

## Applicant Attends Conceptual Review

Conceptual reviews are short meetings with staff and potential applicants/developers. They provide an opportunity to discuss the applicant's ideas and any potential issues.

Conceptual reviews are scheduled three Mondays per month between 9:30 and 11 AM and last 30-40 minutes.

### KEY FACTS

No formal application is submitted yet.

The only decision made is whether the project will be reviewed by Type 1 or Type 2 hearing. For more info on hearing types, see Step 6.

Conceptual Review agendas posted at [fcgov.com/conceptualreview](http://fcgov.com/conceptualreview).

### Historic?

If a structure is 50 years old or older, it is first reviewed for historic resources. This step is designed to help preserve Fort Collins' historic character and allow citizens to comment on changes. For more info [fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

## You Can Attend Development Review Outreach

Development Review Outreach meetings (DRO) are optional and not always required. This is an opportunity for neighbors to meet City staff, learn about development review and how to participate.

### KEY FACTS

The applicant is typically not present at this meeting.

The steps in development review are discussed, including your opportunities for input.

This overview is designed to help neighbors participate effectively in the development review.

If you live near the proposed development, you will receive a letter in the mail, two weeks prior to the meeting date. More info in the FAQs on next page.

DRO info is also posted at [fcgov.com/reviewagendas](http://fcgov.com/reviewagendas).

## You Can Attend a Neighborhood Meeting(s) About the Project

These meetings offer an opportunity for neighbors to ask the applicant questions, get the facts about the project, and provide the applicant input on the proposed project.

City Staff is present to facilitate, however this meeting is for neighbors and the applicant to discuss issues.

If you live near the proposed development, you will receive a letter in the mail, two weeks prior to the meeting date.

Notifications of this meeting are also posted at [fcgov.com/reviewagendas](http://fcgov.com/reviewagendas).

## Is the Project Moving Forward? Do You See the Sign?

If the answer is yes, you'll see a "Development Under Review" sign posted on the property within 14 days of the City receiving a formal application. This sign is your visual cue the applicant has paid associated fees and is moving forward.

### KEY FACTS

Applicant submits drawings illustrating site layout, landscaping and what the building will look like (among other submittal requirements) and these drawings are sent to multiple City departments to review.

## Staff Reviews Application

Various City departments meet with the applicant to discuss issues with the design as it relates to applicable standards and Land Use Codes.

### KEY FACTS

Staff reviews can take multiple rounds. Staff will give applicant feedback, applicant will review and respond, staff will review and give feedback, etc.

Copies of staff comments can be requested from the project planner.

## You Can Attend the Public Hearing

Type 1 – heard by a hearing officer and are usually held in a City conference room and are not televised.

Type 2 – heard by the Planning and Zoning Board and are held in City Council Chambers at City Hall on the third Thursday evening of each month. All Type 2 hearings are televised.

If you live near the proposed development, you will receive a letter in the mail, two weeks prior to the meeting date. Notifications of a Type 1 hearing are also posted at [fcgov.com/reviewagendas](http://fcgov.com/reviewagendas).

## Appealing the Decision to City Council

Appeals of any hearing must be filed with the City Clerk within 14 days of the date of a decision. The City Clerk also administers all Council appeals. An appeal can be filed by:

- The applicant
- Anyone who owns, occupies, or has some other legal interest in the property which was the subject of the decision made by the decision maker
- Anyone who received the mailed notice of, or spoke at, the hearing of the decision maker
- Anyone who sent written comments to the decision maker prior to the action which is being appealed
- A City Councilmember

For more info on the appeal process, visit [fcgov.com/appeals](http://fcgov.com/appeals)

Questions regarding the appeal process should be directed to the City Clerk at 970-221-6515 or [fcgov.com/cityclerk](http://fcgov.com/cityclerk).

# Citizens' Role in Development Review

This flowchart shows a citizen's role in development review "at-a-glance" with frequently asked questions on the reverse side. The complete guide is a 6-page more thorough "how-to" resource. Both the flowchart and guide can be easily downloaded at [fcgov.com/citizenreview](http://fcgov.com/citizenreview). Please share these handy tools showing all your opportunities to offer feedback and participate in development review with your neighbors.

We hope this guide, along with staff planners, will aid you in making the process more predictable, timely, logical, accountable and customer-focused. For more info on development review, and to subscribe to "This Week in Development Review" emails, visit [fcgov.com/developmentreview](http://fcgov.com/developmentreview).



## Frequently Asked Questions

The City of Fort Collins's Land Use Code (LUC) has specific requirements for community notification to ensure opportunities for community awareness/input. The type and extent of this notice is dependent on the type of project being considered. Because you know your neighborhood, your input regarding the project's potential impacts along with your suggestions are valuable.

### How will I know when a formal application is submitted?

A sign is posted on the property proposed to be developed within 14 days following submittal of a development application to Community Development and Neighborhood Services. This serves as notice to the general public a proposed development is under review.

### Who is notified regarding new development projects and how are they notified?

Written notices are mailed 14 days before the neighborhood meeting and again before the public hearing. This mailing includes property owners within 800 feet of the property lines of the parcel of land for the proposed development.

This list of affected property owners is derived from official records from the Larimer County Assessor. Because of the lag time between home occupancy and record keeping, or because of rental situations, a few affected property owners may be missed. Please feel free to notify your neighbors of any pending meetings so all pertinent stakeholders may have the opportunity to attend.

A link to the LUC 2.2.6 for official information on public notice can be found at [fcgov.com/reviewagendas](http://fcgov.com/reviewagendas).

**Who can comment on a proposed project?**  
Anyone! Residents, students, employees and business owners - anyone who feels they might be impacted by a proposed project.

### Why solicit community input on a proposed project?

All residents bring personal experience of areas where they live, work, and play. This unique, local knowledge helps the City identify potential concerns and find workable solutions within the legal limits established by City codes and state laws.

### How can I comment on a specific project?

Please call Development Review at 970-221-6750 and ask to speak to the project's planner. You can also email the project planner to provide written comments. Providing your comments in writing is one of the best ways to ensure the decision makers know of your concerns and have time to carefully consider them before a decision is finalized. You can also attend and comment at the project's public hearing.

### Can my comments make a difference?

Absolutely! Community comments can prompt the applicants/developers to return to the drawing board and amend their plan to address neighborhood concerns. What makes a difference is how focused the comments are. It is important to illustrate the problems caused by the project and to propose reasonable solutions for consideration.

### How can I provide effective input?

- Although the quantity of letters may indicate the extent of neighborhood or agency interest, it is the relevance of the comments, as they relate to objective criteria in the Fort Collins Land Use Code, which will most affect a project's outcome.
- Briefly explain who you are and why you are interested in the project
- State your comments/concerns clearly and succinctly using objective language
- Comment only on issues relevant to the decision being made
- State opinions and preferences, ask questions, and propose alternative solutions to particular issues. State informed opinions and, where possible, include data/background to support your opinion
- Review the project's technical reports/case file analysis, comment on conclusions, assumptions and the data collecting methods
- Keep focused on your objective.
- Identify the topics you want to include in your letter/input and how you want to organize them
- Ask for studies you think are important but have not been provided
- Identify project features that you like and think should not be changed
- Provide any comments about the project's compliance with city regulations



For a guide on how to submit a project for development review, visit [fcgov.com/drg](http://fcgov.com/drg).

## CITIZEN'S Role in Development REVIEW



City of  
**Fort Collins**  
[fcgov.com/citizenreview](http://fcgov.com/citizenreview)