

# Conceptual Review Agenda

Schedule for 05/13/13 to 05/13/13

281 Conference Room A

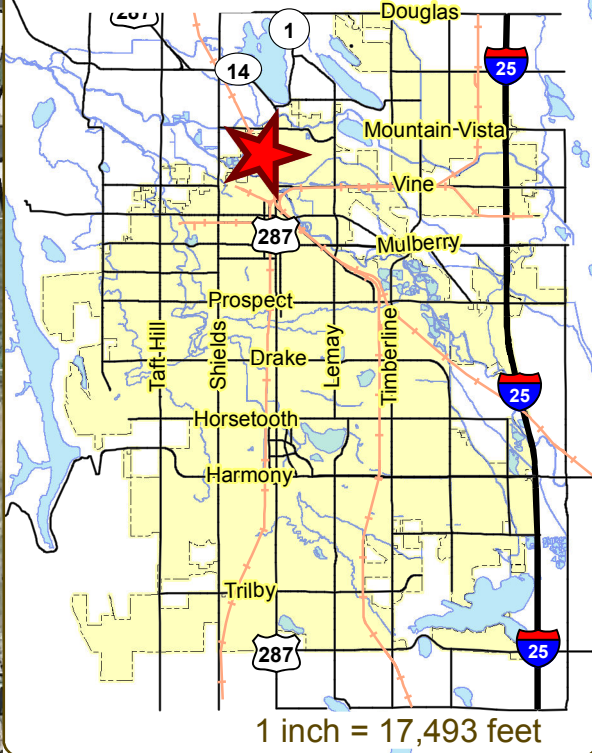
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## Monday, May 13, 2013

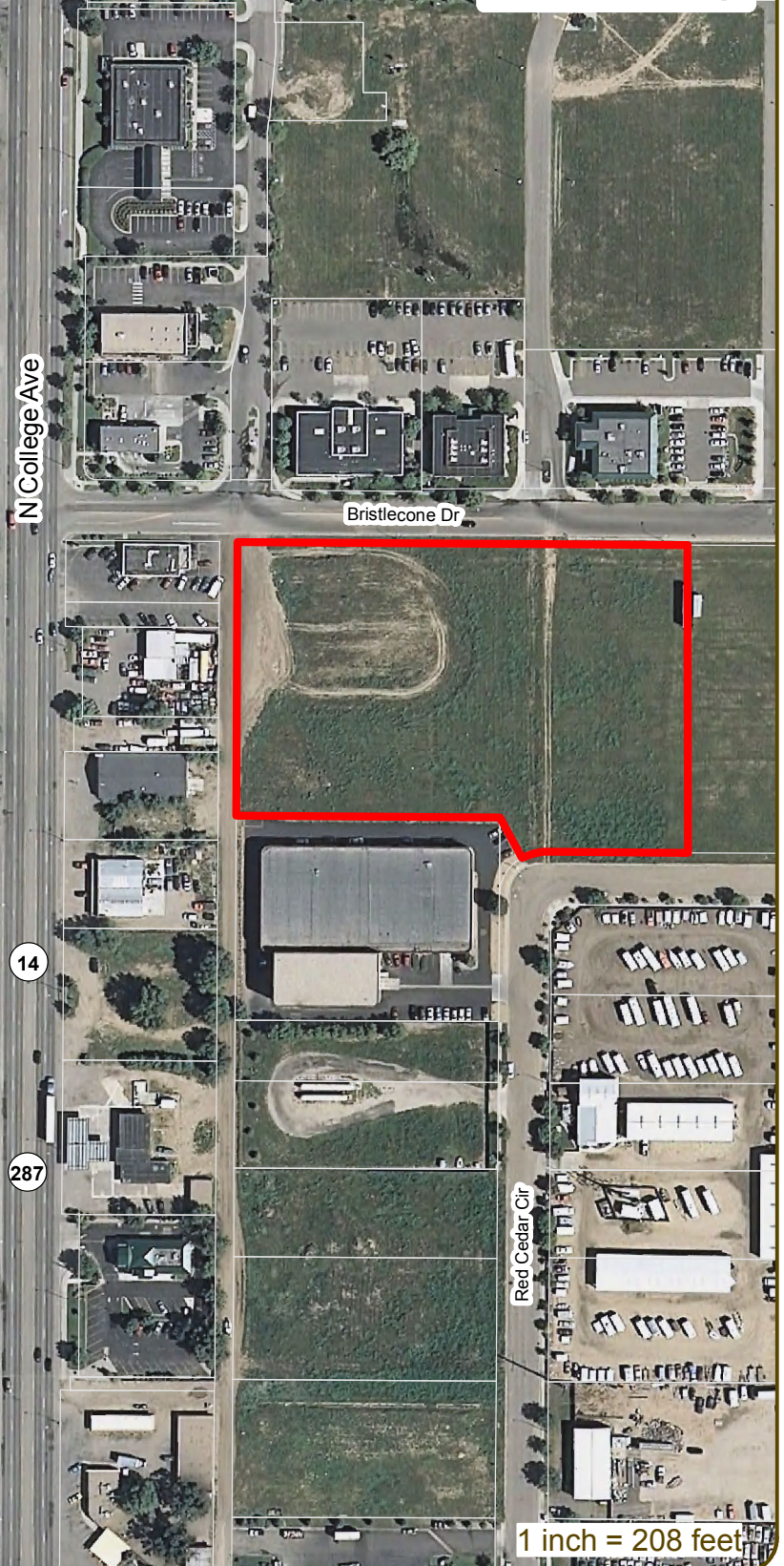
Time	Project Name	Applicant Info	Project Description	Planner
9:30	Redwood Village Ctr. Subd. - Indoor Storage	Ric Hattman 970-223-7335 <a href="mailto:hattmanarchitect@qwestoffice.net">hattmanarchitect@qwestoffice.net</a>	This is a request to construct a storage facility on the Redwood Village Center subdivision (Parcel # 97012-41-001), between Bristlecone Drive and Red Cedar Circle. The private indoor storage would be utilized for RVs, boats and personal items. Construction would be in two phases; phase 1 of 35,000 square feet and phase 2 of 33,000 square feet. The site is located in the Service Commercial (C-S) zoning district; enclosed mini-storage facilities are subject to Administrative (Type 1) review in the C-S zone district.	Courtney Levingston
10:15	6608 Autumn Ridge - St. Peter's Anglican Church	Denny Llewellyn 970-227-3750 <a href="mailto:dggrdee@aol.com">dggrdee@aol.com</a>	This is a request for the construction of a new building for St. Peter's Anglican Church at 6608 Autumn Ridge Drive (Parcel # 96131-44-001)[Parcel I - Provincetown Overall Development Plan]. The new church structure would be 2 stories. Several building placement options for the site are presented. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) zoning district. Places of worship with building footprints less than 25,000 square feet are subject to Administrative (Type 1) review in the L-M-N zone district.	Seth Lorson
11:00	2024 Harmony Rd - Insurance Office	Steve Allen 970-744-0421 <a href="mailto:sallen@geico.com">sallen@geico.com</a>	This is a request to construct a new insurance office located at 2024 East Harmony Road (Parcel #s 87314-00-007 & 87314-79-001). The new building would be 4,000 square feet and 2 stories (2,000 square feet per floor). The site is located in the Harmony Corridor (H-C) zoning district. Offices/financial services are subject to Administrative (Type 1) review in the H-C zone district.	Jason Holland

# Redwood Village Center Enclosed Storage

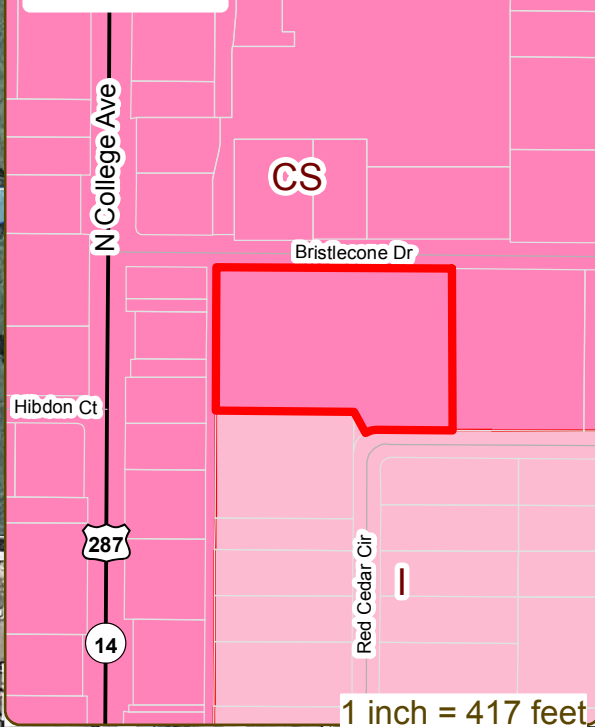
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW:  
APPLICATION

**General Information**

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date.** Application materials must be e-mailed to [currentplanning@fcgov.com](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

**\*BOLDDED ITEMS ARE REQUIRED\*** \*The more info provided, the more detailed your comments from staff will be.\*

**Contact Name(s) and Role(s)** (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

RIC HATTMAN - CONSULTANT

**Business Name** (if applicable) HATTMAN ASSOCIATES

**Your Mailing Address** 145 W. SWALLOW RD, FORT COLLINS, CO 80525

**Phone Number** 223-7335 **Email Address** HATTMANARCHITECT@QWESTOFFICE.NET

**Site Address or Description** (parcel # if no address) PARCEL # 9701241001

**Description of Proposal** (attach additional sheets if necessary) INDOOR STORAGE FOR RVs, BOATS AND PERSONAL ITEMS. CONSTRUCTED IN TWO PHASES. PHASE I - 35,000 S.F. PHASE II 33,000 S.F. LAND IS 166,628 S.F.

