, zoning and construction, which benefit both you and the community to guarantee safe construction practices that protect people and assets

STEP 4: PLAN REVIEW

Public Improvement Plans and Agreements (PIP and PIA)

Review timelines vary by the number and complexity of the public improvements with a subdivision or project, but reviews are typically completed within 4 to 6 weeks for initial reviews and 3 to 4 weeks for subsequent reviews. The plan will be reviewed by all affected departments. Comments will be consolidated and sent to the applicant and consultant.

City departments reviewing PIPs typically include:

- ✓ **PUBLIC WORKS AND NATURAL RESOURCES**
 - Engineering
 - Surveying
 - Drainage
 - Stormwater
 - Floodplain
 - Transportation Engineering
 - Natural Resources
- ✓ **LONGMONT POWER AND COMMUNICATIONS**
 - Electric
- ✓ **PLANNING AND DEVELOPMENT SERVICES**
 - Development Review Planning
- ✓ **PUBLIC SAFETY**
 - Fire and Emergency Services

PUBLIC IMPROVEMENT AGREEMENTS

Public improvement agreements accompany public improvement plans and outline the responsibilities of the City and applicant. The agreement also addresses development phasing, financial securities, fees and reimbursements required of a development, and satisfaction of raw water requirements, if applicable.

Public improvement agreements are drafted by Public Works Engineering staff after the applicant has submitted preliminary cost estimates of the development improvements.

APPROVAL

Public improvement plans and agreements are reviewed and approved administratively. Approval requires submittal of required financial securities, fees and reimbursements outlined in the public improvement agreement and approval of applicable storm water quality discharge permits.

STORM WATER CONSTRUCTION ACTIVITY PERMITS

All construction sites must employ Stormwater Pollution Controls (SPCs) and Best Management Practices (BMPs) to prevent pollutants from entering the City of Longmont's Municipal Separate Storm Sewer. Even if the work does not require a City of Longmont Stormwater Construction Activity Permit (SCAP), all pollution sources must be controlled with BMPs and the site must be in compliance with all federal, state and local regulations.

A Stormwater Construction Activity Permit (SCAP) from the City of Longmont is required for activities that disturb one or more acres or if the City determines that the construction activity could have a detrimental effect on public health or the environment. Residential individual lot construction that is less than 1 acre is covered under the Building Permit.

STEP 4: PLAN REVIEW

Building Permits Construction Plans

Review timelines vary by the type and scope of the improvements being proposed and are generally within 4 to 6 weeks for initial reviews and 2 to 3 weeks for subsequent reviews.

Plans are reviewed for code compliance and include a review of the structural, plumbing, mechanical, electrical and life safety systems. When all reviews are completed a City plan reviewer will assemble and forward comments to the architect or other identified owner representative for corrections.

Fire staff will review plans for all site development and construction plan reviews related to the International Fire Code including fire alarms, fire sprinklers, site access, etc.

Reviews requiring approval of a structural engineer or elevators are outsourced.

Building permit plans will be routed if needed to other relevant city departments to confirm all required approval requirements (subdivision plat, site plan, public improvement plans, easements, agreements, etc.) have been met.

APPROVAL

Building permit construction drawings are approved administratively. A building permit can be issued when the following steps have been completed and appropriate fees have been paid:

- Applicable site plan, subdivision plat and any necessary separate easements and agreements are approved and recorded
- Public improvement plans and agreements are approved and construction acceptance has been granted
- Building construction plans meet all code requirements and have been approved

BUILDING PERMIT FEES

Fees that are required with building permits, including plan review fees, impact and development fees, utility fees, school impact fees, and other fees are located in the Fee Manual.

STEP 5 PUBLIC HEARING PROCESS

Overview

Public hearings are required for major applications as noted below. Some applications require only a hearing before the Planning and Zoning Commission or Board of Adjustment, while others require hearings before both the Planning and Zoning Commission and City Council.

Major Applications

Require neighborhood meeting and public hearing(s)

- **Annexation:** Planning and Zoning Commission and City Council
- **Comprehensive Plan Amendment:** Planning and Zoning Commission and City Council
- **Code Amendment:** Planning and Zoning Commission and City Council
- **Conditional Use:** Planning and Zoning Commission
- **Preliminary Subdivision Plat:** Planning and Zoning Commission
- **PUD Overall Development Plan:** Planning and Zoning Commission
- **Rezoning:** Planning and Zoning Commission and City Council
- **Vacation:** City Council
- **Variance:** Board of Adjustment, Planning and Zoning Commission or City Council

APPROVAL

Major development applications are approved either by the Planning and Zoning Commission, City Council, or Board of Adjustment (Variance) at a public hearing.

APPEALS

Administrative decisions can be appealed to the Planning and Zoning Commission. For this type of appeal the Planning and Zoning Commission's decision may be appealed only to a Colorado court of competent jurisdiction.

Decisions made by the Planning and Zoning Commission (excluding appeals as noted above and recommendations to City Council) may be appealed to the City Council per the municipal code if such appeal is made in writing within 7 days of the Commission's decision.

Decisions made by the Board of Adjustment may be appealed only to a Colorado court of competent jurisdiction.

See Land Development Code Section 15.02.040.K for specific information on who may file an appeal and how the appeal process works.

STEP 6

PLAN APPROVAL, RECORDATION, AND PERMITTING

Overview

Once the public hearing process is complete and the Development Review staff no longer have corrections to the project plans, the applicant will be provided a Resolution Checklist with instructions for submitting final versions of the project on mylar sheets for final approval and recording. The applicant will be responsible for providing the mylar sheets that are signed by the surveyor, property owner and mortgagee (if applicable) and notarized. Other documents may

also be required, as well as recording fees. Once all documents are recorded and securities are posted (if applicable), the project is eligible for issuance of building permits. The applicant may submit building plans for plan-check prior to the final approval of any site plans or plats, at their risk. If any changes are required on the site plan as part of the development review process, the applicant is expected to update those changes on their building plans for plan-check.

STEP 7

CONSTRUCTION & INSPECTIONS

Overview

The final step in the process involves completion of all approved construction, scheduling inspections, and getting approval to release permits and/or certificates of occupancy. Required city inspections ensures site plan details, civil engineering, and building codes have been met in the field, and the site and building are safe for occupancy.

Preconstruction

Before starting work on public improvements, a preconstruction meeting is required to outline construction phasing and inspections. Public Works Engineering coordinates the preconstruction meeting.

STEP 7: CONSTRUCTION & INSPECTIONS

Inspections

STORM WATER MANAGEMENT PLAN INSPECTIONS

Before construction begins, initial inspection of the stormwater best management practices is needed prior to activation of a stormwater discharge permit. During construction, routine inspections are done by Public Works stormwater staff to ensure the site continues to comply with the Stormwater Quality Discharge Permit. More information on this process is available in the City's Stormwater Quality Program.

PUBLIC IMPROVEMENT INSPECTIONS / CONSTRUCTION ACCEPTANCE / FINAL ACCEPTANCE

A walk-through inspection prior to construction start is recommended to identify potential site constraints and document existing issues, such as cracked sidewalks, broken curbs, etc.

For single-family residential subdivisions and smaller multi-family developments, improvements must be complete and inspected to receive construction acceptance for each construction phase. Construction acceptance is required to be eligible for building permits.

For larger multi-family, mixed use and nonresidential developments, building permits may be issued on a case-by-case basis prior to improvements being completed and receiving construction acceptance, provided required utility, access, and life safety improvements have been completed.

After construction acceptance, improvements are warranted by the developer for a period of time specified in the acceptance letter, which is typically at least one year. At the completion of the warranty period, inspections will be completed to determine if the project is eligible for final acceptance. Upon final acceptance, the City will assume maintenance responsibility of the public improvements.

PLANNING INSPECTIONS

All site improvements specified in the site plan, landscape plan and building elevations need to be complete and inspected prior to the certificate of occupancy being issued. Planning will review landscaping and site amenities, vehicle and bicycle access and parking, pedestrian access, lighting, building design and other private and common area improvements.

Building Permit Inspections and Certificates of Occupancy

BUILDING INSPECTIONS

Inspection requests are accepted online or by email at inspections@longmontcolorado.gov. [Inspections can be scheduled online here.](#)

CERTIFICATE OF OCCUPANCY

All buildings have a certificate of occupancy (CO) that describes the approved uses for the building. If construction on existing buildings will result in a change of use, a new CO will be issued upon completion of the work.

A CO checklist can be obtained from the Building Inspection office and must be completed, submitted and accepted prior to the issuance of a CO or a temporary CO. The CO, either temporary or final, must be issued prior to the occupancy of any structure. A CO will not be issued until the requirements of all inspection agencies involved are satisfied.

Keep in mind that there is processing time involved with assembling and completing a CO or temporary CO. Contact Building Inspection for more information.

