

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

Please use the URL and Meeting ID # listed below to join the Review Meeting

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## Review Date

9/18/2025 9:15 AM

## Project Name

Subdivision at 4914 Clarendon Hills Drive  
CDR250062

## Applicant

Gracy Weil  
843-568-6383  
gracy.weil@du.edu

**Planner:** Benjamin Hulberg

**Engineer:** Tim Dinger

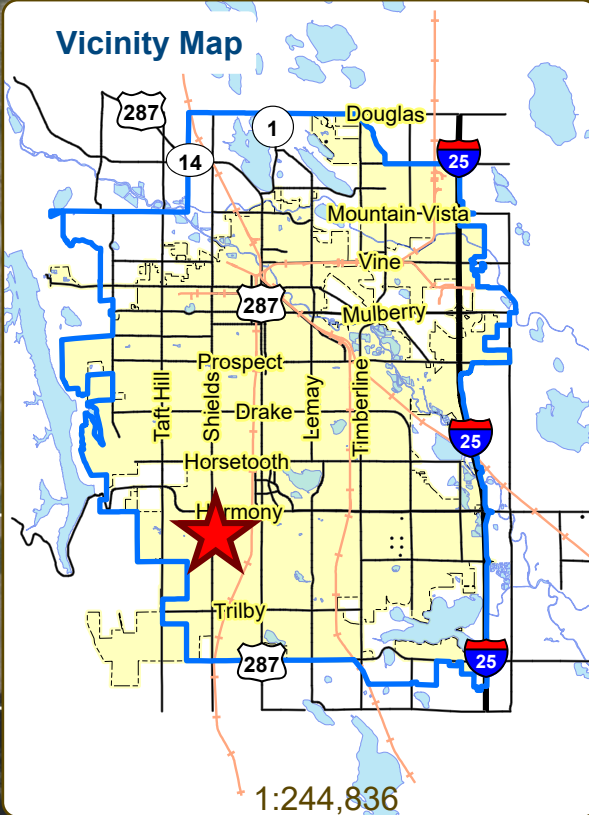
**DRC:** Todd Sullivan

## Description

This is a request to combine 3 lots into two off of Clarendon Hill Drive. ( parcel #s 9602220001, 9602220002, 9602220003). The applicant is request to split Lot 2 and allocate a portion to Lot 1 and a portion to Lot 3. Access can be taken from Clarendon Hill Drive. The property is approximately 0.04 mi east of S Shields St and approximately 0.30 mi south of Harmony Ave. The site is located in the Low Density Residential (R-L) zone district and is subject a Minor Subdivision.

# Subdivision at Clarendon Hills Dr- Single Unit Home

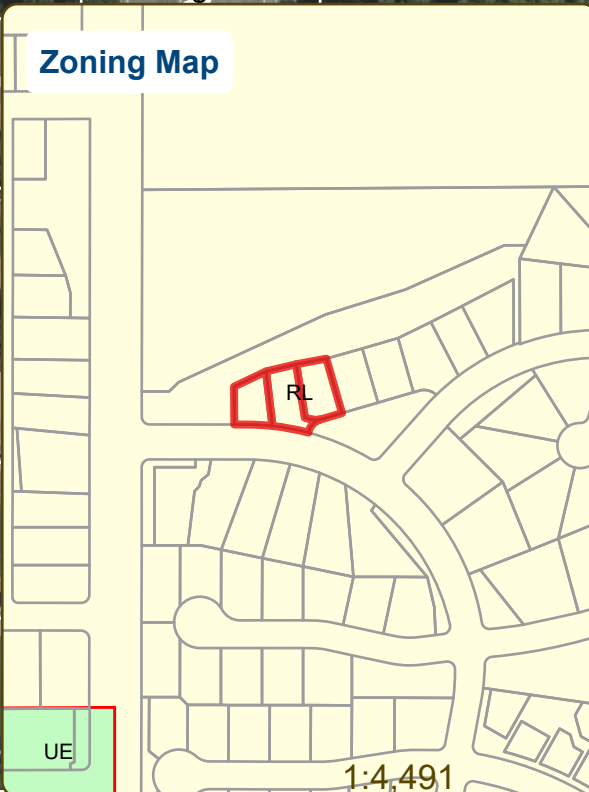
**Vicinity Map**



**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.** The applicant acknowledges that they are acting with the owner's consent.