**Proposed Use** PRIVATE INDOOR STORAGE **Existing Use** VACANT

**Total Building Square Footage** 68,000 **S.F.** **Number of Stories** 1 **Lot Dimensions** 311' X 510'

**Age of any Existing Structures** NONE

Info available on Larimer County's Website: <http://www.co.larimer.co.us/assessor/query/search.cfm>

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

**Is your property in a Flood Plain?** ☐ Yes ☒ No **If yes, then at what risk is it?** \_\_\_\_\_

Info available on FC Maps: <http://qisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>.

**Increase in Impervious Area** \_\_\_\_\_ 111,370 **S.F.**

(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

**Suggested items for the Sketch Plan:**

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?

## General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

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**Contact Name(s) and Role(s)** (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

RIC HATTMAN - CONSULTANT

**Business Name** (if applicable) HATTMAN ASSOCIATES

**Your Mailing Address** 145 W. SWALLOW RD, FORT COLLINS, CO 80525

**Phone Number** 223-7335 **Email Address** HATTMANARCHITECT@WESTOFFICE.NET

**Site Address or Description** (parcel # if no address) PARCEL 9701241001

BETWEEN BRITTLEcone AND RED CEDAR CIRCLE

**Description of Proposal** (attach additional sheets if necessary) INDOR STORAGE FOR RVs,

BOATS AND PERSONAL ITEMS. CONSTRUCTED IN TWO PHASES.

PHASE I - 35,000 S.F. PHASE II 33,000 S.F. LAND IS 100,000 S.F.

**Proposed Use** PRIVATE INDOR STORAGE **Existing Use** VACANT

**Total Building Square Footage** 68,000 **S.F. Number of Stories** 1 **Lot Dimensions** 311' x 70'

**Age of any Existing Structures** NONE

Info available on Larimer County's Website:

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

**Is your property in a Flood Plain?** ☐ Yes ☒ No **If yes, then at what risk is it?** \_\_\_\_\_

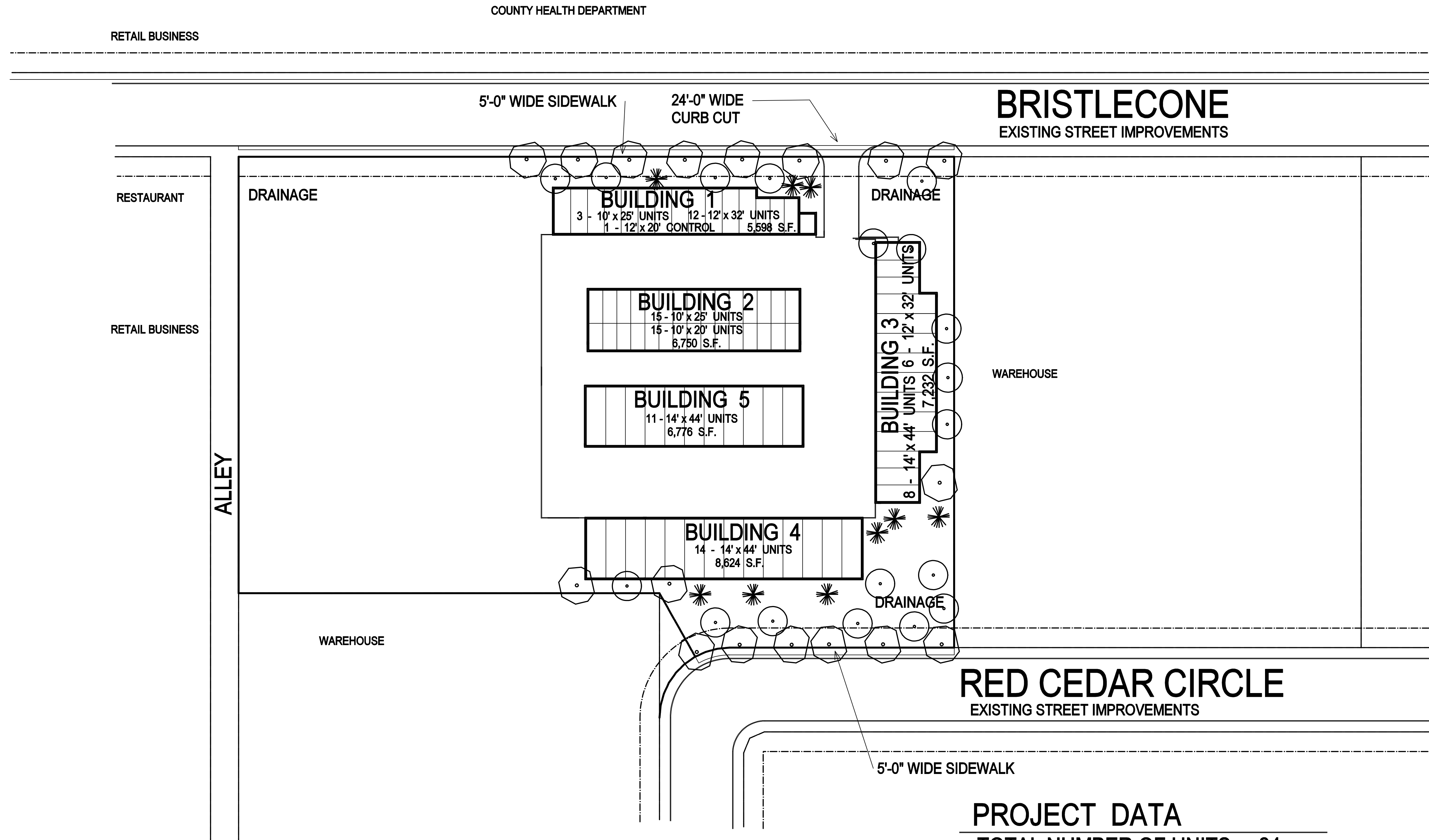
Info available on FC Maps:

**Increase in Impervious Area** 111,370 **S.F.**

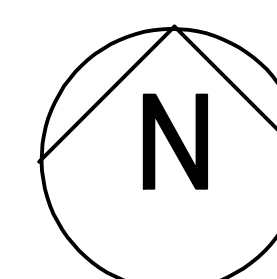
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

## Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



PROJECT DATA	
TOTAL NUMBER OF UNITS	84
14' x 44' UNITS	33
12' x 32' UNITS	18
10' x 25' UNITS	18
10' x 20' UNITS	15
TOTAL FLOOR AREA	34,980 S.F.



## PHASE I SITE PLAN

SCALE 1 INCH = 40 FEET

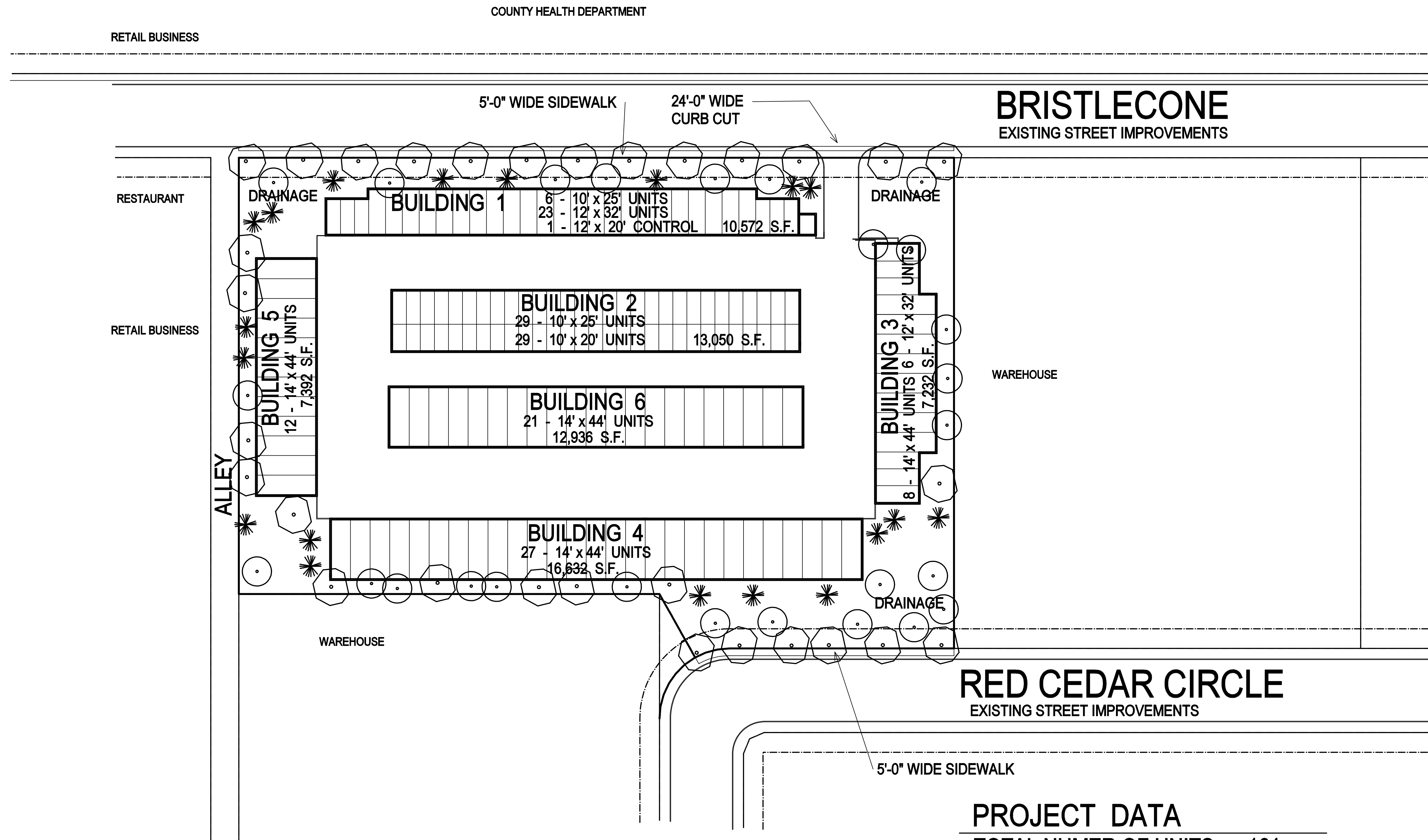
HATTMAN ASSOCIATES  
Architecture & Planning  
145 W. Swallow Road  
Ft. Collins, Colorado 80525  
970.223.7335 \* \* \* Fax 970.223.0511

## BRISTLECONE RV & BOAT STORAGE FACILITY

## PHASE I SITE PLAN

DATE: 3/25/13
REVISED:
REVISED:
REVISED:
SITE PLAN

C - 1.1



PROJECT DATA	
TOTAL NUMER OF UNITS	161
14' x 44' UNITS	68
12' x 32' UNITS	29
10' x 25' UNITS	35
10' x 20' UNITS	29
TOTAL FLOOR AREA	67,814 S.F.