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PLANNING & DEVELOPMENT SERVICES

APPENDIX



DEVELOPMENT APPLICATION REVIEW TIMELINES

DEVELOPMENT REVIEW FEES

SUBMITTAL REQUIREMENTS & REVIEW CHECKLISTS

SUBMITTAL REQUIREMENTS: DEVELOPMENT APPLICATION

SUBMITTAL REQUIREMENTS: ADDITIONAL



REVIEW TIMELINES

REVIEW TIMES FOR MAJOR APPLICATIONS

APPLICATION TYPE	INITIAL STAFF REVIEW	SUBSEQUENT STAFF REVIEW
Annexation, Zoning & Concept Plan	60 days	45 days
Comprehensive Plan Amendment	60 days	45 days
Conditional Use Site Plan	45 days	30 days
Development Code Amendment	60 days	45 days
PUD Overall Development Plan	60 days	45 days
Preliminary Subdivision Plat	60 days	45 days
Rezoning and Concept Plan	60 days	45 days
Vacation of Right-of-Way or Easement	30 days	15 days
Variances	30 days	15 days

REVIEW TIMES FOR MINOR APPLICATIONS

APPLICATION TYPE	INITIAL STAFF REVIEW	SUBSEQUENT STAFF REVIEW
Final or Minor Subdivision Plat	45 days	30 days
Site Plans	45 days	30 days
Limited Use Review	45 days	30 days

REVIEW TIMES FOR ADMINISTRATIVE APPLICATIONS

APPLICATION TYPE	INITIAL STAFF REVIEW	SUBSEQUENT STAFF REVIEW
Public Improvement Plans	45 days	30 days
Written Code Interpretations	30 days	N/A
Exceptions to City Standards	30 days	15 days
Administrative Modifications	30 days	15 days
Temporary Use Permits	30 days	15 days
Short Term Rental Permits	30 days	15 days
Prairie Dog Removal Permits	30 days	15 days

REVIEW TIMES FOR BUILDING PERMITS

APPLICATION TYPE	INITIAL STAFF REVIEW	SUBSEQUENT STAFF REVIEW
Residential New Construction	45 days	30 days
Residential Addition or ADU	30 days	15 days
Residential Remodel*	3 business days	3 business days
Commercial New Construction	30 days	21 days
Commercial Remodel or Tenant Finish	21 days	15 days

REVIEW CHECKLISTS

Submittal requirements and checklists are available for the following types of applications:

Major Applications

- **Annexation:** Submittal requirements – tables 1-4
- **Comprehensive Plan Amendment:** Submittal requirements – tables 2-4
- **Code Amendment:** Submittal requirements – tables 2-4
- **Conditional Use:** Submittal requirements – tables 2-4
- **Preliminary Subdivision Plat:** Submittal requirements – tables 2-4
- **PUD Overall Development Plan:** Submittal requirements – tables 2-4
- **Rezoning:** Submittal requirements – tables 2-4
- **Vacation:** Submittal requirements – tables 2-4
- **Variance:** Submittal requirements – tables 2-4

Minor Applications

- **Final Subdivision Plat:** Submittal requirements – tables 5-7
- **Minor Subdivision Plat:** Submittal requirements – tables 5-7
- **PUD Site Plan:** Submittal requirements – tables 5-7
- **Site Plan:** Submittal requirements – tables 5-7
- **Public Improvement Plans:** [See Design Standards & Construction Specifications](#)
- **Site Plan Waiver / Change of Use:** [See Form](#)
- **Lot Line Adjustment:** See Code Section 15.02.070.B.3

Administrative Applications

- **Temporary Use:** [See Form](#)
- **Short Term Rentals:** [Online Permit](#)
- **Oil And Gas Facilities Permit:** Submittal requirements – table 8
- **Telecommunications Permit:** Submittal requirements – table 10

Other Applications

- **Floodplain Development Permit:** [Checklist here](#)
- **Stormwater Permits:** [Checklist here](#)
- **Work In Right-Of-Way:** [Checklist here](#)
- **Home Occupation:** [Standard form](#) with Sales and Use Tax application

Other Review Checklists

- Plat Review Checklist
- Multi-Modal Plan Checklist
- Lighting/Photometric Plan Checklist
- Landscape Plan Checklist
- Species & Habitat Conservation Plan Checklist

*Basement finish, decks, patio covers, all other interior remodels.

SUBMITTAL REQUIREMENTS

DEVELOPMENT APPLICATIONS

MINIMUM REQUIREMENTS

The tables in this section describe the application and plan submittal requirements for each step of the application review process, as applicable:

The application submittal requirements contained in this section shall be considered the minimum information that must be submitted in order for a review procedure to begin. The applicant may need to submit additional information in order to demonstrate satisfaction of review criteria.

COMPLIANCE NECESSARY FOR COMPLETE APPLICATIONS

Unless otherwise waived under this Code, any application that does not satisfy all the submittal requirements as stated in this appendix shall not be considered a “complete application” under this Code and the city shall not accept it for processing, review, or action.

WAIVER OF SUBMITTAL REQUIREMENTS

The Director has the discretion to waive or adjust any of these submittal requirements only at a pre-application meeting with the applicant that is conducted prior to formal application submittal.

GENERAL PLAN REQUIREMENTS

- All plans for the same project shall be submitted at the same scale.
- Projects that require several applications shall have all plans submitted at the same scale, with a separate plan for each application.
- Plans shall, where possible, include information on as few sheets as possible while still presenting information in a clear and concise manner.
- The title of the project shall be prominently placed in the same place on each sheet of the plan.
- All sheets shall be consecutively numbered.
- Information and sheet composition shall be such that when reduced to 11 by 17 inches, all notes, illustrations, and figures remain legible.

OIL AND GAS WELL OPERATIONS AND FACILITIES

In addition to the conditional use, limited use and site plan application requirements in **Tables 2, 3, 4, 5, 6 and 7 on the following pages**, proposed oil and gas well operations and facilities subject to the regulations in section 15.05.090 - Oil and gas well operations and facilities, shall include the additional submittal requirements stated in **Table 8** of this section.

SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 1

SUBMITTAL REQUIREMENTS FOR APPLICATIONS PRESENTED TO CITY COUNCIL FOR REFERRAL

“✓” means item is required unless waived

SUBMITTAL REQUIREMENT	TYPE OF APPLICATION	
	ANNEXATION	COMPREHENSIVE PLAN AMENDMENT
Completed petition signed by all property owners (see Appendix for proper format)	✓	
Ownership report identifying current property owner(s) of subject property	✓	
A map showing the location of each ownership tract and, if part or all of the area is platted, the boundaries and numbers of all lots and blocks	✓	✓
Map with information specified in the annexation petition	✓	
Statement of capacity need for multi-family and non-residential projects (as applicable for large projects): <ul style="list-style-type: none"> • Water (including irrigation needs) • Electric • Roadways • Sewer • Gas 	✓	
Letter requesting referral with proposal narrative	✓	✓
A concept plan of the proposed development or land use designations	✓	✓
Other items as required on the pre-application meeting form	✓	✓
Fee	✓	✓

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 2

REQUIRED APPLICATION MATERIAL FOR MAJOR DEVELOPMENT APPLICATIONS

"✓" means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Completed application form including pre-application conference form	✓	✓	✓	✓	✓	✓	✓	✓	✓
Petition signed by all property owners (see Appendix for proper format)	✓								
Title commitment	✓				✓				
Ownership and property encumbrances report		✓		✓		✓	✓	✓	
Stamped (not metered), addressed envelopes for all property owners within required notice distance of the perimeter of the subject property	✓	✓		✓	✓	✓	✓	✓	✓
List of names and addresses of all property owners within required notice distance of the perimeter of the subject property	✓	✓		✓	✓	✓	✓	✓	✓
Cover letter with written narrative of proposal describing site design including: pedestrian and vehicle access, parking, service areas, common areas and landscaping, utilities and drainage, building/structure design, signage, exterior lighting, proposed modifications or variances, compatibility, etc. as applicable	✓	✓	✓	✓	✓	✓	✓	✓	✓
Written summary of neighborhood meeting(s) (unless waived)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Written statement detailing how applicable review criteria have been addressed	✓	✓	✓	✓	✓	✓	✓	✓	✓
Completed "Statement of Historical Use of Water Rights"	✓								
Written statement identifying status of mineral rights and leases	✓								
Documentation that the property has been excluded or is currently being considered for exclusion from an applicable fire protection, electrical, sewer, or water district, or, in the alternative, an affidavit of all property owners stating their desire to remain within the district					✓	✓			
Market study or land supply study (only if such study is needed for review of the application)		✓					✓		
Multi-modal transportation access plan, as applicable	✓	✓		✓	✓	✓	✓		
Transportation Impact Study (required if proposed development exceeds 50 peak hour trips or 500 average daily trips or other factors that warrant a traffic study or update)	✓	✓		✓	✓	✓	✓		
Statement of capacity needed for water (including fire flows and irrigation), sewer, electric, and gas for multi-family or non-residential development		✓		✓	✓	✓	✓		
Written statement of proposed changes and rationale for change		✓	✓				✓		

Continue this table on the following page ▶

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 2 Cont.

