



# 1041 Regulations Area & Activity Review For FONSI Determination Complete Submittal Checklist & Guide

## Submittal Instructions

- A City Development Review Coordinator will be assigned to all projects - Your Development Review Coordinator is available to assist you with the review process. If you do not have a review coordinator assigned to your project, please contact us at 970-221-6689 or [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com) for assistance.
- Advanced notice of Submittal and resubmittals is appreciated - A completed copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact your Development Review Coordinator at 970-221-6689 or [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com) for more submittal details including turnaround times and next steps.
- Only complete submittals are accepted - The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist can be used in tandem with the [Development Review Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the 1041 Regulations Area & Activity Review for FONSI Determination Submittal Requirements.

## Additional Resources

- Development Review Applications and Submittal Requirements Main Page:  
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:  
<https://www.fcgov.com/planning-development-services/luc>
- City Utilities:  
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:  
<https://www.fcgov.com/engineering/>
- City Engineering Excavation Permit & Right of Way Contractor Licenses:  
<https://www.fcgov.com/engineering/>
- Traffic Operations & Work Area Traffic Control Plans  
<https://www.fcgov.com/traffic/watc.php>
- The City's Comprehensive Plans:  
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:  
<https://www.fcgov.com/gis/maps.php>
- Larimer County Urban Area Street Standards:  
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>

# 1041 Regulations Area & Activity Review For FONSI Determination Complete Submittal Checklist and Guide:

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Type: \_\_\_\_\_ Project Number (if assigned): \_\_\_\_\_

New Submittal      Revision      Review Round: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Staff Review Meeting Date: \_\_\_\_\_

Development Review Coordinator: \_\_\_\_\_

This checklist and application form requires information from, and provides guidance to, applicants for permits, pursuant to the City Fort Collins Regulations for Areas and Activities of State Interest (the "Regulations"). This application is supplementary to, and not in replacement of the specific and detailed requirements of the Regulations. Any conflict between the requirements of the Regulations as generally described in this application form, and the Regulations themselves, shall be resolved in favor of the Regulations.

Refer to the Submittal Requirements Document for a description of these review types. **All checklist items are required unless city staff indicates an item is (W)aived, (D)eferred, (N/A)Not Applicable or already (R)eceived. If the staff code is blank, then the item is required.** This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process, if necessary, to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

## Checklist, Submittal Forms, and Fees:

| Staff Code | Applicant Validation | Item Description   | Submittal Requirement Resources   |
|------------|----------------------|--|---|
|            |                      | One copy of this checklist, completed and signed by applicant  | Development Review Coordination <ul style="list-style-type: none"><li>▪ <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a></li><li>▪ 970-221-6689</li></ul> |
|            |                      | One signed copy of the <a href="#">Development Review Application</a>  |   |
|            |                      | Payment for the above application form<br><br><u>Payments can be made by check, debit /credit card or eCheck.</u><br><b>Check:</b> Make payable to City of Fort Collins.<br>Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building.<br><b>Card or eCheck:</b> Would be processed at <a href="http://fcgov.com/CitizenAccess">fcgov.com/CitizenAccess</a> . <ul style="list-style-type: none"><li>• Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.</li><li>• ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99.</li></ul><br><i>If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.</i> |   |

## **Electronic Copies\***

All copies must be provided per City file naming standards and submitted electronically. All copies must be prepared per city PDF formatting standards.

See: [Submittal Requirements Section M](#) – File Naming Standards & PDF formatting standards

\* Paper copies of plans and reports are not required during development review. See Submittal Requirements, Section D for drawing format guidelines. All plan elements shall be clearly drawn and labelled. A scale bar must be provided on all scaled drawings. Paper copies of plan sheets may be requested to complete a timely review, including instances when the drawing scale is not accurately depicted.

### **1) General Information:**

Prior to submitting an application for a permit under the Regulations, the prospective applicant must schedule and attend a **Pre-Application** review with the Director pursuant to Section 6.27.6.3 of the Land Use Code. At or before the **Pre-Application** meeting, the applicant shall provide the Director with the information with the following:

| STAFF CODE | APPLICANT<br>VALIDATION | ITEM DESCRIPTION  |
|------------|-------------------------|---|
|            |                         | <p><b>Applicant Agreement</b> to pay the costs of:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The Director retaining third-party consultants necessary to assist the Director in making a FONSI determination pursuant to Section 6.27.6.5;</li><li><input type="checkbox"/> The Director retaining third-party consultants necessary to assist the Director with the completeness review of any submitted application pursuant to Section 6.27.6.8;</li><li><input type="checkbox"/> The Director retaining third party consultants necessary to assist City staff in reviewing a complete permit application or City Council in rendering a decision on a permit;</li></ul> |

## 2) Supporting Documents:

| STAFF CODE | APPLICANT<br>VALIDATION | ITEM DESCRIPTION  |
|------------|-------------------------|---|
|            |                         | <b>List of:</b><br>Names and addresses of all persons or interests proposing the designated activity  |
|            |                         | <b>List of:</b><br>Name and qualifications of the person(s) responding on behalf of the applicant   |
|            |                         | <b>Narrative</b><br><br>A written summary of the Project including a map prepared at an easily readable scale showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Three (3) siting and design alternatives. <ul style="list-style-type: none"> <li>• One of which is the preferred location, drafted at approximately thirty percent ( 30%) completeness.</li> <li>• One (1) of the three (3) alternatives submitted shall avoid natural features and historic and cultural resources and avoid the need for mitigation to the maximum extent feasible.</li> </ul> </li> </ul> |
|            |                         | Any additional information requested by the Director as necessary to facilitate a productive pre-application meeting and to enable the Director to make a determination of the required permitting procedure and applicable portions of the Regulations.<br><br><b>Other information and data as required for the full and complete consideration of the development (to be completed by City staff):</b>   |