N

SITE PLAN

SCALE 1 INCH = 40 FEET

HATTMAN ASSOCIATES  
Architecture & Planning  
145 W. Swallow Road  
Ft. Collins, colorado 80525  
970.223.7335 \* \* \* Fax 970.223.0511

BRISTLECONE RV & BOAT  
STORAGE FACILITY

SITE PLAN

DATE: 3 / 25 / 13
REVISED:
REVISED:
REVISED:
SITE PLAN



Community Development and  
Neighborhood Services  
281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522

970.221.6750  
970.224.6134 - fax  
[fcgov.com](http://fcgov.com)

May 22, 2013

Ric Hattman  
Hattman Associated  
145 W. Swallow Rd  
Fort Collins, CO 80525

**Re:** Redwood Village Ctr. Subd. - Indoor Storage

**Description of project:** This is a request to construct a storage facility on the Redwood Village Center subdivision (Parcel # 97012-41-001), between Bristlecone Drive and Red Cedar Circle. The private indoor storage would be utilized for RVs, boats and personal items. Construction would be in two phases; phase 1 of 35,000 square feet and phase 2 of 33,000 square feet. The site is located in the Service Commercial (C-S) zoning district; enclosed mini-storage facilities are subject to Administrative (Type 1) review in the C-S zone district.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Courtney Levingston, at 970-416-2283 or [clevingston@fcgov.com](mailto:clevingston@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)

1. If these are all enclosed storage then it is only mini storage and not RV/boat storage as these are considered unenclosed storage (not within building) which is a different use and not permitted in the CS zoning district. RVs and boats can be stored within mini storage though haz. mat. considerations must be made. Contact Russ Hovland at 416-2341 as well as for info. on min. 5000 s.f. fire compartmentalization in bldgs. and min. separations (driveway) between buildings with overhead doors facing one another.
2. No other comments at this time.

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

1. Existing water mains and sanitary sewers in this area include an 8-inch water main in Bristlecone, an 8-inch sewer in Bristlecone (east half of the site only) and an 8-inch sewer in the N/S alley to the west.

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

2. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
3. Development fees and water rights will be due at building permit.

**Department: Transportation Planning**

**Contact:** Courtney Levingston, 970-416-2283, [clevingston@fcgov.com](mailto:clevingston@fcgov.com)

1. The master street plan shows Red Cedar Circle as a two lane connector street connecting to Bristlecone Drive via this property. Additional information on the Master Street Plan can be downloaded at: <http://www.fcgov.com/transportationplanning/msp.php>

The North College Access Management Report can also be found online at:  
<http://www.fcgov.com/transportationplanning/sh14.php>

Please contact Paul Sizemore, FC Moves Manager, at 970-224-6140 or [psizemore@fcgov.com](mailto:psizemore@fcgov.com) for additional discussion.

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. Onsite detention is required for the runoff volume difference between the 100 year developed inflow rate with the 2 year historic release rate. In the Dry Creek basin the two year historic release rate is 0.2 cfs/acre.
3. Normally onsite water quality treatment is also required as described in the Fort Collins Stormwater Criteria Manual. However in this case the water quality treatment is being provided for in the North East College Corridor Outfall (NECCO) detention pond; so the applicant does not need to provide onsite water quality treatment but they do need to meet the LID (Low Impact Development) requirements.
4. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).



**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)

LID design information can be found on the City's web site at:

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.

5. The drainage outfall for this site is a storm drain line in Bristlecone Dr. a little east of the site or the curb and gutter of Bristlecone or Red Cedar Circle.
6. This site is also accessed a NECCO system charge of \$28,007.00/Ac. This is for the site's portion of the NECCO pond and outfall system and is due prior to receiving a building permit.
7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Dry Creek Master Drainage Plan as well the Fort Collins Stormwater Criteria Manual.

**Department: Fire Authority**

**Contact:** Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)

**1. FIRE LANES**

A fire lane shall be required. Further study is necessary to determine if a second point of access is to be required for emergency vehicles at the time of Phase 2 construction.

**FIRE LANE SPECIFICATIONS**

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside.
- > Be visible by painting or signage, and maintained unobstructed at all times.

2006 International Fire Code 503.2.3, 503.2.4, 503.3, 503.4 and local amendments.

**2. SECURITY GATES**

The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Security gate plans shall be reviewed and approved by the Fire Marshal.

2006 International Fire Code 503.6

**Department: Fire Authority**

**Contact:** Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)

**3. FIRE CONTAINMENT**

Buildings exceeding 5000 square feet shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.

Additionally, an automatic sprinkler system shall be provided throughout all building containing a Group S-1 occupancy where the fire area exceeds 12,000 SF. 2006 IFC 903.2.8.

**4. WATER SUPPLY**

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. Due to the facility size after final build-out, further study is needed to determine hydrant placement as more than one hydrant may be required at the time of Phase two.

COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.  
2006 International Fire Code 508.1 and Appendix B.

**5. PREMISE IDENTIFICATION**

New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

2006 International Fire Code 505.1

**Department: Environmental Planning**

**Contact:** Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)

1. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.

**Department: Engineering Development Review**

**Contact:** Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@fcgov.com)

1. The U.S. 287/S.H. 14 Access Management Report along with the City's Master Street Plan identifies that Red Cedar Circle would extend through the subject property connecting to Bristlecone Drive as a collector roadway. The proposal would need to accommodate the roadway as part of the site design in order to demonstrate conformance to the Report and Plan, unless these documents were otherwise amended. In order to accommodate the roadway, the site would need to be designed that allowed for the collector roadway to bisect the property with right-of-way dedicated. The roadway would need to be built to a collector standard (curb & gutter, sidewalks, pavement to collector width and design standards), with reimbursement available through street oversizing for building beyond the local street with. In addition, the U.S. 287/S.H. 14 Access Management Report also specifies that Red Cedar Circle would continue as a commercial local street west along the southern boundary of the parcel and tie into Hibdon Court on the west side of College Avenue. The design and construction of the roadway would be the

**Department: Engineering Development Review**

**Contact: Marc Virata, 970-221-6567, [mvirata@fcgov.com](mailto:mvirata@fcgov.com)**

responsibility of the development abutting the property. Offsite design to show how it ties into College Avenue horizontally as well as vertically would also be needed. Contact Paul Sizemore, FC Moves Program Manager at 224-6140/[psizemore@fcgov.com](mailto:psizemore@fcgov.com) for additional information on the Report and Plan documents. The remaining comments are standard comments with development, with additional comments possible as roadway alignment and extension concerns are addressed.

2. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
3. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
4. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
5. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
6. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at:  
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
7. The western boundary of the property abuts a recirculator roadway and would be responsible for the construction of the roadway in conjunction with the development. The City will be construction this roadway in conjunction with the North College Avenue median improvement project slated for 2014. Depending on timing and further discussion, the development will need to construct the roadway in advance of the City's project, the development will need to provide funds for its obligation towards the roadway in lieu of construction, or the development will need to repay the City for the City's completion of the construction abutting the development.
8. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
9. Utility plans will be required.
10. A Development Agreement will be required and recorded once the project is finalized with recordation costs paid for by the applicant.
11. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

**Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

1. Light & Power has existing electric facilities in Red Cedar Circle and in the alley way. Power for this site would most likely have to come from Red Cedar Circle. Any modification or relocation to existing electric facilities will incur system modification charges.

**Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

2. Owner will need to submit a C-1 Form and One-line diagram with power needs.
3. A transformer location within 10' of a paved surface will need to be determined.
4. Electric Capacity Fee and Building Site charges will apply to this development.  
Contact Light & Power @ 970-221-6700.

**Current Planning**

**Contact: Courtney Levingston, 970-416-2283, [clevingston@fcgov.com](mailto:clevingston@fcgov.com)**

1. This conceptual plan will need to be resubmitted showing the street connection as identified in the Master Street Plan.
2. A trash enclosure is required by Section 3.2.5 of the Land Use Code. The trash enclosure should be large enough to accommodate recycling. The trash enclosure must be on a concrete pad (call out on plans) and be designed to allow walk in access without opening gates. Please provide trash enclosure details on the architectural elevations (all four sides) calling out materials and colors.

The trash enclosure can not be located within 20 feet of any public street or sidewalk (LUC Section 3.5.1 (I) (1)).

3. While it is understood that security and safety is a priority, the Land Use Code regulates site lighting. BA photometric plan will be required including cut sheets of the light fixtures to be used. Lighting must be fully shielded and down directional. The style of the light fixtures should be high quality and light poles should be coated to minimize glare from the light source. Maximum lighting can not exceed 10 footcandles. On the photometric plan, 20 feet beyond the property boundary must be shown and the lighting can not exceed .1 footcandles (LUC Section 3.2.4(D)).
4. Sidewalks will need to be detached with street trees in parkways spaced at 30 foot intervals per LUC Section 3.2.1. The parkway strip will be required to be irrigated. Street trees like Northern Catalpa, Texas Red Oak, Kentucky Coffee Tree are all acceptable species.
5. A landscape plan will need to be submitted identifying plant quantities and species. The plants should be selected from the approved plant list. The approved plant list can be found online at:  
<http://www.fcgov.com/developmentreview/pdf/2011approvedplantlist.pdf>  
There is a minimum species diversity requirement located in 3.2.1(D)(3). Please provide a table outlining this requirement.