REQUIRED APPLICATION MATERIAL FOR MAJOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Wastewater classification survey, as applicable				✓					
Proposed development schedule including phasing					✓	✓			
Geotechnical report identifying soil, geology and topographic conditions with street and foundation recommendations, if warranted by application's specific circumstances				✓	✓	✓			
Species or Habitat Conservation Plan, as needed				✓	✓	✓			
Acoustical analysis illustrating how plan complies with noise standards, as needed				✓		✓			✓
Lighting plan illustrating how plan complies with lighting standards, as needed				✓		✓			✓
Environmental site assessment as required in § 15.02.140, as applicable	✓			✓	✓	✓			
Concept design of building or structure design and architecture, including preliminary building elevations and footprints				✓	✓	✓			✓
Graphic shade/shadow analysis illustrating the extent of the structure's shadow on summer and winter solstice and spring and fall equinox, at 9 a.m., 12 noon, and 3 p.m., including footprints of affected buildings on adjacent property									✓
Drawing illustrating difference between permitted height and height variance sought									✓
Elevation and/or section drawing to illustrate the extent of the variance requested, as needed (may include photo simulations, perspectives, and other similar renderings)									✓
Proposed uses and design standards						✓			
Written justification for request for exceptions, modifications, or variances				✓	✓	✓			✓
Electronic file as outlined in the city standards section 100				✓					
Electric service request form, as applicable				✓					
Stamped addressed envelopes for referral agencies listed on pre-application form, with 11" x 17" plan and cover letter in each envelope	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application fees	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other items as required on the pre-application form	✓	✓	✓	✓	✓	✓	✓	✓	✓

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 3

REQUIRED PLAN INFORMATION FOR MAJOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

“(CP)” means item is required on concept plan only

PLAN REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Sheet size 24" x 36" / 11" x 17" (refer to pre-application conference form)	✓	✓		✓	✓	✓	✓	✓	✓
North arrow, date and engineer's scale as appropriate	✓	✓		✓	✓	✓	✓	✓	✓
Name of the project and project type in prominent title block	✓	✓		✓	✓	✓	✓	✓	✓
Vicinity map at 1 mile radius	✓	✓		✓	✓	✓	✓	✓	✓
Legal description of subject property	✓			✓	✓	✓	✓	✓	✓
Basis for establishing bearing	✓						✓		
Boundary survey of subject property with name, number and signature of licensed surveyor	✓				✓		✓		
Total acreage	✓	✓		✓	✓	✓	✓	✓	✓
Requested zoning district(s) graphically shown with respective acreage(s) plus legal description for each zoning district	✓						✓		
Certification signature blocks	✓			✓			✓		
Standard notes regarding compliance with applicable development code requirements	✓			✓	✓	✓			
Adjacent subdivisions	✓	✓	✓	✓	✓	✓	✓	✓	
Dimensions and square footage of each lot				✓	✓				
Lot and block number(s) with lot lines shown				✓	✓	✓	✓		
Building envelopes, if applicable	(CP)			✓	✓	✓	(CP)		
Street names for all streets, within and adjacent to the property	✓			✓	✓	✓	✓	✓	
Location and description of monuments	✓			✓	✓		✓	✓	
Bearings, distances, chords, radii, central angles, tangent links, etc. for perimeter only	✓			✓	✓		✓		
Existing adjacent street improvements showing pavement width and intersecting streets	(CP)			✓	✓	✓	(CP)	✓	
Existing R.O.W. in and adjacent to subject property (labeled and dimensioned)	✓			✓	✓	✓	✓	✓	
Proposed R.O.W. in and adjacent to subject property (labeled and dimensioned)	(CP)			✓	✓	✓	(CP)	✓	

Continue this table on the following page ▶

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 3 Cont.

REQUIRED PLAN INFORMATION FOR MAJOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

“(CP)” means item is required on concept plan only

APPLICATION REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Existing easements by type in and adjacent to subject property (labeled and dimensioned)	✓			✓	✓	✓	✓	✓	✓
Proposed easements by type in and adjacent to subject property (labeled and dimensioned)					✓	✓			✓
Existing utility lines and sizes (including fire hydrants) in and adjacent to subject property	(CP)			✓	✓	✓	(CP)		✓
Proposed major utility lines and sizes (including fire hydrants) in and adjacent to subject property	(CP)				✓	✓	(CP)		
Proposed utility lines and sizes (including fire hydrants) in and adjacent to subject property				✓	✓	✓		✓	
Fire service line design from public main to building foundation, as applicable				✓					
Existing and proposed curb cuts on and adjacent to subject property	(CP)			✓	✓	✓			
Traffic control plan, where applicable				✓	✓	✓			
All waterways and ditches, including agricultural laterals and tail-water ditches, in and adjacent to subject property, indicating method of preservation, relocation, or abandonment, as applicable	(CP)			✓	✓	✓	(CP)	✓	
Statement of how drainage will generally be handled	(CP)						(CP)		
Preliminary drainage plan/study					✓	✓			
Final drainage plan/study				✓					
Delineation of floodplain boundaries (100 year)	✓			✓	✓	✓	✓		
Location and size of different land use areas specifying type and density/intensity of land use for each area	(CP)			✓		✓	(CP)		
Existing city limit boundary and showing where property is contiguous	✓								
Table with property perimeter in feet and contiguity with city limit boundary in feet	✓								
Identification of areas where special buffering techniques will be utilized (perimeter and internal)	(CP)			✓	✓	✓	(CP)		✓
Existing type and location of structures and paved areas on the site				✓					✓
Type and number of residential units, if applicable				✓		✓			✓

Continue this table on the following page ▶

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 3 Cont.

REQUIRED PLAN INFORMATION FOR MAJOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

“(CP)” means item is required on concept plan only

APPLICATION REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Dimensioned parking area layout with parking spaces, drives and backup areas dimensioned				✓		✓			✓
Sign locations and specifications				✓		✓			✓
Exterior lighting locations and specifications				✓		✓			✓
Trash-disposal and recycling collection area locations, specifications and screening				✓		✓			✓
Electric transformer locations (one- and two-family excluded)				✓		✓		✓	
Maximum height of all structures (dimensioned)				✓		✓			✓
All areas to be dedicated for public use (parks, R.O.W.s, easements, etc.)	(CP)			✓ ⁴	✓	✓	(CP)	✓	
Location of existing significant natural features	(CP)			✓	✓		(CP)		
Concept landscape plan — Refer to City standards	(CP)						(CP)		
Preliminary landscape plan — Refer to City standards					✓	✓			
Final landscape plan — Refer to City standards				✓					
Preliminary or final fence/wall details and restrictions, as applicable				✓	✓	✓			✓
Land use table indicating percentage of land devoted to: buildings; parking/drives; street R.O.W.s; common areas; public open space, as applicable				✓	✓	✓			
Square footage, type of use and estimated number of employees on the site at any one time for nonresidential uses				✓		✓			
Phasing plan, graphically delineated	(CP)			✓	✓	✓	(CP)		
Architectural elevations necessary to address applicable criteria and standards, illustrating building massing, architectural style, exterior materials and colors, sign types and locations, screening details, etc.				✓	✓	✓			✓
Labeling of existing land use, residential density, location of structures	(CP)			✓	✓	✓	(CP)		
Two-foot contours				✓	✓	✓			
Other circulation system elements such as pedestrian systems, bus stops, greenways, when applicable	(CP)			✓	✓	✓	(CP)		
The concept plan information specified in §15.02.050.A.3 for annexation	(CP)						(CP)		
Other information as specified at the pre-application conference	✓	✓	✓	✓	✓	✓	✓	✓	✓

4: Not required if: (1) plat is being processed concurrently and this information is shown on the plat; and (2) plat and site plan are drawn to the same scale; and (3) there is a note on site plan referring to plat for all the pertinent information.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 4

**DOCUMENTS/INFORMATION/REQUIREMENTS
PRIOR TO RECORDING MAJOR DEVELOPMENT APPLICATIONS**

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION								
	ANNEXATION	COMP PLAN AMENDMENT	CODE AMENDMENT	CONDITIONAL USE	PRELIMINARY SUBDIVISION PLAT	PUD OVERALL DEVELOPMENT PLAN	REZONING	VACATION	VARIANCE
Fully executed agreement in furtherance of annexation	✓								
Fully executed public improvement agreement, including financial security, as applicable				✓					
Documentation of inclusion in applicable fire protection district, as required					✓				
All applicable deeds, agreements, fees, payments, etc. required by ordinance, annexation agreement, or as condition of approval, all fully executed	✓	✓	✓	✓	✓ ³	✓ ³	✓	✓	✓
Transfer of historical water rights, as applicable ⁵	✓			✓					
Satisfaction of raw water deficits, as applicalbe ⁵				✓					
Copy of approved plan reduced to 11" x 17" size with appropriate scale indicated on plan	✓	✓	✓	✓	✓	✓	✓		✓
Mylar with all required signatures, as applicable	✓			✓			✓		
Other items specified on the pre-application conference form, or resolution submittal form	✓	✓	✓	✓	✓	✓	✓	✓	✓

3: Those that could be or are being served by the easement or right-of-way.