### 3) Submittal Package:

| STAFF CODE | APPLICANT<br>VALIDATION | ITEM DESCRIPTION  |
|------------|-------------------------|---|
|            |                         | <b>Vicinity Map</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A vicinity map of the preferred siting and proposed development plan projected at an easily readable scale showing the outline of the perimeter of the parcel proposed for the project site ( for linear facilities, the proposed centerline and width of any corridor to be considered), property parcels, location of all residences and businesses, any abutting subdivision outlines and names, the boundaries of any adjacent municipality or growth management area, roads ( clearly labeled) and natural features within a half 1/2) mile radius and identified historic and cultural resources within a two hundred 200) foot radius of the project site boundary;</li> </ul> |
|            |                         | <b>Ecological Characterization Study</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> An Ecological Characterization Study as defined by Land Use Code Section 5.6.1 within a half ( 1/2) mile radius of the impact area; and a cultural and historic resource survey documentation and determinations of Fort Collins landmark eligibility for resources within two hundred ( 200) feet of the project site boundary for each of the three siting alternatives.</li> </ul>  |
|            |                         | <b>Landmark Designation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All final determinations of eligibility for designation as a Fort Collins landmark shall be made in the reasonable discretion of City Historic Preservation staff after reviewing the cultural and historic resource survey and such determinations are not subject to appeal.</li> </ul>   |

| STAFF CODE | APPLICANT<br>VALIDATION | ITEM DESCRIPTION   |
|------------|-------------------------|--|
|            |                         | <p><b>Written Summaries</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A written summary of the cumulative impacts on natural features within a half ( 1/2) mile radius and on historic and cultural features within 200 feet of the preferred location of the proposed development plan.</li> <li><input type="checkbox"/> A written summary as to whether the proposed development plan has the potential for a significant impact or not. The review of significance must include specifics related to the scale, magnitude, duration, or likelihood of the impact occurring.</li> </ul> |
|            |                         | <p><b>Certificate of Appropriateness</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any required certificate of appropriateness pursuant to Chapter 14 of the Code of the City of Fort Collins allowing proposed alterations to any designated historic or cultural resource that may be affected by the proposed development plan.</li> </ul>  |
|            |                         | <p><b>Conceptual Mitigation Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any conceptual mitigation plans for the preferred location of the proposed development plan.</li> </ul>  |

#### 4) Post Submittal Information:

##### **Checklist & Materials Submitted**

Review of pre-application materials: 2 weeks.

Meeting will be scheduled if application and materials are determined complete.

##### **Staff Findings**

After the pre-application meeting, the staff will furnish the applicant with written comments and recommendations regarding the proposal to inform and assist the applicant prior to preparing the formal permit application.

The staff may provide the applicant with a "critical issues" list which will identify those critical issues which have surfaced in the pre-application review process as issues that must be resolved during the review process of the formal application. To the extent there is a misunderstanding or misrepresentation of these issues, the opinion of the staff may change during development review.

##### **14 Day Comment Period**

Upon the Director deeming the application for a pre-application area or activity review as complete, written notice shall be mailed.

The Director shall not issue a FONSI determination pursuant to Section 6.27.6.5 for at least fourteen (14) days from the date of mailing to allow for any person to submit written comments for the Director's consideration.

##### **Determination Timeline**

The Director shall make a determination within 28 days following this preapplication review being completed. The 28-day timeline includes the 14-day comment period allocated for neighbor feedback.

## 5) Determination of Applicability of Regulations – FONSI

### **Full Permit NOT REQUIRED**

If the Director has made a FINDING OF NO SIGNIFICANT IMPACTS, or FONSI, a permit pursuant to these Regulations is not required. However, the proposed development plan may be subject to a different Land Use Code development review process. If the Director's decision includes consideration of proposed mitigation, the applicant must provide to the City a guarantee in the form of a development bond, performance bond, letter of credit, cash, certificate of deposit or other city approved means to guarantee the completion of all mitigation to be constructed as shown on the approved development plan.

### **Full Permit REQUIRED**

If the Director determines a FONSI is not appropriate, the proposed development plan requires a FULL permit and is subject to these Regulations. The Director shall provide the applicant with written comments, to the extent such comments differ from comments provided for any conceptual review, regarding the proposal to inform and assist the applicant in preparing components of the permit application; including a Full Permit Submittal Checklist pursuant to Section 6.27.6.7, and additional research questions to address common review standards pursuant to Section 6.27.7.

The Director shall provide the written determination to the applicant by email if an email address has been provided and promptly mail a copy of the written determination, at the applicant's cost, to the applicant and to property owners within one- thousand ( 1000) feet in all directions of the location of the proposed development plan as determined by the Director in their reasonable discretion and shall also be posted on the City's website at [www.fcgov.com](http://www.fcgov.com).

### **Appeal Process**

All findings are subject to appeal as outlined in Chapter 2, Article II Division 3 of the City Code.

### **Applicant Acknowledgement:**

I have reviewed the City of Fort Collins 1041 Regulations Application For Permit. All documents submitted are complete and the A City of Fort Collins 1041 Regulations Application For Permit have been incorporated into the plans. I understand that submittal requirements not sufficiently addressed or deferred may result in an incomplete submittal and/or added review time.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_