Foundation plantings - plantings at least 5 feet wide along 50% of the building walls are required (LUC 3.2.1(E)(2)(d)).

Irrigation plans are required at building permit.

6. On the rear sides of the buildings there should be articulation that subdivides the mass into proportions related to human scale. Staff suggests adding architectural details like false door or window openings that are defined by frames, sills and lintels.

Horizontal masses can not exceed a height:width ratio of 1:3 without massing variation and articulation.



## Current Planning

Contact: Courtney Livingston, 970-416-2283, [clevingston@fcgov.com](mailto:clevingston@fcgov.com)

(Section 3.5.3 (C))

7. Please note the design standards contained in 3.5.3(D)(2). There should also be a base and top treatment as outlined in 3.5.3(D)(4).
8. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
9. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
10. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
11. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
12. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
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14. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

### **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*2009 International Building Code (IBC)*

*2009 International Residential Code (IRC)*

*2009 International Energy Conservation Code (IECC)*

*2009 International Mechanical Code (IMC)*

*2009 International Fuel Gas Code (IFGC)*

*2009 International Plumbing Code (IPC)* as amended by the State of Colorado

*2011 National Electrical Code (NEC)* as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2003.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5

Energy Code Use

1. Single Family; Duplex; Townhomes: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.

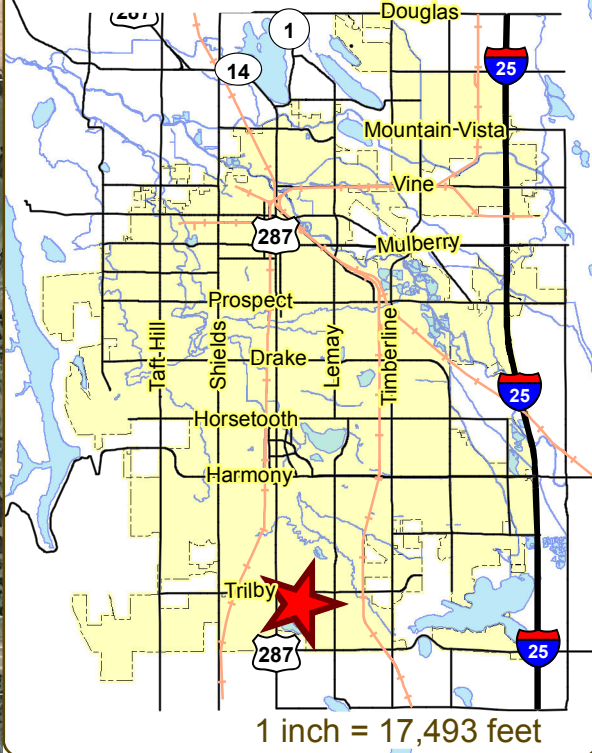
Fort Collins Green Code Amendments effective starting 1-1-2012. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
416-2341



# 6608 Autumn Ridge Dr St. Peter's Anglican Church

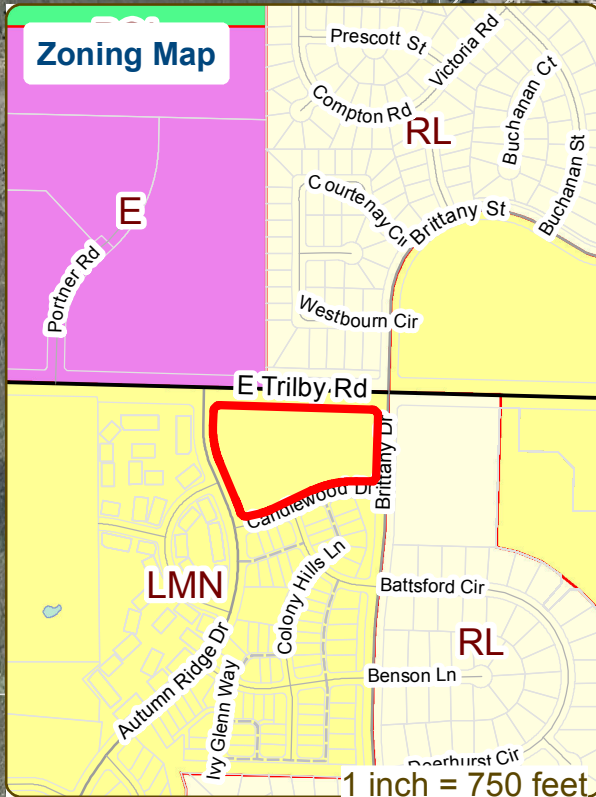
**Vicinity Map**



**Aerial Site Map**



**Zoning Map**



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CONCEPTUAL REVIEW:  
APPLICATION**General Information**

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. **Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.**

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date.** Application materials must be e-mailed to [currentplanning@fcgov.com](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

**\*BOLDED ITEMS ARE REQUIRED\*** *\*The more info provided, the more detailed your comments from staff will be.\**

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) Denny Llewellyn  
Junior Warden St. Peter's Anglican Church Terry Dunn Senior Warden St. Peter's

Business Name (if applicable) St. Peter's Anglican Church

Your Mailing Address Wild Cherry Ln. Ft. Collins, CO 80521

Phone Number 970-227-3750 Email Address dggdrdee@aol.com

Site Address or Description (parcel # if no address) 6608 Autumn Ridge Dr.  
Lot 1, Block 14, Provincetowne Filing Three, FTC

Description of Proposal (attach additional sheets if necessary)

Property will be used for a new church location for St. Peter's  
Anglican Church

Proposed Use New Church Building Existing Use Vacant

Total Building Square Footage 5,000 ? S.F. Number of Stories 2 Lot Dimensions 4.87 Acres  
(212,124 Sq. Ft.)

Age of any Existing Structures N/A

Info available on Larimer County's Website: <http://www.co.larimer.co.us/assessor/query/search.cfm>

**If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.**

Is your property in a Flood Plain? ☐ Yes ☒ No If yes, then at what risk is it? \_\_\_\_\_

Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>

Increase in Impervious Area 50,000 Sq. Ft. ? S.F.  
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

**Suggested items for the Sketch Plan:**

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



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REALTEC LISTING  
FOR SALE

**REALTEC**  
COMMERCIAL REAL ESTATE SERVICES



Heart of  
the Rockies  
Church

Old  
Redeemer  
Lutheran

Core Housing

## 6608 AUTUMN RIDGE RD. FORT COLLINS, COLORADO

LOT SIZE: 4.87 ACRES  
PRICE: \$425,000 (\$2.00/SF)  
ZONING: LMN - Low Density,  
Mixed-Use Neighborhood

### FEATURES:

- Great southeast Fort Collins location
- 640 feet frontage
- On major street, easy access to College Avenue and Lemay Avenue (8,250 VPD)

Dan Eckles, CCIM, SIOR

970.407.9900

deckles@realtec.com

www.realtec.com



# THESE ARE CHURCH STEEL BUILDINGS

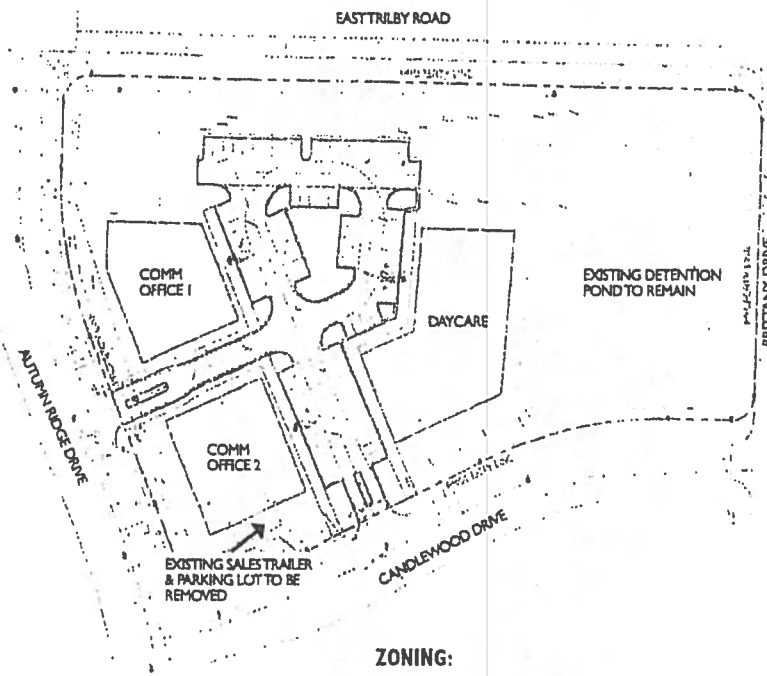


6608 AUTUMN RIDGE RD.  
FORT COLLINS, COLORADO

REALTEC LISTING  
FOR SALE

## VARIOUS DEVELOPMENT OPTIONS AVAILABLE FOR THIS LAND:

### #1 COMMERCIAL OFFICE PARK CONCEPT



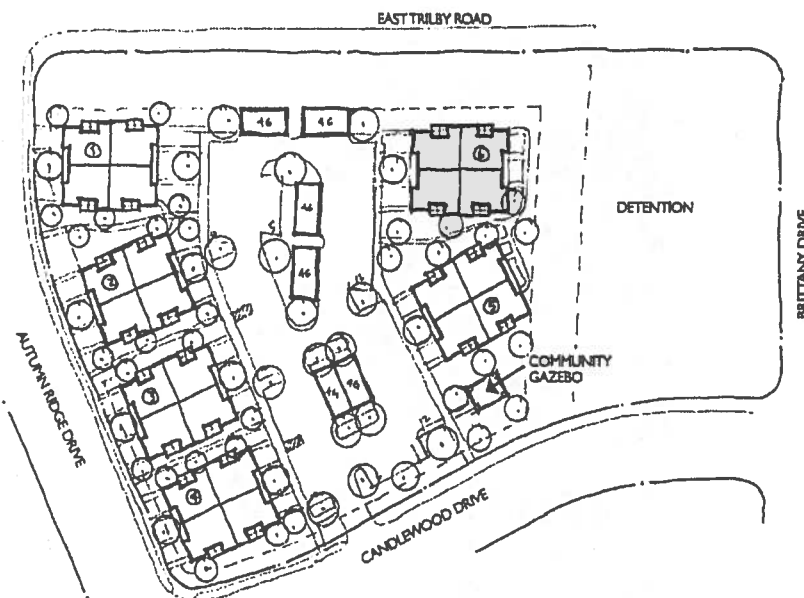
#### ZONING:

#### LOW DENSITY MIXED USED NEIGHBORHOOD DISTRICT (LMN)

Low density housing mixed with supporting land uses that serve neighborhood and everyday living needs. Possible uses include:

- Multifamily dwellings
- Group homes
- Mixed use dwellings
- Parks/open land
- Childcare facilities
- Schools
- Mini storage facility
- Offices

### #2 MULTI-FAMILY HOUSING CONCEPT



#### PROVINCETOWNE FILING THREE

Conceptual Site Plan 1" = 40'-0"

6 8-Plex Buildings = 48 Units  
48 x 1.75 spaces/Unit = 84 Parking Spaces  
(Shown) (24 Garage)  
60 Parking Spaces

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PRESENT WORSHIP BUILDING  
SHOWN IN THREE LOCATIONS  
FOR COMPARISON.

EAST TRILBY ROAD

BRITTANY DRIVE

AUTUMN RIDGE DRIVE

CANDLEWOOD DRIVE

SCALE: 1"=100'

DWG. NAME 1		PROPOSED PROPERTY	
DWG. NAME 2		WITH OLD BUILDING	
PROJECT		FOR COMPARISON	
CLIENT	ST. PETERS	DESIGNER	PRJ
DATE	04/28/13	DWG. NO.	N/A





Community Development and  
Neighborhood Services  
281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522

970.221.6750  
970.224.6134 - fax  
[fcgov.com](http://fcgov.com)

May 22, 2013

Denny Llewellyn  
St. Peter's Anglican Church  
1051 Wild Cherry Ln  
Fort Collins, CO 80521

**Re:** 6608 Autumn Ridge - St. Peter's Anglican Church

**Description of project:** This is a request for the construction of a new building for St. Peter's Anglican Church at 6608 Autumn Ridge Drive (Parcel # 96131-44-001)[Parcel I - Provincetown Overall Development Plan]. The new church structure would be 2 stories. Several building placement options for the site are presented. The site is located in the Low Density Mixed-Use Neighborhood (L-M-N) zoning district. Places of worship with building footprints less than 25,000 square feet are subject to Administrative (Type 1) review in the L-M-N zone district.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Seth Lorson, at 970-224-6189 or [slorson@fcgov.com](mailto:slorson@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact: Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)**

1. Note LUC 3.2.2(K)(1)(h) for min. number of off street parking stalls required: in this case most likely one space for every 4 seats in main meeting hall or sanctuary required.
2. Note LUC 3.5.3(B)(2) for build-to lines for Streetfront Bldgs. The intent of the code is to keep parking lots/driveways to the rear and sides of the buildings and not in front of them. It is likely that access will not be permitted from Trilby thus LUC 3.5.3(B)(2)(b) will apply preventing the building from being no further 15' from the other two streets.
3. Signage will be limited to no more than 35 s.f. per side (if ground sign) requiring base and max. 8' high per LUC 3.8.7(C)(e). Ideological signs (such as a cross) are not counted toward the signage for the first 10 s.f. per side (if ground sign) or up to a maximum aggregate of 20 s.f. in face area per lot and are unlighted. [LUC 3.8.7(C)(1)(j)]
4. No other comments at this time.

**Department: Water-Wastewater Engineering**

**Contact: Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)**

1. Water and wastewater services for this site are provided by the Fort Collins-Loveland Water District and the South Fort Collins Sanitation District. The Districts can be contacted at (970) 226-3104.

**Department: Stormwater Engineering**

**Contact: Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)**

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. Onsite detention is provided for the runoff volume difference between the 100 year developed inflow rate and the 2 year historic release rate. The design engineer must include verification of compliance with the Provincetowne 2nd drainage report. The engineer should consider impervious area and drainage patterns when verifying compliance.
3. Water quality treatment is also required as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs).  
(<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is provided for water quality treatment. That will meet treatment requirements for 50% of the site.
4. The other 50% of the site must meet Low Impact Development (LID) requirements that went into effect March 11, 2013. LID is a higher degree of water quality treatment that must be used for treating 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996). LID design information can be found on the City's web site at:  
<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>.
5. The storm drain outfall for the pond is already built and there is a storm drain in an easement crossing the site from east to west that drains into the existing onsite detention pond. This may be useful when designing the site.
6. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at  
<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)

a minimum amount in accordance with the Fort Collins Stormwater Manual.

7. The design of this site must conform to the drainage basin design of the Fossil Creek Basin Master Drainage Plan as well the Fort Collins Stormwater Manual.

**Department: Fire Authority**

**Contact:** Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)

1. FIRE LANE SPECIFICATIONS

In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
- > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
- > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- > Be visible by painting and signage, and maintained unobstructed at all times.

2006 International Fire Code 503.2.3, 503.3, 503.4

2. FIRE CONTAINMENT

Should the building exceed 5000 square feet, it shall be sprinklered or fire contained. If containment is used, the containment construction shall be reviewed and approved by the Poudre Fire Authority prior to installation.

3. WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy.

COMMERCIAL REQUIREMENTS: Hydrants to provide 1,500 gpm at 20 psi residual pressure, spaced not further than 300 feet to the building, on 600-foot centers thereafter.

2006 International Fire Code 508.1 and Appendix B

4. PREMISE IDENTIFICATION

New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

2006 International Fire Code 505.1

**Department: Environmental Planning**

**Contact:** Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)

1. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4) protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site may have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.
2. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce

**Department: Environmental Planning**

**Contact:** Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)

bluegrass lawns as much as possible.

**Department: Engineering Development Review**

**Contact:** Andrew Gingerich, 970-221-6603, [agingrich@fcgov.com](mailto:agingrich@fcgov.com)

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project. At this time there does not appear to be a need for additional right of way dedication.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
9. Some existing emergency access easements exist on the site. If this project is not intending to do a subdivision plat than these easement will need to vacate by separate document which is an administrative process and is \$400 per easement vacation.
10. There are numerous existing drainage, utility and detention pond easement on the property. Be mindful in laying out your site plan of the locations of these easements as it unlikely that they could be vacated or moved.

**Department: Electric Engineering**

**Contact:** Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)

1. Light & Power has existing 3-phase vaults at the SE corner of Trilby & Autumn Ridge and also at the SW corner of Trilby & Brittany Dr. Power for this site would most likely come from one of these. Any relocation or modification to existing electric facilities will incur system modification charges.
2. Owner will need to submit a C-1 form and One-line diagram showing power needs.



**Department: Electric Engineering**

**Contact: Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)**

3. A transformer location within 10' of a paved surface will need to be determined.
4. Electric Capacity Fee and Building Site charges will apply to this site.  
Contact Light & Power Engineering @ 970-221-6700.

**Current Planning**

**Contact: Seth Lorson, 970-224-6189, [slorson@fcgov.com](mailto:slorson@fcgov.com)**

1. In the LMN Zone District, Places of Worship with less than a 25,000 square foot footprint are permitted subject to administrative review (Type 1 hearing). Larger requires review by the Planning and Zoning Board (Type 2 hearing).
2. Any parking is required to be screened and landscaped according to Sec. 3.2.1(E)(4&5).
3. Landscaping including street trees is required per Sec. 3.2.1.
4. PDP applications and submittal requirements can be found here:  
<http://www.fcgov.com/developmentreview/applications.php>  
and project development review fees can be found here:  
<http://www.fcgov.com/developmentreview/fees.php>
5. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
6. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
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11. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