5: The actual transfer of water rights may be completed after city approval, prior to document recording. Current requirements for water transfers are all historic water at time of annexation; the deficit between historic water transferred and the three acre feet per acre requirement at time of final site plan or plat. Properties annexed as enclaves may need to transfer historic water rights and satisfy water deficits upon approval of a development application. Water policy of the city is approved by city council. Check with water resources for more specific information.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 5

REQUIRED APPLICATION PACKAGES FOR MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
Completed application form including pre-application meeting form	✓	✓	✓	✓	✓	✓	✓
Title commitment	✓	✓ (if land or easements are dedicated)					
Property ownership and encumbrances		✓	✓	✓	✓	✓	
Stamped (not metered), addressed envelopes for all property owners within the required notice distance of the perimeter of the subject property	✓	✓		✓	✓		
List of names and addresses of all property owners within the required notice distance of the perimeter of the subject property	✓	✓		✓	✓	✓	
Cover letter with written narrative of proposal describing site design including: pedestrian and vehicle access, parking, service areas, open space and landscaping, utilities and drainage, building/structure design, signage, exterior lighting, proposed modifications or variances, compatibility, etc., as applicable	✓	✓	✓	✓	✓	✓	✓
Written summary of neighborhood meeting (if required)	✓	✓	✓	✓	✓	✓	✓
Written statement detailing how applicable review criteria have been addressed	✓	✓	✓	✓	✓	✓	✓
Completed "Statement of Historical Use of Water Rights"	✓ ¹	✓ ¹	✓ ¹	✓ ¹			
Documentation that the property has been excluded or is currently being considered for exclusion from an applicable fire protection, electrical, sewer, or water district, or in the alternative, an affidavit of all property owners stating their desire to remain within the district	✓	✓	✓	✓			
Multi-modal transportation access plan, as applicable	✓		✓	✓			
Transportation Impact Study (required if proposed development exceeds 50 peak hour trips or 500 average daily trips or other factors warrant a traffic study or update)	✓	✓	✓	✓	✓		
Final Drainage Study	✓	✓					
Master Utility Plan (including water, sanitary sewer, storm sewer, electric, etc.)	✓	✓					
Statement of capacity needed for water (including fire flows and irrigation), sewer, electric, and gas for multi-family and nonresidential development			✓	✓	✓		
Written statement of proposed changes and rationale for changes						✓	
Proposed development schedule including phasing			✓	✓			

Continue this table on the following page ▶

1: Not required if accurate affidavits for the property were previously submitted and historical water transferred.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 5 Cont.

REQUIRED APPLICATION PACKAGES FOR MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
General physiographic studies, identifying soil quality, topography, geology — if warranted by application’s specific circumstances	✓	✓	✓	✓			
Species or Habitat Conservation Plan, as needed	✓	✓	✓	✓			
Acoustical analysis illustrating how plan complies with noise standards, as needed			✓	✓	✓	✓	
Lighting plan illustrating how plan complies with lighting standards, as needed			✓	✓	✓	✓	
Environmental site assessment as required in § 15.02.140, as applicable	✓	✓	✓	✓			
Design for architectural review, including final building elevations and footprints			✓	✓	✓	✓	
Final design standards for PUDs			✓	✓			
Proposed covenants, restrictions for property or home owners association	✓		✓	✓			
Stamped, addressed envelopes for referral agencies listed on pre-application conference form with 11" x 17" plan and cover letter in each envelope	✓	✓	✓	✓	✓	✓	✓
Statement addressing: requested type of use; intended duration of use; amount of off-street parking provided to meet reasonable anticipated demand; measures to assure compatibility with surrounding uses					✓		
Wastewater classification survey, as applicable			✓	✓			
Electric service request form, as applicable	✓	✓	✓	✓	✓	✓	
Stormwater management plan consistent with City standards, as applicable	✓	✓	✓	✓	✓	✓	
Electronic file as outlined in the City Standards Section 100	✓	✓	✓	✓			
Application fees	✓	✓	✓	✓	✓	✓	✓
Other items as required on the pre-application form	✓	✓	✓	✓	✓	✓	✓

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 6

REQUIRED PLAN INFORMATION FOR MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
Sheet size 24" x 36" / 11" x 17" (refer to pre-application form)	✓	✓	✓	✓	✓	✓	✓
North arrow, date and engineer's scale as appropriate	✓	✓	✓	✓	✓	✓	✓
Name of the project and project type in prominent title block	✓	✓	✓	✓	✓	✓	✓
Vicinity map at 1½ mile radius	✓	✓	✓	✓	✓	✓	✓
Legal description of subject property	✓	✓	✓	✓	✓	✓	
Basis for establishing bearing	✓	✓	✓	✓		✓	
Boundary survey of subject property with name, number, and signature of licensed surveyor	✓	✓	✓ ²	✓ ²		✓ ²	
Total acreage	✓	✓	✓	✓	✓	✓	✓
Certification signature blocks	✓	✓	✓	✓			
Standard notes regarding compliance with applicable documents code requirements	✓	✓	✓	✓			
Names of adjacent subdivisions	✓	✓	✓	✓	✓	✓	✓
Dimensions and square footage of each lot	✓	✓	✓	✓	✓	✓	
Lot and block number(s) with lot lines shown	✓	✓	✓	✓	✓	✓	
Building envelopes, if applicable				✓		✓	
Street names for all streets, within and adjacent to the property	✓	✓		✓	✓	✓	✓
Location and description of monuments	✓	✓	✓				
Bearings, distances, chords, radii, central angles, tangent links, etc., for all lots, blocks, perimeter, R.O.W., etc.	✓	✓	✓				
Bearings, distances, chords, radii, central angles, tangent links, etc., for perimeter only	✓	✓	✓	✓		✓	
Existing adjacent street improvements showing pavement width and intersecting streets			✓	✓	✓	✓	✓
Existing R.O.W. in and adjacent to subject property (labeled and dimensioned)	✓	✓	✓	✓	✓	✓	✓
Proposed R.O.W. in and adjacent to subject property (labeled and dimensioned)	✓	✓	✓	✓	✓	✓	✓
Existing easements by type in and adjacent to subject property (labeled and dimensioned)	✓	✓	✓	✓	✓	✓	
Proposed easements by type in and adjacent to subject property (labeled and dimensioned)	✓	✓	✓	✓	✓	✓	
Existing utility lines and sizes (including fire hydrants) in and adjacent to subject property			✓	✓	✓	✓	

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2: Not required if property has been previously platted.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 6 Cont.

REQUIRED PLAN INFORMATION FOR MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
Fire service line design from public main to building foundation, as applicable			✓	✓			
Proposed utility lines and sizes (including fire hydrants) in and adjacent to subject property			✓	✓	✓	✓	
Existing and proposed curb cuts on and adjacent to subject property			✓	✓	✓	✓	✓
Traffic control plan where applicable			✓	✓	✓		✓
All waterways and ditches, including agricultural laterals and tail-water ditches, in and adjacent to subject property, indicating method of preservation, relocation or abandonment, as applicable			✓	✓	✓	✓	
Final drainage plan, as applicable			✓	✓	✓	✓	
Delineation of floodplain boundaries (100 year)	✓	✓	✓	✓	✓	✓	
Location of different land use areas specifying type and density/intensity of land use for each area			✓	✓	✓	✓	
Existing type and location of structures and paved areas on the site		✓ ⁶	✓	✓	✓	✓	
Proposed type and location of structures and paved areas on the site			✓	✓	✓	✓	
Type and number of residential units			✓	✓	✓	✓	
Dimensioned parking area layout with parking spaces, drives and backup areas dimensioned			✓	✓	✓	✓	
Sign locations and specifications			✓	✓	✓	✓	
Exterior lighting locations and specifications			✓	✓	✓	✓	
Waste (trash, recycling and compost) collection area locations, specifications and screening			✓ ⁴	✓	✓	✓	
Electric transformer locations (one- and two-family excluded)			✓	✓	✓	✓	
Maximum height of all structures			✓	✓	✓	✓	
All areas to be dedicated for public use (parks, R.O.W., utility easements, etc.)	✓	✓	✓	✓ ⁴			
Location of existing significant natural features	✓	✓	✓	✓	✓	✓	✓
Final landscaping plan (including existing vegetation to remain)	✓	✓	✓	✓	✓	✓	
Final fence/wall details and restrictions, as applicable	✓	✓	✓	✓		✓	
Land use table indicating percentage of land devoted to: buildings, parking/drives, street R.O.W., other impervious areas, common areas, public open space, other non-paved areas without landscaping			✓	✓	✓	✓	

Continue this table on the following page ▶

4: Not required if: (1) plat is being processed concurrently and this information is shown on the plat; and (2) plat and site plan are drawn to the same scale; and (3) there is a note on site plan referring to plat for all the pertinent information.

