

# 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 10:15 AM

## Project Name

Subdivision at 906 E Elizabeth St  
CDR250063

## Applicant

Greg Notarianni  
303 458 7117  
gnotarianni@anm-law.com

**Planner:** Benjamin Hulberg

**Engineer:** Shawn Mellinger

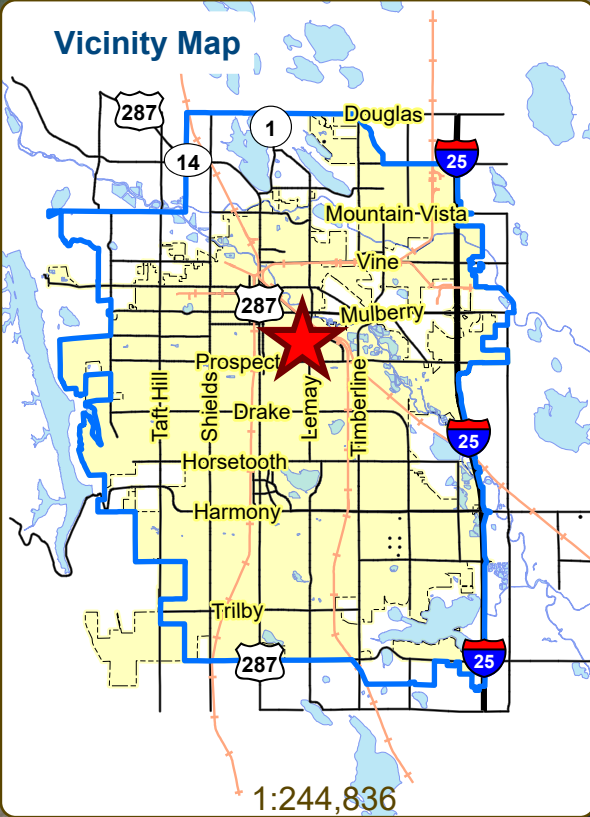
**DRC:** Seth Goldstein

## Description

This is a request to allocate a portion of one lot to another at 906 and 908 E Elizabeth St (parcel #s 9713100038, 9713100037). The applicant is proposing a replat of the east boundary line of 906 E Elizabeth. Access can be taken from E Elizabeth St. The project is approximately 0.13 mi west of S Lemay Ave and directly north of E Elizabeth St. The site is located in the Old Town District, Low (OT-A) zone district and is subject to a Minor Subdivision review.