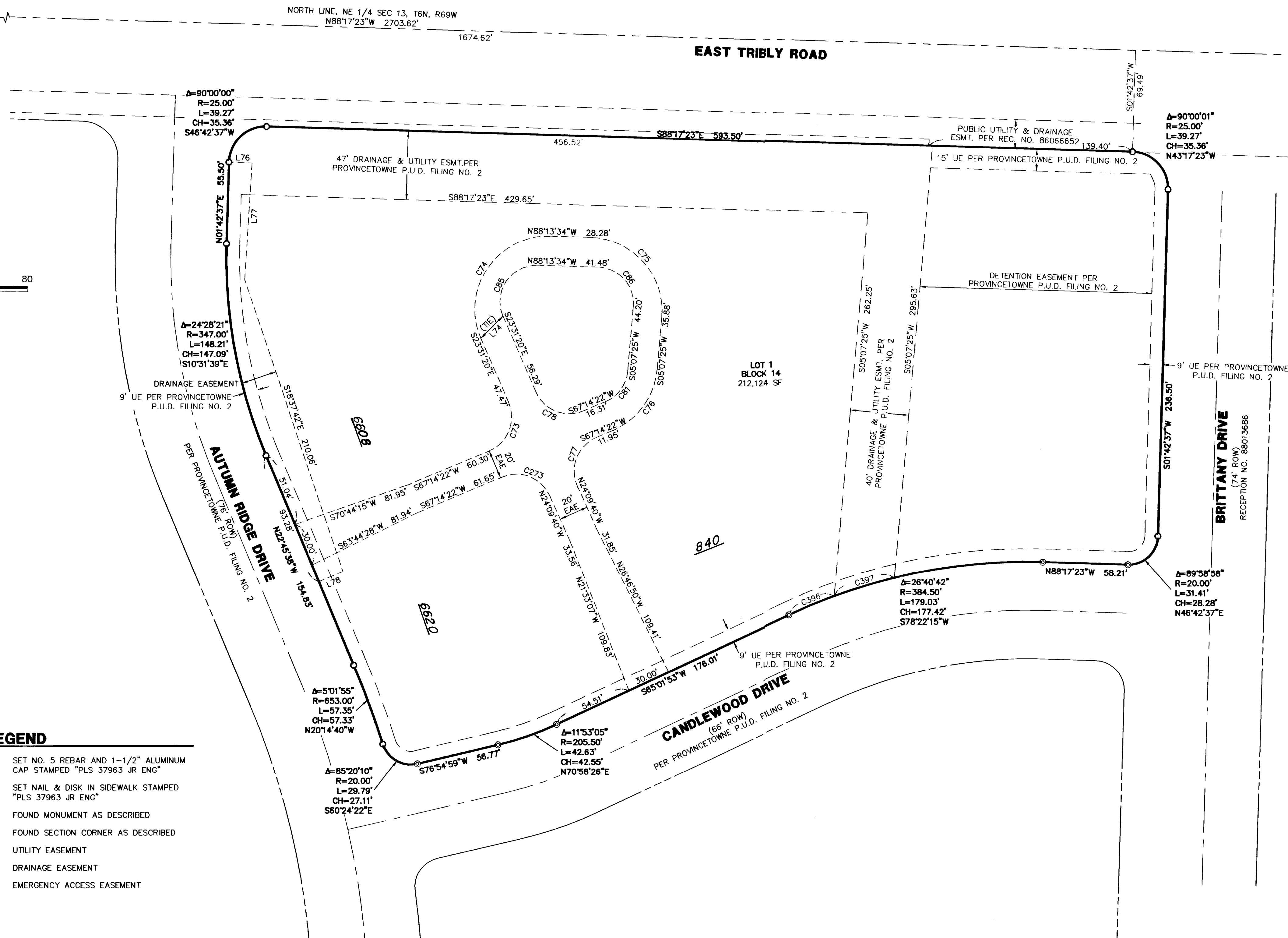
NORTHEAST CORNER  
SEC. 13, T6N, R69W  
FOUND 3" ALUM. CAP  
STAMPED "LS 12374"

S00°06'07"W 2585.60'  
EAST LINE, NE 1/4 SEC. 13, T6N, R69W

S00°05'08"W 2699.09'(R) 2699.17(M)  
AST LINE. SE 1/4 SEC. 13. T6N. R69W

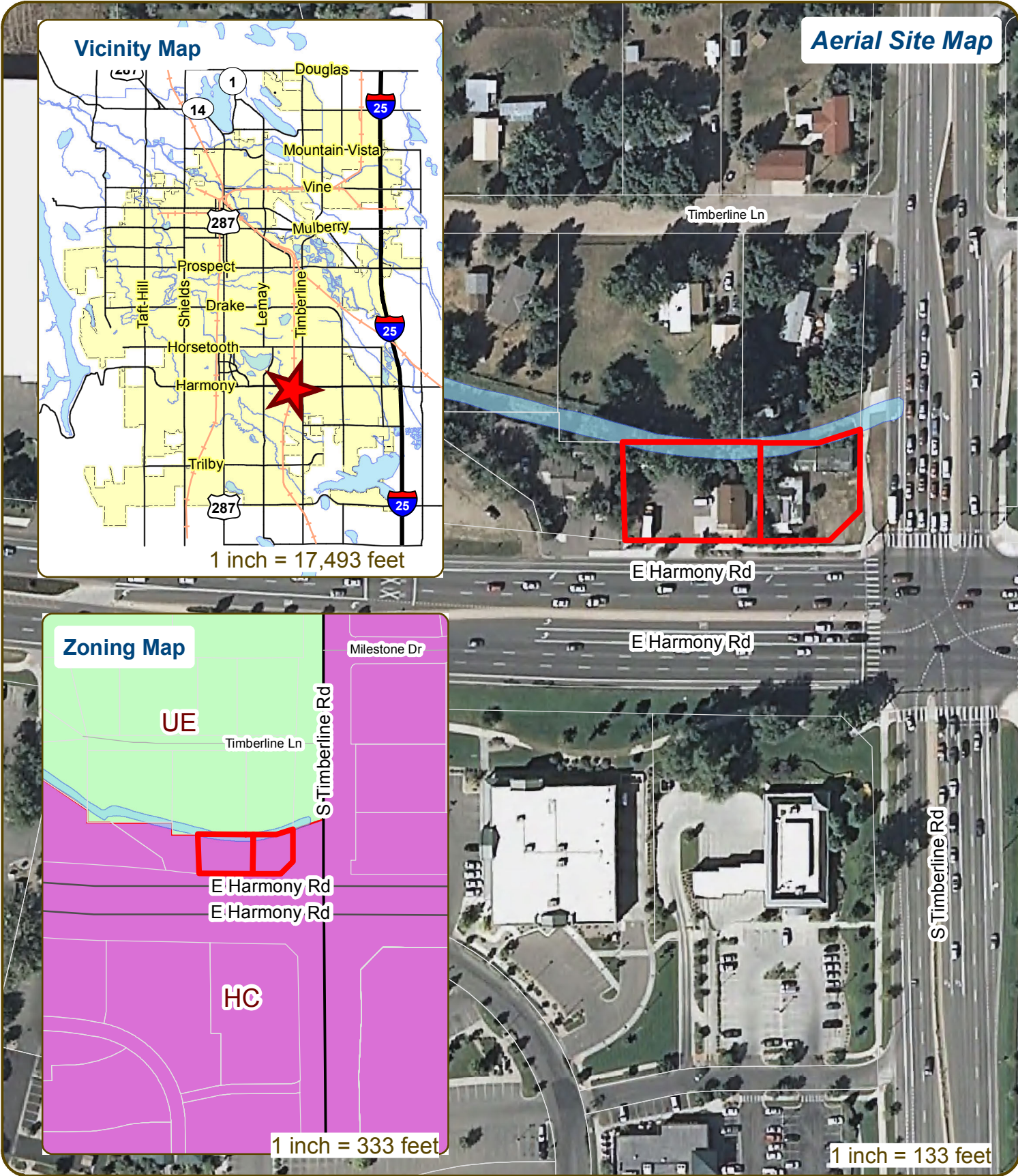
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970-491-9888 • Fax: 970-491-9984 • [www.jrengineering.com](http://www.jrengineering.com)

**NOTICE:**  
ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS AFTER THE DATE OF THE CERTIFICATION SHOWN HEREON.





# 2024 E. Harmony Rd Insurance Office



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## Development Review Guide – STEP 2 of 8

CONCEPTUAL REVIEW:  
APPLICATION**General Information**

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.

Conceptual Reviews are scheduled on three Monday mornings per month on a "first come, first served" basis. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Monday morning. Conceptual Review is a free service. **Complete applications and sketch plans must be submitted to City Staff no later than 5 pm, two Tuesdays prior to the meeting date.** Application materials must be e-mailed to [currentplanning@fcgov.com](mailto:currentplanning@fcgov.com). If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

**THE MORE INFO PROVIDED, THE MORE DETAILED YOUR COMMENTS FROM STAFF WILL BE.**

**CONTACT NAME(S) AND ROLE(S)** (Please identify whether Consultant or Owner, etc) Steve Allen

**Business Name** (if applicable) Steve Allen LLC (Geico)

**Your Mailing Address** 115 E. Harmony Rd, #110, Ft. Collins, CO 80525

**Phone Number** 970-744-0421 **Email Address** sallen@geico.com

**Site Address or Description** (parcel # if no address) 2024 E. Harmony (NW Corner of Harmony & Timberline)

**Description of Proposal** (attach additional sheets if necessary) \_\_\_\_\_

**Proposed Use** Insurance **Existing Use** \_\_\_\_\_

**Total Building Square Footage** ~~2,000~~ 3,000 **S.F. Number of Stories** 2 **Lot Dimensions** \_\_\_\_\_

**Age of any Existing Structures** 4,000 ?

Info available on Larimer County's Website: <http://www.co.larimer.co.us/assessor/query/search.cfm>