6: If there are existing structures on the property, the applicant shall submit one copy of a sketch plan showing existing and proposed lot lines in relation to existing structures.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 6 Cont.

REQUIRED PLAN INFORMATION FOR MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
Square footage, type of use and estimated number of employees on the site at any one time for non-residential uses			✓	✓	✓	✓	
Phasing plan, graphically delineated	✓		✓	✓		✓	
Architectural elevations necessary to address applicable criteria and standards, illustrating building massing, architectural style, exterior materials and colors, sign sizes, types, and location, screening details, etc., as applicable			✓	✓	✓	✓	
Labeling of existing land use, residential density, location of structures			✓	✓	✓	✓	✓
Other circulation system elements such as pedestrian systems, bus stops, greenways, when applicable			✓	✓	✓	✓	
Two-foot contours			✓	✓	✓		
Other information as specified on the pre-application conference form	✓	✓	✓	✓	✓	✓	✓

4: Not required if: (1) plat is being processed concurrently and this information is shown on the plat; and (2) plat and site plan are drawn to the same scale; and (3) there is a note on site plan referring to plat for all the pertinent information.

Table 7

DOCUMENTS/INFORMATION/REQUIREMENTS PRIOR TO RECORDING MINOR DEVELOPMENT APPLICATIONS

“✓” means item is required unless waived

APPLICATION REQUIREMENT	TYPE OF APPLICATION						
	FINAL SUBDIVISION PLAT	MINOR SUBDIVISION PLAT	PUD SITE PLAN	SITE PLAN	TEMPORARY USE	ADMINISTRATIVE MODIFICATION	EXCEPTIONS TO CITY STANDARDS
Fully executed public improvement agreement, including financial security, as applicable	✓	✓	✓	✓			✓
All applicable deeds, agreements, fees, payments, etc., required by ordinance, annexation agreement, or as condition of approval, all fully executed	✓	✓	✓	✓	✓		
Satisfaction of raw water deficits, as applicable ⁵	✓	✓	✓	✓			
Transfer of historic water rights, as applicable ⁵	✓	✓	✓	✓			
Copy of approved plan reduced to 11" x 17" size with appropriate scale indicated on plan	✓	✓	✓	✓	✓	✓	✓
Electronic file as outlined in the City Standards Section 100	✓	✓	✓	✓	✓		
Mylar with all required signatures, as applicable	✓	✓	✓	✓	✓	✓	
Other items specified on the pre-application conference form or resolution submittal form	✓	✓	✓	✓	✓	✓	✓

5: The actual transfer of water rights may be completed after city approval, prior to document recording. Current requirements for water transfers are all historic water at time of annexation; the deficit between historic water transferred and the three acre feet per acre requirement at time of final site plan or plat. Properties annexed as enclaves may need to transfer historic water rights and satisfy water deficits upon approval of a development application. Water policy of the city is approved by city council. Check with water resources for more specific information.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 8

OIL & GAS APPLICATION SUBMISSION

- The applicant and operator's name, address, phone and fax numbers, and email addresses.
- A listing of all permits or approvals obtained or yet to be obtained from state or federal agencies.
- A written description of compliance with the requirements and standards in section 15.05.090.
- The following items consistent with the requirements and standards in section 15.05.090:
 - Emergency response plan
 - Cultural resource plan, as applicable
 - Operation plan
 - Visual mitigation analysis, as applicable
 - Noise mitigation, as applicable
 - Lighting plan
 - Water quality monitoring plan, as applicable
 - Site vegetation analysis
 - Habitat protection plan, as applicable
 - Transportation impact study, traffic control plan, and access plan
- Graphic representations, including photographs of the types of equipment to be used during drilling, completion, maintenance, or abandonment operations, as applicable.
- Any other reasonable or pertinent information deemed necessary by the city for the application review or compliance with the requirements and standards in section 15.05.090.

VICINITY MAP REQUIREMENTS

The applicant shall include a scaled vicinity map with aerial imagery that shows the following:

- The location of all existing bodies of water and watercourses within one mile or greater of the proposed well(s).
- The location of existing and abandoned oil and gas wells as reflected in COGCC records within one mile or greater of the proposed well(s).
- The location of proposed wells, production facilities and access roads.

SITE PLAN REQUIREMENTS

The applicant shall submit a site plan that, in addition to the requirements for site plans, includes the following elements:

- The location of the proposed well operations and facilities including well(s), proposed twinning locations, motors, compressors, tank battery, separators and treaters, production equipment, transmission and gathering pipelines and other ancillary facilities to be used during the drilling, maintenance and operation of the proposed well. The site plan shall identify all proposed access and storage facilities associated with the well operations and facilities.
- All existing physical features, including water bodies, drainage ways, floodplains, roads and rights-of-way within one-half mile or greater of proposed well operations and facilities. The site plan shall also depict existing subdivision boundaries, existing buildings or structures, property lines, public and private utility easements of record and utility facilities and improvements within one-half mile or greater of the proposed well operations or facilities.
- Demonstration of compliance with applicable requirements and standards in section 15.05.090 for oil and gas well operations and facilities.
- The director may waive one or more of the items listed as submission requirements if they are not applicable given the location of the well operations or facilities.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 9

INFORMATION TO BE SHOWN ON BUILDING PERMIT PLOT PLAN

If detailed site plan has been approved by the city, it may be submitted in lieu of building permit plot plan

- Minimum sheet size of 8½" x 11"
- North arrow
- Date of plan
- Date of plan revisions, if any
- Engineer's scale, as appropriate, with all information drawn to scale
- Legends readable when north arrow points up
- Address of project
- Legal description of property
- Name, address and phone number of all property owner(s) of record
- Name, address and phone number of person or firm responsible for plan
- Lot size, with all lot lines shown and dimensioned
- Existing easements and right-of-way dimensioned
- Plan indicating over-lot grading
- Location of proposed structures and their use with their dimensions and locations noted with respect to property lines
- Location and size of proposed water, sewer, electric and other service connections
- Number of fixture units as defined by the adopted plumbing code
- Proposed spot elevations at lot corners
- Finished floor or top of foundation elevation and garage floor
- Drainage plan with sufficient elevations to insure runoff
- Graphic depiction of public improvements on or within 50 feet of site
- Location of utility main lines on or within 50 feet of site
- Drive cuts with dimensions
- Perimeter drain and discharge (required unless soil and groundwater report by a registered geophysical engineer states it is not required)
- Location, size and surfacing of parking area (and access) to satisfy parking requirements
- Structure height with indication on plan of where such height is measured
- Location of existing electrical lines and poles on site or adjacent to site
- Location of proposed electrical service connection and meter location
- Location of electric transformer (if applicable)
- Proof the school district received fair contribution for public school sites (as applicable)

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 10

ADDITIONAL SUBMITTAL REQUIREMENTS FOR REVIEW OF WIRELESS TELECOMMUNICATIONS FACILITIES

The following application materials shall be required for all telecommunication development applications including permitted, and conditional use site plan review:

SITE PLANS

Site plans (drawings for zoning approval) for wireless telecommunication facilities shall be submitted on scaled plans utilizing an engineer's scale (1" = 10' - 1" = 50'), showing the following information only:

Sheet 1:

- Title
- Zoning of the property
- Legal description
- Vicinity Map at 1-1/2 mile radius showing surrounding streets with North Arrow. If within 250' of a historic district, dimensions to the historic district with the historic district clearly delineated
- Signature Blocks (City of Longmont Mayor, Property Owner, and Mortgagee (if applicable))
- Note affirming that the facility will comply at all times with current FCC regulations prohibiting localized interference with reception of television and radio broadcasts
- Note affirming that the applicant and surface owner will make the facility available to other service providers
- Note affirming that the facility will not interfere with any public safety frequencies servicing the city and its residents
- Visual Analysis: may include photo montage, field mockup or other techniques, which identifies the potential visual impacts of the proposed facility. Considerations shall be given to view from public areas as well as from private residences

Sheet 2:

- "Plan view" showing the proposed size and location of the facilities, antennas, accessory equipment
- All property lines (dimensioned)
- North arrow
- Location and size of existing improvements and location and size of proposed improvements, including any landscaping
- Existing easements and rights-of-way, if any
- For towers, location of access roads
- For towers and structure wall mounted equipment: dimension line from the outer edge of the tower/structure to the nearest property line

Sheet 3:

- Elevations of all equipment, towers and structures, indicating materials, 'exterior' dimensions, and colors. All telecommunication equipment, towers and structures shall include dimension lines to the tallest part of the equipment, tower and structure.
- Location and size of existing improvements and location and size of proposed improvements, including any landscaping.