# Subdivision at 906 E Elizabeth St- Single Unit Home

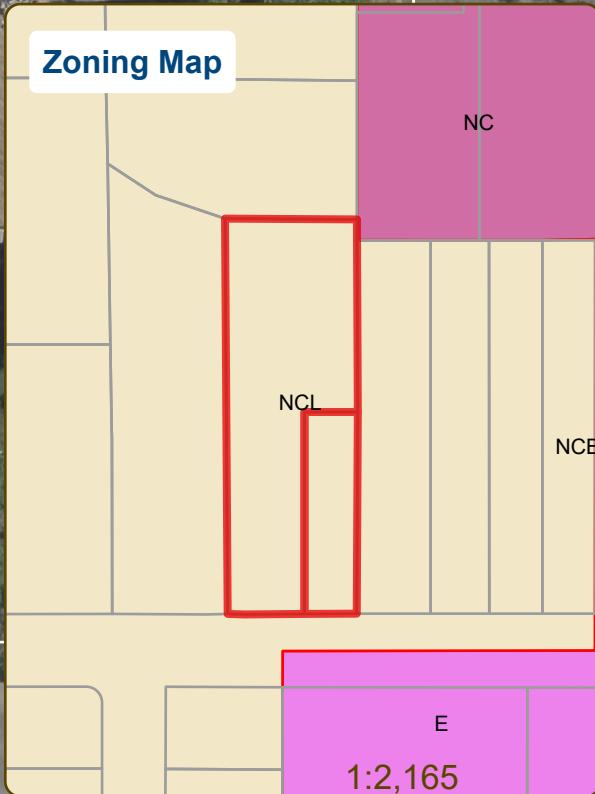
**Vicinity Map**



**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?



# IMPROVEMENT LOCATION CERTIFICATE

SITUATE IN THE NE 1/4 OF SECTION 13, T7N, R69W OF THE 6TH. P.M  
CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO

## LEGAL DESCRIPTION:

**PARCEL A:**  
BEGINNING AT A POINT 50 WEST OF THE SE CORNER OF THE SW 1/4 OF THE SE 1/4 OF THE NE 1/4 OF SECTION 13, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE 6TH P.M., LARIMER COUNTY, COLORADO, THENCE NORTH 130 FEET, THENCE WEST 56 FEET, THENCE SOUTH 130 FEET, THENCE EAST 56 FEET TO THE POINT OF BEGINNING.

**PARCEL B:**  
BEGINNING AT A POINT ON THE SOUTH LINE OF SE 1/4 OF NE 1/4 OF SECTION 13, TOWNSHIP 7 NORTH, RANGE 69 WEST OF THE 6TH P.M., NORTH 89°38' WEST 781.25 FEET FROM THE SOUTHEAST CORNER OF THE NE 1/4 OF SAID SECTION 13, THENCE NORTH 371.50 FEET TO THE CENTER LINE OF EMIGH LATERAL, THENCE EASTERLY ALONG THE CENTER LINE OF SAID LATERAL TO THE EAST LINE OF THE SW 1/4 OF THE SE 1/4 OF THE NE 1/4 OF SAID SECTION, THENCE SOUTH ALONG SAID EAST LINE OF THE SW 1/4 OF THE SE 1/4 OF THE NE 1/4 TO A POINT 190 FEET NORTH OF THE SOUTHEAST CORNER OF SAID SW 1/4 OF THE SE 1/4 OF THE NE 1/4, THENCE WEST 50 FEET, THENCE SOUTH 60 FEET, THENCE WEST 56 FEET, THENCE SOUTH 130 FEET TO THE SOUTH LINE OF SAID SE 1/4 OF THE NE 1/4, THENCE NORTH 89° 38' WEST 15 FEET: TO THE POINT OF BEGINNING.

EXCEPTING FROM SAID PARCEL THE RIGHT OF WAY FOR ELIZABETH STREET.

## NOTES

- THE LEGAL DESCRIPTION AND EASEMENTS SHOWN HEREON ARE PER THE DEED RECORDED AT RECEPTION NO 20200076342 OF THE LARIMER COUNTY RECORDS. A TITLE COMMITMENT WAS NOT PROVIDED FOR THIS ILC AND ADDITIONAL EASEMENTS OF RECORD WERE NOT REQUESTED TO BE RESEARCHED BY TRI-PEAKS, LLC.

- SUBJECT PROPERTY ADDRESS IS: 906 E. ELIZABETH ST, FORT COLLINS, CO 80524

- ALL UTILITIES AND FEATURES ARE SHOWN USING SURFACE EVIDENCE ONLY.

- UNITS AND DISTANCES ARE SHOWN IN US SURVEY FOOT.

- THIS IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT. BEARINGS AND DISTANCES SHOWN HERE ON ARE THAT OF THE RECORD DEED DESCRIPTIONS PROVIDED.

- NOTE THAT SEVERAL FENCE LINE ENCROACHMENTS ARE IDENTIFIED AND DIMENSIONED ON THIS ILC.