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

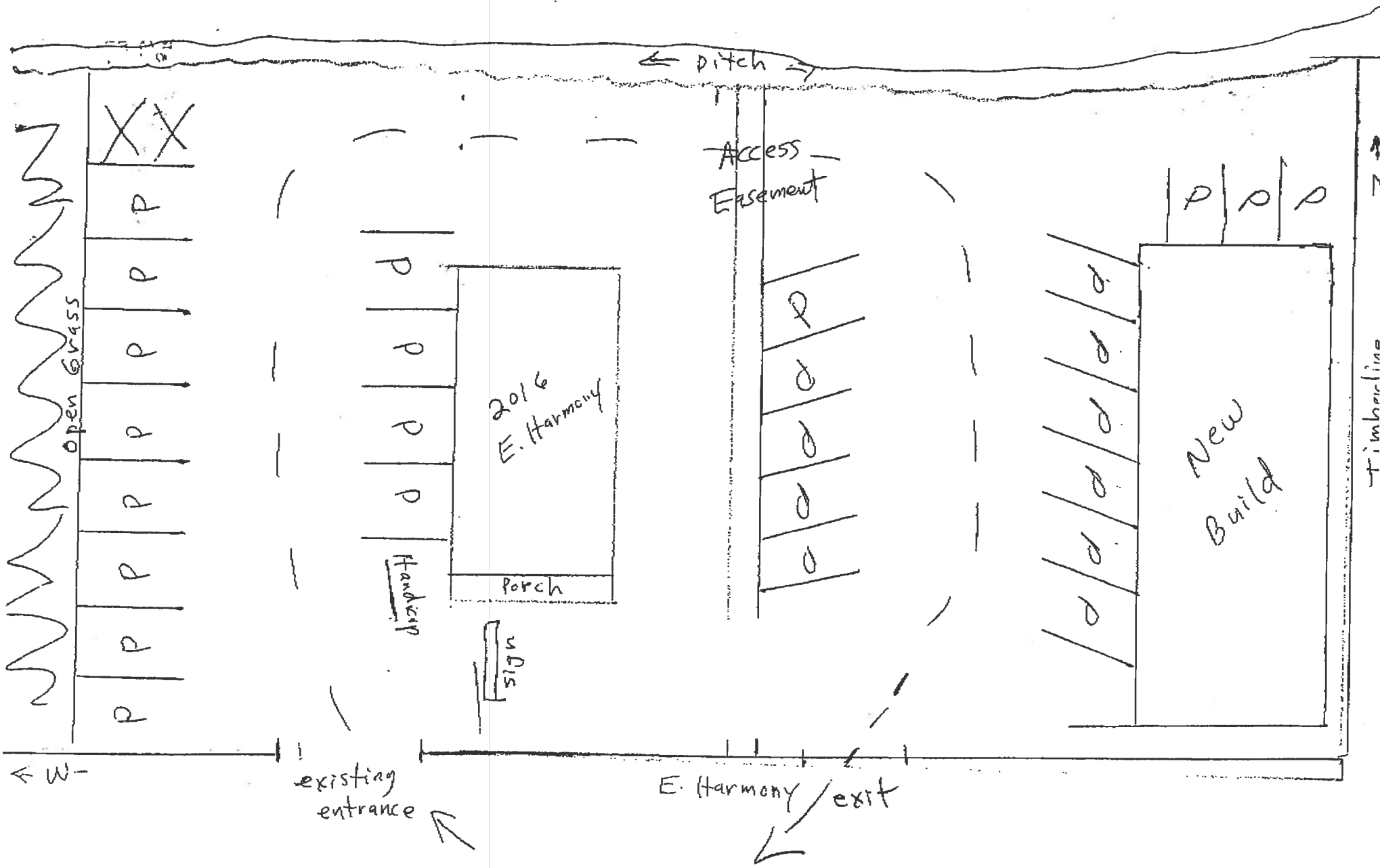
**Is your property in a Flood Plain?** ☐ Yes ☐ No **If yes, then at what risk is it?** ?

Info available on FC Maps: <http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains>

**Increase in Impervious Area** \_\_\_\_\_ **S.F.**  
(Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

**Suggested items for the Sketch Plan:**

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?





Community Development and  
Neighborhood Services  
281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522

970.221.6750  
970.224.6134 - fax  
[fcgov.com](http://fcgov.com)

May 22, 2013

Steve Allen  
Steve Allen LLC (Geico)  
115 E. Harmony Road #110  
Fort Collins, CO 80525

**Re:** 2024 Harmony Rd - Insurance Office

**Description of project:** This is a request to construct a new insurance office located at 2024 East Harmony Road (Parcel #s 87314-00-007 & 87314-79-001). The new building would be 4,000 square feet and 2 stories (2,000 square feet per floor). The site is located in the Harmony Corridor (H-C) zoning district. Offices/financial services are subject to Administrative (Type 1) review in the H-C zone district.

Please see the following summary of comments regarding the project request referenced above. The comments offered informally by staff during the Conceptual Review will assist you in preparing the detailed components of the project application. Modifications and additions to these comments may be made at the time of formal review of this project. If you have any questions regarding these comments or the next steps in the review process, you may contact the individual commenter or direct your questions through the Project Planner, Jason Holland, at 970-224-6126 or [jholland@fcgov.com](mailto:jholland@fcgov.com).

**Comment Summary:**

**Department: Zoning**

**Contact:** Gary Lopez, 970-416-2338, [glopez@fcgov.com](mailto:glopez@fcgov.com)

1. Please refer to LUC 3.2.1(E)(4&5) and LUC 3.2.2 for parking requirements including max. parking permitted. Fewer parking spaces and much more landscaping will be required.
2. It appears that the abutting property at 2016 E. Harmony will be a part of this proposed development as a result of the shared parking lot, driveway and curb cut access and egress. As a result, 2016 E. Harmony will need to be brought into compliance with the code if it's currently deficient (i.e. parking lot design, landscaping, bike parking).
3. 2024 E. Harmony is not platted. A plat will be required as part of the development application.

**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

1. Existing water mains and sanitary sewers in this area include a 16-inch water main in Timberline and an 8-inch sewer on the east side of Timberline across from Timberline Lane. This sewer may not have adequate depth for a gravity line connection.



**Department: Water-Wastewater Engineering**

**Contact:** Roger Buffington, 970-221-6854, [rbuffington@fcgov.com](mailto:rbuffington@fcgov.com)

2. The existing water service is a ¾-inch service connecting to the 16-inch main in Timberline.
3. The property is not connected to City sewer.
4. The water conservation standards for landscape and irrigation will apply. Information on these requirements can be found at: <http://www.fcgov.com/standards>
5. Development fees and water rights will be due at building permit.

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)

1. A drainage report, erosion control report, and construction plans are required and they must be prepared by a Professional Engineer registered in Colorado. The drainage report must address the four-step process for selecting structural BMPs. Standard operating procedures (SOPs) for all onsite drainage facilities need to be prepared by the drainage engineer and there is a final site inspection required when the project is complete. The erosion control report requirements are in the Fort Collins Stormwater Manual, Section 1.3.3, Volume 3, Chapter 7 of the Fort Collins Amendments. If you need clarification concerning this section, please contact the Erosion Control Inspector, Jesse Schlam at 224-6015 or [jschlam@fcgov.com](mailto:jschlam@fcgov.com).
2. Onsite detention is required with a release rate not to exceed 0.23 cfs/acre for water quantity. The existing buildings are grandfathered even if they are removed because of a "Dangerous Building Issue" with the building department. It is important to document the existing impervious area being removed. The owner can send that documentation to the Stormwater Department to keep on file.
3. Water quality treatment is also required as described in the Fort Collins Stormwater Manual, Volume 3 - Best Management Practices (BMPs). (<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>) Extended detention is the usual method selected for water quality treatment; however the use of any of the BMPs is encouraged. These treatment methods meet the requirements for 50% of the site.
4. Low Impact Development (LID) requirements went into effect March 11, 2013. These require a higher degree of water quality treatment for 50% of the new impervious area and 25% of new paved areas must be pervious. Please contact Basil Hamdan at 224-6035 or [bhamdan@fcgov.com](mailto:bhamdan@fcgov.com) for more information. There is also more information on the EPA web site at: [http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde\\_4605732\\_member\\_219392996](http://water.epa.gov/polwaste/green/bbfs.cfm?goback=.gde_4605732_member_219392996).
5. The drainage outfall for the site is the curb and gutter of Timberline or Harmony Roads since there are no storm drains in the area. The irrigation ditch cannot be used for drainage.
6. The irrigation company will need to approve the project. The irrigation ditch is called the Dixon Canyon Lateral owned by the Warren Lake Reservoir Company. The superintendent is John Moen, 482-3309, the President is Brad Johnson, 532-9991 and the Attorney is Brent Bartlett, 407-9000 Ext. 217, 1319 E. Prospect Rd. Fort Collin, CO 80525. This is the latest information we have but it isn't always current.

**Department: Stormwater Engineering**

**Contact:** Glen Schlueter, 970-224-6065, [gschlueter@fcgov.com](mailto:gschlueter@fcgov.com)

7. The city wide Stormwater development fee (PIF) is \$6,390.00/acre (\$0.1467/sq.-ft.) for new impervious area over 350 sq.-ft., and there is a \$1,045.00/acre (\$0.024/sq.-ft.) review fee. No fee is charged for existing impervious area. These fees are to be paid at the time each building permit is issued. Information on fees can be found on the City's web site at <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact Jean Pakech at 221- 6375 for questions on fees. There is also an erosion control escrow required before the Development Construction permit is issued. The amount of the escrow is determined by the design engineer, and is based on the site disturbance area, cost of the measures, or a minimum amount in accordance with the Fort Collins Stormwater Manual.
8. The design of this site must conform to the drainage basin design of the Fox Meadows Master Drainage Plan Update as well the Fort Collins Stormwater Manual.

**Department: Historical Preservation**

**Contact:** Josh Weinberg, 970-221-6206, [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com)

1. Any exterior changes to or demolition of buildings 50 years old or older will need to be reviewed under the City's Demolition/Alteration Review Process, Municipal Code Section 14-72. This process begins with a determination of a building or structure's eligibility to qualify for recognition as a Fort Collins Landmark. The determination of eligibility requires current color photographs, of all sides of each building or structure. Sufficient photos should be taken to show the current condition of the building, especially any previous alterations or additions. Digital photos are encouraged, and may be sent to [jweinberg@fcgov.com](mailto:jweinberg@fcgov.com) or [kmcwilliams@fcgov.com](mailto:kmcwilliams@fcgov.com). Hardcopies may be sent to P.O. Box 580, 80522; or dropped off at CDNS, 1st Floor, 281 N. College Ave.
2. The eligibility of a property for landmark designation does not, in any way, designate the property as a Landmark; it does define which of the various City review processes the development application would be reviewed under. If any of the buildings or structures are found to be individually eligible for Landmark designation, then the project would be reviewed for compliance with LUC Section 3.4.7. Section 3.4.7. is intended to ensure that, to the maximum extent feasible: (1) historic sites, structures or objects are preserved and incorporated into the proposed development and any undertaking that may potentially alter the characteristics of the historic property is done in a way that does not adversely affect the integrity of the historic property; and (2) new construction is designed to respect the historic character of the site and any historic properties in the surrounding neighborhood.
3. Properties that are, or become, designated as Fort Collins Landmarks, and/or on the National or State Registers of Historic Places, qualify for financial incentives, for both interior and exterior work. These include Historic Structure Assessment grants, State Historic Fund grants, both 20% State and 20% Federal Tax Credits, and 0% -interest City Rehabilitation Loans.