▲ SUBMITTAL REQUIREMENTS: DEVELOPMENT APPS

Table 10 Cont.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR REVIEW OF WIRELESS TELECOMMUNICATIONS FACILITIES CONT.

NARRATIVE

The applicant shall draft a letter to the Development Review Committee which shall include the following in narrative form:

- For new towers: an explanation of efforts taken to locate telecommunication antennas on existing buildings, structures or towers and an explanation why collocation on existing facilities is not possible.
- For all new applications that do not include collocation on existing facilities/base stations:
 - Explanation of the applicant's knowledge of alternatives to the proposed facility;
 - Description of the proposed technology, and why other sizes or other tower or antenna structures will not work;
- An explanation of how the proposed telecommunication facility is architecturally compatible with the surrounding buildings and structures;
- For projects within the Airport Influence Zone: affirmation that the proposed facility will comply with current Federal Aviation Administration requirements;
- Description of the structure's ability to support collocations, and affirmation that, if approved, the applicant and surface owner will make the facility available to other service providers;
- For all projects that include collocation only: a table showing the net impacts of the change including equipment to be removed and equipment to be added;
- For all projects the narrative shall include:
 - Name of service provider;
 - Location of the project;
 - Description of the proposed project;
 - Reason why the project is necessary;
 - Impacts to parking, landscaping, and other existing facilities/infrastructure if any.

RADIO FREQUENCY (RF) COMPLIANCE LETTER/REPORT

All applications shall include an RF compliance letter. The RF compliance letter shall include cumulative field measurements for the proposed and existing wireless telecommunication facilities and FCC restrictions for radiated power.

Table 11

SUBMITTAL REQUIREMENTS FOR PUBLIC IMPROVEMENTS PLANS

Refer to the City of Longmont Standards and Construction Specifications.

SUBMITTAL REQUIREMENTS

ADDITIONAL**Subdivision Plats****PLAN PREPARATION**

The applicant shall retain a licensed civil engineer or surveyor to prepare the subdivision plat and shall be prepared to stamp the final document for recording.

PLAN CONTENT

A subdivision plat shall include the following information, at a minimum, and as applicable.

- Cover sheet with the following info:
 - ✓ Project name and type in title block
 - ✓ Section, Township and Range
 - ✓ Vicinity Map at 1.5 mile radius
 - ✓ Legal description (if described as metes and bounds, the direction of the legal should match annotation on scaled drawing)
 - ✓ Required signature blocks for property owner, mortgagee (if applicable), mayor, and surveyor (must be Colorado registered PLS)
 - ✓ Statement by the registered PLS that the survey was performed by the surveyor or under his or her direct supervision
 - ✓ Noted Basis of Bearing
 - ✓ Title Commitment Statement
 - ✓ Date of Preparation
 - ✓ Lineal Units Statement
 - ✓ Map key showing sheet relationship
- Scaled drawings with the following info:
 - ✓ North arrow, bar scale and scale statement or representative fraction
 - ✓ Scale drawings showing all bearings, distances, chords, radii, central angles, tangents to the nearest second and 0.01'
 - ✓ Schedule B2 Exemptions/Exceptions are shown on the plat as necessary
 - ✓ Tied to two corners with coordinates shown in state plane (NAD 83 Harn State Plane Colorado North FIPS 0501)
 - ✓ Corners match with existing filed state monument records
 - ✓ Each lot area is given in square feet
 - ✓ Names and boundaries of adjacent subdivisions and streets are provided
 - ✓ All parcels are labeled correctly with Lot/Block or Outlot and Tract numbers/letters
 - ✓ Street names are provided for all public streets
 - ✓ Location and descriptions of monuments both found and set, either described separately or in a key
 - ✓ 7' Water/LPC Easement and a 5' gas easement are shown on lot frontages unless otherwise determined by City engineers
 - ✓ Delineation of 100-year floodplain is depicted on plat
 - ✓ All right-of-way property dimensioned on each side of the depicted center line.

SUBMITTAL REQUIREMENTS: ADDITIONAL**Multi-Modal Plan****PLAN CONTENT**

Multi-Modal plans shall provide the following information:

- The relationship of the project to all modes of travel, with direct connections being the key component for each mode, especially active modes where distance is a barrier
- How the project entry points connect to the surrounding existing/planned pedestrian system
- How the bike rack locations relate to surrounding existing/planned bicycle facilities
- How the planned pedestrian system connects to surrounding public transit, by locating the existing nearby transit stops and future transit facilities.
- If the site is not proximate to future or current public transit, how the site allows Transportation Network Companies (i.e. Uber, Lyft) and other public paratransit (i.e. Via, FlexRide) to access the main entry to the proposed site.
- Location of proposed and existing traffic signals or other traffic control devices to facilitate all the surface travel modes
- Eliminate or reduce of critical conflict points for all modes (i.e. not crossing pedestrians in an area with many turn movements/sight distance constraints for motorized vehicles)

Lighting/Photometric Plan

Existing and proposed lighting locations shall be depicted on a lighting plan, indicating the projected hours of use and be stamped and certified by a licensed professional architect or engineer.

PLAN CONTENT

Lighting plans shall:

- Contain the footcandle distribution, plotting the light levels in footcandles on the ground, at the designated mounting heights for the proposed fixtures. Maximum illuminance levels shall be expressed in footcandle measurements on a grid of the site showing footcandle readings in every ten-foot square. The grid shall include light contributions from all sources including pole-mounted, wall-mounted and sign fixtures
- Express photometric calculations using a light loss factor of 1.0
- Provide footcandle readings to the point at which the reading is 0.0 fc.
- Include a table that provides the following information: type and number of fixtures, the cutoff characteristics, manufacturer and model number(s), mounting heights, types of timing devices used to control the hours set for illumination, and the hours when each fixture will operate
- Include a calculation summary table for each activity area indicating footcandle levels on the lighting plan, noting the average, minimum and maximum illuminance levels for each activity area and the light loss factor used in the calculations
- Include lighting manufacturer-supplied specifications ("cut sheets") that include photographs of the fixtures, indicating the certified cutoff characteristics of the fixture
- Contain the following standard notes
 - No substitutions, additions, or changes may be made without prior approval by the City of Longmont.
 - Prior to issuing a certificate of occupancy the city may require certification that the property is compliant with the approved plans and the regulations of the city.

▲ SUBMITTAL REQUIREMENTS: ADDITIONAL

Landscape Plan

PLAN PREPARATION

The applicant shall retain a licensed landscape architect to prepare a landscape plan required by this section.

PLAN CONTENT

A landscape plan shall include the following information, at a minimum, and as applicable.

- Complete site plan of the project with the landscape plan overlaid on it
- Label and dimension all required landscape buffers from public streets, greenways, parks, gateways, residential uses, mixed-use developments and adjacent property lines (when parking areas are provided adjacent to property lines)
- Provide a table of required and provided trees and shrubs for each landscape buffer as well as right-of-way landscaping
- Landscape Details and Notes
- Plant Schedule

Species and Habitat Conservation Plan

PLAN PREPARATION

The applicant shall retain a qualified person with demonstrated expertise in the field and who is acceptable to the director to prepare a species and habitat conservation plan required by this section.

PLAN CONTENT

A conservation plan shall include the following information, at a minimum, and as applicable. The director may waive specific requirements due to the development's location, previous use of the site, the size and potential impact of the development, the absence of particular species on a site, the prohibition of a reasonable use of the site, and other relevant factors.

- A description of the location, type, size, and other attributes of the habitat, plant species, or other natural areas on the site.
- A description of the type, extent, and any special features (including movement corridors) of the wildlife habitat both on the proposed development site and within the surrounding area (1,000 feet or as otherwise defined by the director).
- The pattern, species, and location of any significant native trees and other native vegetation.
- The pattern, species, and location of any state-listed noxious weeds and significant nonnative trees, including a description of whether the nonnative species are serving an ecological function (i.e. shading, wildlife forage, bank stabilization).
 - Non-Native Vegetation. On any site containing important wildlife habitat area, the applicant shall retain a qualified professional to recommend native and adapted plant species that may be introduced. In no instance shall trees prohibited in the city, as addressed in the City standards, be introduced on the site. To the maximum extent feasible, existing, non-noxious and not prohibited herbaceous and woody cover on the site shall be maintained and removal of native vegetation shall be minimized except to adjust grades as necessary
- The boundary of any wetlands on the site as well as the shoreline or high water mark of any stream or body of water. For riparian setback variance applications, extend the delineation upstream and downstream 200 feet.

▲ SUBMITTAL REQUIREMENTS: ADDITIONAL

Species and Habitat Conservation Plan Cont.

PLAN CONTENT CONT. ...