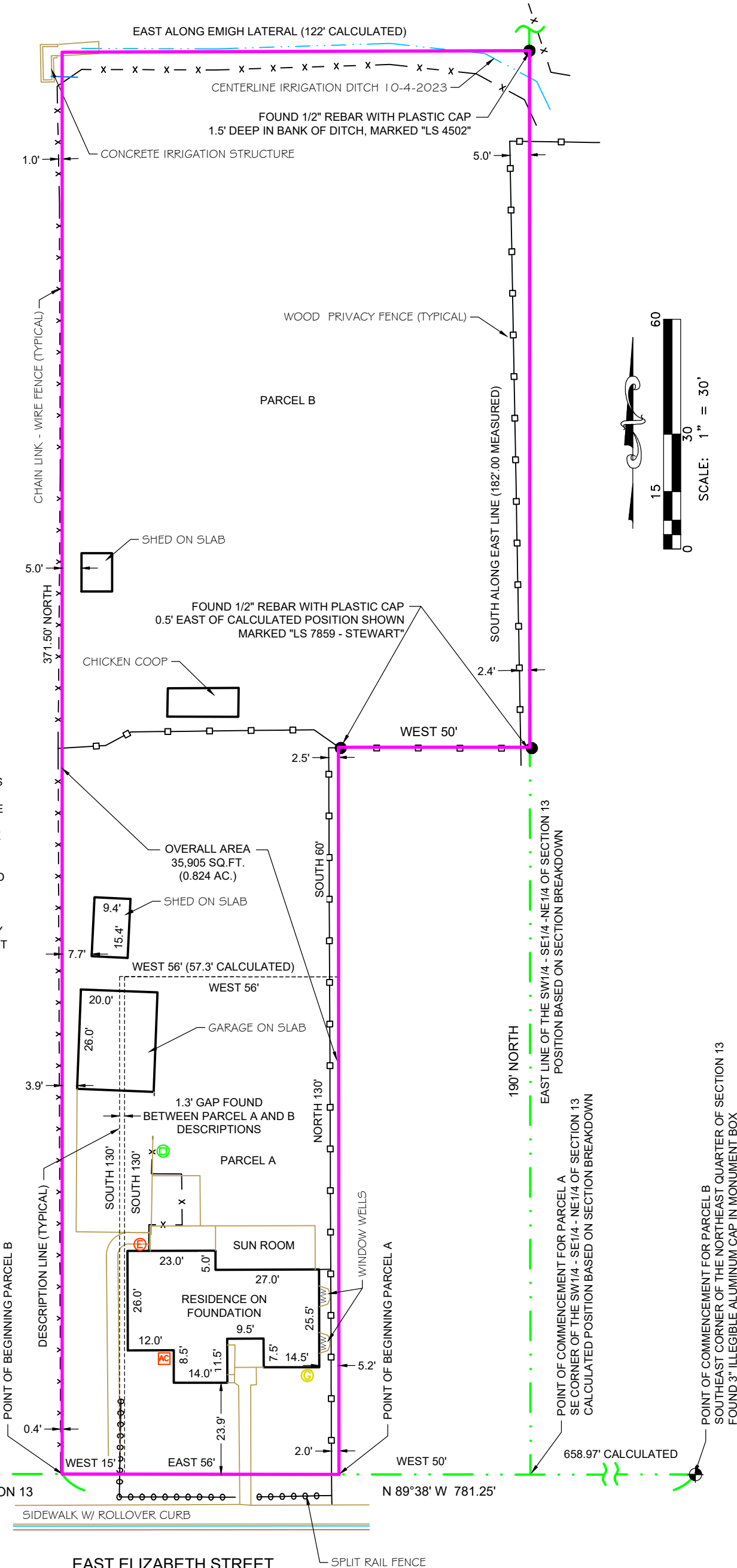
## CERTIFICATION:

I HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR FORT COLLINS REAL ESTATE, THAT IT IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. THIS CERTIFICATE IS VALID ONLY FOR USE BY FORT COLLINS REAL ESTATE, AND DESCRIBES THE PARCEL'S APPEARANCE ON 10-4-2023.

I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON 10-4-2023, EXCEPT UTILITY CONNECTIONS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE PARCEL EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.

BY: CHRISTOPHER L. THEW PE-PLS (PLS# 38692)

DATE: 10-5-2023



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 from the date of the certification shown hereon.

C:\Users\Chris\OneDrive\2023 JD\B\W23-115 JENSEN\DWG\W23-115.dwg October 05, 2023 - 4:12pm

**TRI-PEAKS, LLC**

306 E. ELIZABETH STREET  
FORT COLLINS COLORADO  
(970) 232-9482  
cthe@tri-peaks.com

CLIENT:

**FORT COLLINS REAL ESTATE**

PROJECT NO.:

W23-115

DWG. DATE:

10-5-23

DRAWN BY:

CLT

FIELD DATE:

10-4-2023

SHEET

1 OF 1