Conceptual Reviews are scheduled on three Thursday mornings per month on a "first come, first served" basis and are a free service. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Thursday morning. A completed application must be submitted to reserve a Conceptual Review time slot. **Complete applications and sketch plans must be submitted to City Staff on Thursday, no later than end of day, two weeks prior to the meeting date.** Application materials must be e-mailed to [preappmeeting@fcgov.com](mailto:preappmeeting@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) \_\_\_\_\_

**Are you a small business?** ☐ Yes ☐ No **Business Name** (if applicable) \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Site Address or Description** (parcel # if no address) \_\_\_\_\_

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

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

Total Building Square Footage \_\_\_\_\_ S.F. Number of Stories \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

**Age of any Existing Structures** \_\_\_\_\_

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:**

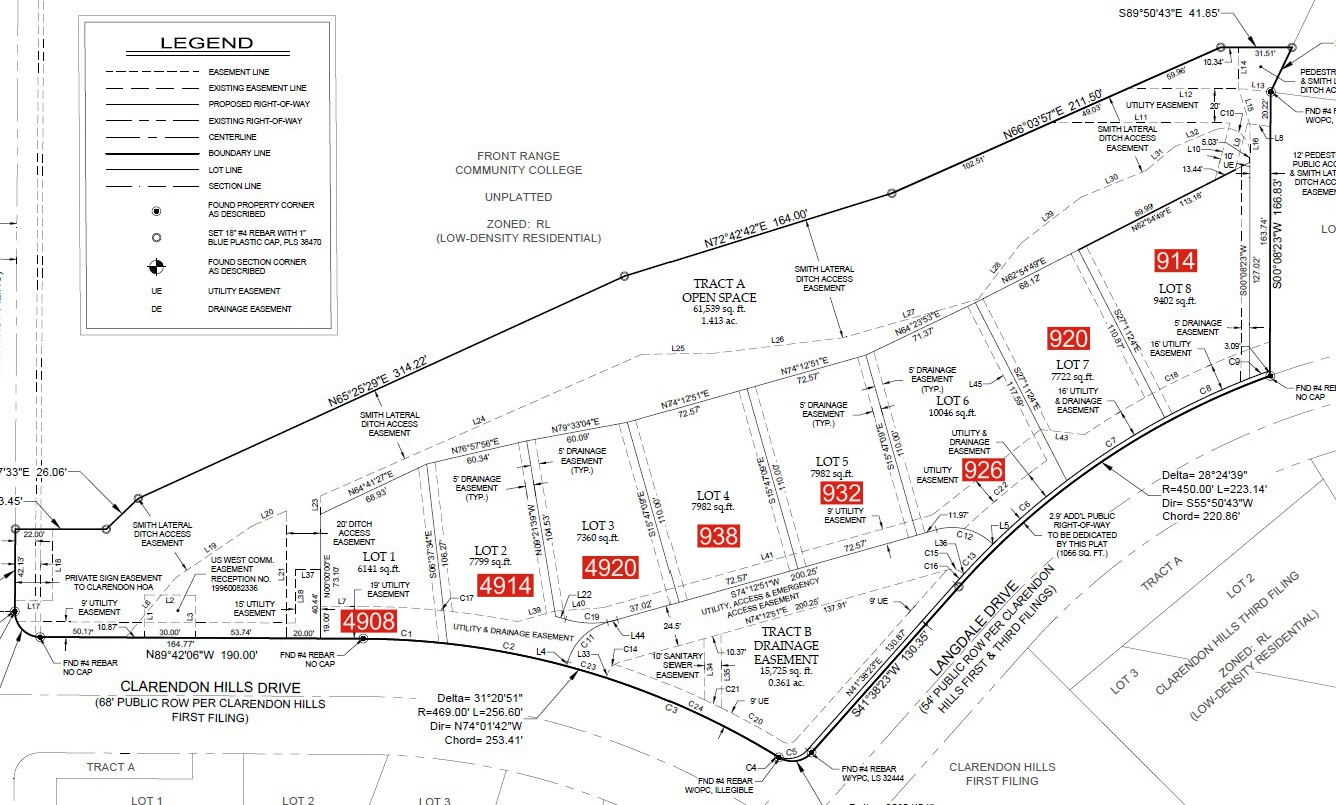
Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility 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?

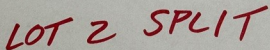


# LEGEND

- EASEMENT LINE
- EXISTING EASEMENT LINE
- PROPOSED RIGHT-OF-WAY
- EXISTING RIGHT-OF-WAY
- CENTERLINE
- BOUNDARY LINE
- LOT LINE
- SECTION LINE
- FOUND PROPERTY CORNER AS DESCRIBED
- SET 18" #4 REBAR WITH 1" BLUE PLASTIC CAP, PLS 36470
- ⊕ FOUND SECTION CORNER AS DESCRIBED
- UE UTILITY EASEMENT
- DE DRAINAGE EASEMENT

FRONT RANGE  
COMMUNITY COLLEGE  
UNPLATTED  
ZONED: RL  
(LOW-DENSITY RESIDENTIAL)





LOT 2 SPLIT