- A description of the populations of wildlife species that are known to have the potential to inhabit or use the site, including a qualitative description of their spatial and temporal distribution and abundance. Include federally or state-listed threatened or endangered species, state species of concern, and any other locally valued species.
- A description of known nests or potential nesting habitat for sensitive bird species that could be impacted by proposed development. Reference the Longmont Wildlife Management Plan and Colorado Parks and Wildlife for specific nesting buffer distances.
- Construction Timing. Construction shall be organized and timed to minimize disturbance of important wildlife species occupying or using on-site and adjacent natural areas, especially during nesting or denning times. If construction will occur during the nesting season, pre-construction surveys should be conducted as appropriate.
- A description of the ecological functions provided by the site and its features.
- A description of any prominent views from or across the site.
- An analysis of the potential adverse impacts of the proposed development on wildlife and wildlife habitat, or on important plant species, on- or off-site, including any issues related to the timing of the proposed activities.
- A list of proposed avoidance and mitigation measures and an analysis of the probability of success of such measures.
- A plan for implementation, maintenance, and monitoring of mitigation measures.
- A plan for any relevant enhancement or restoration measures.
- Maps of the site, the proposed action, and proposed mitigation components.
- Relevant photographs of site features.
- Recreational Access: The project may be designed to provide appropriate human access to natural habitats and features in order to serve recreation purposes, provided that such access is compatible with the ecological character or wildlife use of the natural habitat or feature.
- Any other additional information that might further enhance the habitat or wildlife values of this property.

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PLANNING & DEVELOPMENT SERVICES

TEMPLATES & SIGNATURE BLOCKS



ANNEXATION PETITION

PETITION TO ANNEX TERRITORY TO THE CITY OF LONGMONT

The undersigned owner(s) of real property, pursuant to C.R.S. § 31-12-107, Municipal Annexation Act of 1965, petition the council of the City of Longmont, Colorado, for annexation of certain territory, and state:

1. That the territory generally located at _____ and containing _____ acres, more or less, is more particularly described in the attached legal description.
2. That the petitioning owners represent more than 50 percent of the area described above, excluding public streets and alleys.
3. That petitioners further allege that:
 - A. It is desirable and necessary that such area be annexed to the City of Longmont.
 - B. The requirements of C.R.S. §§ 31-12-104 and 31-12-105 exist or have been met, including:
 - (i) Not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the City of Longmont, more specifically the perimeter of the area is _____ feet, of which _____ feet are contiguous to the existing municipal boundary of the City of Longmont.
 - (ii) A community of interest exists between the area proposed to be annexed and the City of Longmont.
 - (iii) Said area is urban or will be urbanized in the near future, and is integrated or capable of being integrated with the City of Longmont.
 - (iv) No land, unless separated by a dedicated public way, held in identical ownership is divided into separate parcels unless the owners of said tract have consented in writing to said annexation.
 - (v) No land or contiguous parcels of land, except as may be situated entirely within the outer boundaries of the City of Longmont, held in identical ownership and comprising 20 acres or more and which, together with improvements, has an assessed valuation in excess of \$200,000.00 for ad valorem tax purposes for the year next preceding the annexation, is included in this petition without the written consent of the landowners.
 - (vi) No proceedings for annexation of the area has been commenced for annexation to another municipality.
 - (vii) The annexation of the area would not have the effect of extending the city boundary more than three (3) miles in any one year.
 - (viii) No partial width of any public right-of-way is included in the area proposed to be annexed.
4. As an express condition of annexation, the owners consent to inclusion into the Northern Colorado Water Conservancy District (District) and the Municipal Subdistrict (Subdistrict), Northern Colorado Water Conservancy District pursuant to C.R.S. § 37-45-136 (3.6). The owners acknowledge that, upon inclusion into the District and Subdistrict, the owners property will be subject to the same mill levies and special assessments as are levied or will be levied on other similarly situated property in the District and Subdistrict at the time of inclusion of owners land. The owners agree to waive any right to an election which may exist to require an election pursuant to article X, section 20 of the Colorado Constitution before the District and Subdistrict can impose such mill levies and special assessments as it has the authority to impose. The owners also agree to waive, upon inclusion, any right which may exist to a refund pursuant to article X, section 20 of the Colorado Constitution.
5. The petitioners below comprise the owners of more than 50 percent of the territory proposed to be annexed excluding public streets and alleys, and are in fact owners of 100 percent of the territory proposed to be annexed, except as listed below.

OWNER	PROPERTY LEGAL DESCRIPTION*	ACRES	PERCENT OF TOTAL AREA PROPOSED FOR ANNEXATION
TOTALS			

*May be referenced below and attached

The undersigned request the City of Longmont approve the annexation of the area proposed to be annexed; the undersigned also request the zoning of _____ for the property.

DATE*	OWNER SIGNATURE	OWNER ADDRESS

*Date of signing must be within 180 days of filing with the City.

NOTARIZATION OR AFFIDAVIT OF CIRCULATOR

The undersigned circulator of the herein Petition certifies each signature therein is the person whose name it purports to be.

Circulator, STATE OF _____

STATE OF _____)

)ss

COUNTY OF _____)

Subscribed and acknowledged to before me this _____ day of _____, _____.

My Commission expires _____

Notary Public: _____

NOTE: THE PETITION MUST BE ACCOMPANIED BY AN ANNEXATION MAP CONTAINING THE FOLLOWING INFORMATION:

1. A legal description of the boundary of the area proposed to be annexed.
2. The boundary of the area proposed to be annexed, graphically depicted.
3. The location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries of the subdivision plat including lot and block numbers.
4. Next to the boundary of the area proposed to be annexed, a graphic depiction of the contiguous municipal boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed.
5. A calculation of the total boundary perimeter of the area proposed to be annexed and the boundary perimeter contiguous to the annexing municipality.
6. Existing and proposed zoning of the area proposed to be annexed.

PETITION TO VACATE PUBLIC RIGHT-OF-WAY

PETITION TO VACATE PUBLIC RIGHT-OF-WAY

The undersigned owners of real property hereby petition to vacate a public right-of-way known as _____, and located as described on the attached legal description.

The following is presented in support of the proposed vacation request:

- 1. That the property or properties immediately adjacent and on each side of the right-of-way sought for vacation is as follows:

OWNER(S)	PROPERTY LEGAL DESCRIPTION*

*May be referenced below and attached

- 2. That the right-of-way sought to be vacated is described and/or depicted on a certain _____ (name of instrument) having been recorded with the County Clerk and Recorder as Film _____, Reception No. _____.
- 3. That at the time of dedication to the public, consideration was paid, if any, in the amount of \$ _____.
- 4. That the owner(s) agree to dedicate to the public the following replacement right-of-way as described on the attached legal description, and to execute any instruments necessary to convey and dedicate such right-of-way to the public.
- 5. That the vacation is requested for the following reason:

DATE	OWNER SIGNATURE	OWNER ADDRESS

STATE OF _____)

)ss

COUNTY OF _____)

Subscribed and acknowledged to before me this _____ day of _____, _____.

My Commission expires _____

Notary Public: _____

PETITION TO VACATE PUBLIC EASEMENT

PETITION TO VACATE PUBLIC EASEMENT

The undersigned owners of real property hereby petition to vacate a public easement known as _____, and located as described on the attached legal description.

The following is presented in support of the proposed vacation request:

- 1. The owners are all of the owners of the described real property.
- 2. That the easement sought to be vacated is described and/or depicted on a certain _____ (name of instrument) having been recorded with the County Clerk and Recorder as _____ (film/book page/reception number).
- 3. That at the time of dedication to the public, consideration was paid, if any, in the amount of \$ _____.
- 4. That the owner(s) agree to dedicate to the public the following replacement easement as described on the attached legal description, and to execute any instruments necessary to convey and dedicate such easement to the public.
- 5. That the vacation is requested for the following reason:

DATE	OWNER SIGNATURE	OWNER ADDRESS

STATE OF _____)

)ss

COUNTY OF _____)

Subscribed and acknowledged to before me this _____ day of _____, _____.

My Commission expires _____

Notary Public: _____

SIGNATURE BLOCKS

ANNEXATION

Green Text = Delete and replace with correct information

Red Text = Notes or alternative language to delete if not used

LEGAL DESCRIPTION

An Annexation to the City of Longmont of a parcel of land located in the <<Direction Quarter of the Direction Quarter; e.g. NW ¼ of the SW ¼>> Section <<##>>, T<<#>>N, R<<#>>W, of the 6th Principal Meridian, more particularly described as follows:

Beginning at the <<LEGAL DESCRIPTION>>...and containing approximately <<AMOUNT>> acres.

SURVEYOR'S CERTIFICATE

I certify this annexation map accurately represents the results of a survey made by me or under my direct supervision and completed according to applicable State of Colorado requirements.

<<Surveyor, PLS Number>>

Date

Surveyor Signature & Seal

MAYOR'S CERTIFICATE

I hereby certify that the annexation of the above described property was approved by the City of Longmont and that upon recordation of the ordinance approving the annexation and the annexation map the property will be incorporated within the city limits of Longmont, Colorado.