**Department: Fire Authority**

**Contact:** Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)

1. FIRE LANES  
A fire lane shall be required.

**Department: Fire Authority**

**Contact: Jim Lynxwiler, 970-416-2869, [jlynxwiler@poudre-fire.org](mailto:jlynxwiler@poudre-fire.org)**

#### FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- > Shall be designated on the plat as an Emergency Access Easement.
  - > Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance.
  - > Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
  - > Be visible by painting or signage, and maintained unobstructed at all times.
  - > Turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside.
- 2006 International Fire Code 503.2.3, 503.2.4, 503.3, 503.4 and Local Amendments

#### 2. WATER SUPPLY

As the closest hydrant is on the east side of Timberline, it is likely that an additional hydrant may be required at this side, on the west side of Timberline. Further study would be necessary. Please provide the linear distance to the next closest hydrant which is on Harmony and west of this address.

2006 International Fire Code 508.1 and Appendix B

#### 3. PREMISE IDENTIFICATION

New and existing buildings shall be plainly identified. Address numbers shall be visible from the street fronting the property, plainly visible, and posted with a minimum of six-inch numerals on a contrasting background.

2006 International Fire Code 505.1

**Department: Environmental Planning**

**Contact: Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)**

1. An Ecological Characterization Study is required by Section 3.4.1 (D)(1) as the site is within 500 feet of a known natural habitat (Dixon Canyon Lateral and riparian forests). Please note the buffer zone standard of 50' for these features, as identified in Section 3.4.1(E) of the Land Use Code, as you proceed with your site design process.

Please note that the Ecological Characterization Study is due a minimum of 10 days prior to the PDP submittal.

2. Within the buffer zone, according to Article 3.4.1(E)(1)(g), the City has the ability to determine if the existing landscaping within the buffer zone is incompatible with the purposes of the buffer zone. Please ensure that your ECS discusses the existing vegetation and identifies potential restoration options. If it is determined to be insufficient, then restoration and mitigation measures will be required.

Please work with the ditch company on what vegetation is allowed adjacent to the ditch.

3. With respect to lighting, the City of Fort Collins Land Use Code, in Article 3.2.4(D)(6) requires that "natural areas and natural features shall be protected from light spillage from off site sources." Thus, lighting from the parking areas or other site amenities shall not spill over to the buffer areas.
4. The applicant should make note of Article 3.2.1(C) that requires developments to submit plans that "... (4)

**Department: Environmental Planning**

**Contact:** Lindsay Ex, 970-224-6143, [lex@fcgov.com](mailto:lex@fcgov.com)

protects significant trees, natural systems, and habitat". Note that a significant tree is defined as a tree having DBH (Diameter at Breast Height) of six inches or more. As several of the trees within this site have a DBH of greater than six inches, a review of the trees shall be conducted with Tim Buchanan, City Forester (221 6361) to determine the status of the existing trees and any mitigation requirements that could result from the proposed development.

5. With respect to landscaping and design, the City of Fort Collins Land Use Code, in Article 3.2.1 (E)(2)(3), requires that you use native plants and grasses in your landscaping or re landscaping and reduce bluegrass lawns as much as possible.
- 5.

**Department: Engineering Development Review**

**Contact:** Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)

1. Larimer County Road Impact Fees and Street Oversizing Fees are due at the time of building permit. Please contact Matt Baker at 224-6108 if you have any questions.
2. The City's Transportation Development Review Fee (TDRF) is due at the time of submittal. For additional information on these fees, please see: <http://www.fcgov.com/engineering/dev-review.php>
3. Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.
4. Please contact the City's Traffic Engineer, Joe Olson (224-6062) to schedule a scoping meeting and determine if a traffic study is needed for this project. In addition, please contact Transportation Planning for their requirements as well.
5. Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
6. This project is responsible for dedicating any right-of-way and easements that are necessary for this project.
7. Utility plans will be required and a Development Agreement will be recorded once the project is finalized.
8. All access to the site is governed by the Harmony Road Access Control Plan. The access control plan will need to be followed and implemented with any project. According to the Harmony Road Access Control Plan (copy attached), ultimate access to this site is circulated through a future cross access easement/roadway from the adjacent properties to the west. To serve this development, a single point of access off of Harmony Rd would be consistent with the Harmony Road Access Control Plan along with dedication of access easement(s) for the future cross access easement/road.
9. A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.
10. Existing driveway cuts that will no longer be needed to serve this property will need to be removed and



**Department: Engineering Development Review**

**Contact:** Tyler Siegmund, 970-221-6501, [tsiegmund@fcgov.com](mailto:tsiegmund@fcgov.com)

replaced to current standards.

11. LCUASS parking setbacks (Figure 19-6) apply for the proposed parking stalls along the west property line in relation to the entrance access point.
12. A repay is due to the city for the sidewalk improvements completed along the E Harmony frontage of the property.

**Department: Electric Engineering**

**Contact:** Rob Irish, 970-224-6167, [rirish@fcgov.com](mailto:rirish@fcgov.com)

1. Light & Power has an existing 3-phase vault on the West side of Timberline Road just North of the Harmony/Timberline intersection. Power for this site would most likely come from here. The existing buildings are fed with single-phase from a pad mount transformer that sits between 2008 and 2016 Harmony Rd. Any modification or relocation to existing electric facilities will incur system modification charges.
2. Owner will need to submit a C-1 form and One-line diagram showing power needs.
3. A transformer location will need to be determined within 10' of a paved surface.
4. Electric Capacity Fee and Building Site charges will apply to this site. Owner will receive credit for existing services.  
Contact Light & Power Engineering @ 970-221-6700.

**Current Planning**

**Contact:** Jason Holland, 970-224-6126, [jholland@fcgov.com](mailto:jholland@fcgov.com)

1. The Harmony Corridor Land Use Standards apply to this site. This requires a minimum 80 foot landscaped setback zone from the future edge of pavement along Harmony Road with an 8' wide meandering sidewalk defined by berms and landscape walls. Parking is required to be screened with berms along the Harmony Corridor. Buildings and parking are prohibited in the 80' setback. To assist you in the design of the site and building, please refer to the the complete copy of the standards which can be found at: <http://www.fcgov.com/advanceplanning/pdf/harmony-corridor-standards-doc.pdf>
2. Staff would recommend that a concept site plan is developed that acknowledges the site's constrained depth adjacent to the Dixon Canyon Lateral and meets the Harmony Standards to the maximum extent feasible. The Harmony Standards promote the use of berms, stone walls and landscaping to create a unique and attractive design along the Harmony Road frontage.
3. With the development of a more detailed site plan, please be aware of the site planning and design standards in Section 3.2 of the land use code. This section lists required standards such as minimum landscape material around a building and in parking lots, sidewalk and parking dimensions, and maximum permitted parking.

4. The proposed development project is subject to a Type 1 review and public hearing, the decision maker for Type 1 hearings is an Administrative Hearing Officer. The applicant for this development request is not required to hold a neighborhood meeting for a Type 1 hearing, but if you would like to have one to notify your neighbors of the proposal, please let me know and I can help you in setting a date, time and location for a meeting. Neighborhood Meetings are a great way to get public feedback and avoid potential hiccups that may occur later in the review process.
5. Please see the Development Review Guide at [www.fcgov.com/drg](http://www.fcgov.com/drg). This online guide features a color coded flowchart with comprehensive, easy to read information on each step in the process. This guide includes links to just about every resource you need during development review.
6. This development proposal will be subject to all applicable standards of the Fort Collins Land Use Code (LUC), including Article 3 General Development Standards. The entire LUC is available for your review on the web at <http://www.colocode.com/ftcollins/landuse/begin.htm>.
7. If this proposal is unable to satisfy any of the requirements set forth in the LUC, a Modification of Standard Request will need to be submitted with your formal development proposal. Please see Section 2.8.2 of the LUC for more information on criteria to apply for a Modification of Standard.
8. Please see the Submittal Requirements and Checklist at:  
<http://www.fcgov.com/developmentreview/applications.php>.
9. The request will be subject to the Development Review Fee Schedule that is available in the Community Development and Neighborhood Services office. The fees are due at the time of submittal of the required documents for the appropriate development review process by City staff and affected outside reviewing agencies. Also, the required Transportation Development Review Fee must be paid at time of submittal.
10. When you are ready to submit your formal plans, please make an appointment with Community Development and Neighborhood Services at (970)221-6750.

### **Pre-Submittal Meetings for Building Permits**

Pre-Submittal meetings are offered to assist the designer/builder by assuring, early on in the design, that the new commercial or multi-family projects are on track to complying with all of the adopted City codes and Standards listed below. The proposed project should be in the early to mid-design stage for this meeting to be effective and is typically scheduled after the Current Planning conceptual review meeting.

Applicants of new commercial or multi-family projects are advised to call 416-2341 to schedule a pre-submittal meeting. Applicants should be prepared to present site plans, floor plans, and elevations and be able to discuss code issues of occupancy, square footage and type of construction being proposed.

### **Construction shall comply with the following adopted codes as amended:**

*2009 International Building Code (IBC)*

*2009 International Residential Code (IRC)*

*2009 International Energy Conservation Code (IECC)*

*2009 International Mechanical Code (IMC)*

*2009 International Fuel Gas Code (IFGC)*

*2009 International Plumbing Code (IPC)* as amended by the State of Colorado

*2011 National Electrical Code (NEC)* as amended by the State of Colorado

Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2003.

Snow Load Live Load: 30 PSF / Ground Snow Load 30 PSF.

Frost Depth: 30 inches.

Wind Load: 100- MPH 3 Second Gust Exposure B.

Seismic Design: Category B.

Climate Zone: Zone 5

Energy Code Use

1. Single Family; Duplex; Townhomes: *2009 IRC* Chapter 11 or *2009 IECC* Chapter 4
2. Multi-family and Condominiums 3 stories max: *2009 IECC* Chapter 4.
3. Commercial and Multi-family 4 stories and taller: *2009 IECC* Chapter 5.

Fort Collins Green Code Amendments effective starting 1-1-2012. A copy of these requirements can be obtained at the Building Office or contact the above phone number.

City of Fort Collins  
Building Services  
Plan Review  
416-2341