Mayor, City of Longmont

Date

Seal

CLERK & RECORDER'S CERTIFICATE

State of _____

County of _____

I hereby certify that this instrument was filed in Clerk & Recorder's office at _____ o'clock, ___M. this _____ day of _____, _____, and duly recorded under reception number _____ by

Recorder

Fees

Deputy

SIGNATURE BLOCKS

SUBDIVISION PLAT

Green Text = Delete and replace with correct information

Red Text = Notes or alternative language to delete if not used

LEGAL DESCRIPTION

An Annexation to the City of Longmont of a parcel of land located in the <<Direction Quarter of the Direction Quarter; e.g. NW ¼ of the SW ¼>> Section <<##>>, T<<#>>N, R<<#>>W, of the 6th Principal Meridian, more particularly described as follows:

Beginning at the <<LEGAL DESCRIPTION>>...and containing approximately <<AMOUNT>> acres.

PROPERTY OWNER DEDICATION AND ACKNOWLEDGMENT

_____, being the owner of the land described herein <<HAS/HAVE>> caused said land to be platted under the name of <<SUBDIVISION NAME>> and dedicate to the public forever all public streets and rights-of-way, easements, and other places designated or described as for public uses on this plat. All conditions, terms, and specifications designated or described on this document shall be binding on the owners, and their heirs, successors, and assigns.

In witness whereof, we have hereunto set our hands and seals this _____ day of _____, _____.

<<Property Owner>>

<<Property Owner>>

NOTARY CERTIFICATE FOR PROPERTY OWNER ACKNOWLEDGMENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

by _____

Notary Public

Commission Expiration

Notary Seal

MORTGAGEE'S CONSENT

The undersigned _____, as a beneficiary of <<A DEED OF TRUST (OR IDENTIFY OTHER MORTGAGE INSTRUMENT OR AGREEMENT CREATING SECURITY INTEREST)>> which constitutes a lien upon the declarant's property, recorded under reception number _____ with the <<BOULDER OR WELD>> County Clerk and Recorder, consents to the dedication of land to streets, alleys, roads, and other public areas as designated on this plat, and forever releases said dedicated lands from the lien created by said instrument.

Beneficiary Name

Signature

Title

Date

▲ SIGNATURE BLOCKS: SUBDIVISION PLAT

Green Text = Delete and replace with correct information
Red Text = Notes or alternative language to delete if not used

NOTARY CERTIFICATE OF MORTGAGEE'S CONSENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

by _____ << (IF BY NATURAL PERSONS HERE INSERT NAME; IF BY PERSONS ACTING IN A REPRESENTATIVE OFFICIAL CAPACITY, OR AS ATTORNEY-IN-FACT THEN INSERT THE NAME AND SAID CAPACITY OF SAID PERSON AND REFERENCE DOCUMENT ESTABLISHING SUCH CAPACITY; IF BY OFFICER OF A CORPORATION, THEN INSERT THE NAME OF SAID OFFICER AS THE PRESIDENT OR VICE PRESIDENT OF SUCH CORPORATION, NAMING IT; IF BY A GENERAL PARTNER OF A PARTNERSHIP, THEN INSERT THE NAME OF SAID PERSON AS A GENERAL PARTNER.)>>

Notary Public

Commission Expiration



Notary Seal

SURVEYOR'S CERTIFICATE

I certify this plat accurately represents the results of a survey made by me or under my direct supervision and completed according to applicable State of Colorado requirements.

<<Surveyor, PLS Number>>

Date



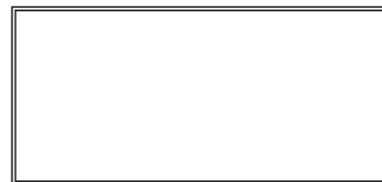
Surveyor Signature & Seal

MAYOR'S CERTIFICATE

I hereby certify that the plat of the above described property is approved by the City of Longmont, Colorado, and that the Mayor hereby accepts all public streets, easements, rights-of-way, and other places designated or described as for public use for all purposes indicated on this plat.

Mayor, City of Longmont

Attest



Seal

▲ SIGNATURE BLOCKS: SUBDIVISION PLAT

Green Text = Delete and replace with correct information
Red Text = Notes or alternative language to delete if not used

MAYOR'S CERTIFICATE OF VESTING

I hereby certify that the plat of the above described property is approved by the City of Longmont, Colorado, and that the Mayor hereby accepts all public streets, easements, rights-of-way, and other places designated or described as for public use for all purposes indicated on this plat.

A site specific development plan for the above described property was approved by the City of Longmont, on the _____ day of _____, _____, establishing a vested property right in this plat, subject to the terms and conditions of Longmont Municipal Code and the Colorado Revised Statutes, and such vested right shall cease and terminate three years from the above approval date.

Mayor, City of Longmont

Attest



Seal

CLERK & RECORDER'S CERTIFICATE

State of _____

County of _____

I hereby certify that this instrument was filed in Clerk & Recorder's office at _____ o'clock, ____M. this _____ day of _____, _____, and duly recorded under reception number _____ by _____

Recorder

Deputy

Fees

Green Text = Delete and replace with correct information
Red Text = Notes or alternative language to delete if not used

LEGAL DESCRIPTION

An Annexation to the City of Longmont of a parcel of land located in the <<Direction Quarter of the Direction Quarter; e.g. NW ¼ of the SW ¼>> Section <<##>>, T<<#>>N, R<<#>>W, of the 6th Principal Meridian, more particularly described as follows:

Beginning at the <<LEGAL DESCRIPTION>>...and containing approximately <<AMOUNT>> acres.

PROPERTY OWNER DEDICATION AND ACKNOWLEDGMENT

_____, being the owner of the land described herein <<HAS/HAVE>> caused said land to be planned under the name of <<SITE PLAN NAME>>. All conditions, terms, and specifications designated or described on this document shall be binding on the owners, and their heirs, successors, and assigns.

In witness whereof, we have hereunto set our hands and seals this ____ day of _____, _____.

Property Owner

Property Owner

NOTARY CERTIFICATE OF PROPERTY OWNER ACKNOWLEDGMENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____.

by _____

Notary Public

Commission Expiration

Notary Seal

MORTGAGEE'S CONSENT

The undersigned _____, as a beneficiary of <<A DEED OF TRUST (OR IDENTIFY OTHER MORTGAGE INSTRUMENT OR AGREEMENT CREATING SECURITY INTEREST)>> which constitutes a lien upon the declarant's property, recorded under reception number _____ with the <<BOULDER OR WELD>> County Clerk and Recorder, consents to the dedication of land to streets, alleys, roads, and other public areas as designated on this plat, and forever releases said dedicated lands from the lien created by said instrument.

Beneficiary Name

Signature

Title

Date

Green Text = Delete and replace with correct information
Red Text = Notes or alternative language to delete if not used

NOTARY CERTIFICATE OF MORTGAGEE'S CONSENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____.

by _____

Notary Public

Commission Expiration

Notary Seal

MAYOR'S CERTIFICATE

I hereby certify that the site plan of the above described property is approved by the City of Longmont, Colorado.

Mayor, City of Longmont

Date

Seal

MAYOR'S CERTIFICATE OF VESTING

I hereby certify a site specific development plan for the above described property was approved by the City of Longmont, on the ____ day of _____, _____, establishing a vested property right in this <<SITE PLAN NAME>>, subject to the terms and conditions of Longmont Municipal Code and the Colorado Revised Statutes, and such vested right shall cease and terminate three years from the above approval date.

Mayor, City of Longmont

Attest

Seal

APPLICABLE CODES AND PUBLICATIONS

ENVISION LONGMONT COMPREHENSIVE PLAN

In June 2016, the Longmont City Council adopted Envision Longmont! This Multimodal and Comprehensive Plan will provide strategic direction and guidance for Longmont over the next 10 - 20 years.

To view the full plan, [download the full PDF](#).

LONGMONT LAND DEVELOPMENT CODE

To view the list of codes, [visit the Municode website](#).

LONGMONT PUBLIC WORKS DESIGN STANDARDS & CONSTRUCTION SPECIFICATIONS

[The City of Longmont Design Standards and Construction Specifications](#), originally adopted in 1993, includes the design criteria and construction standards for public streets, storm drainage systems, water systems, sanitary sewer systems, arterial landscaping and bikeways, and electric. The 2007 update has been approved by City Council and was effective as of July 1, 2007. For additional information, please refer to the [City of Longmont Land Development Code](#) and/or the [City's Municipal Code](#).

LONGMONT STORM DRAINAGE CRITERIA MANUAL

To view the manual, [visit the City of Longmont's website](#).

LONGMONT BUILDING & FIRE CODES

2018 International Codes, with amendments in Title 16 of the Longmont Municipal Code. To view the codes, visit the [City of Longmont's website](#).