Citizens’ Role in Development Review

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

We hope this guide, along with staff planners, will aid you in making the process more predictable, timely, logical, accountable and customer-focused. For more info on development review, and to subscribe to “This Week in Development Review” emails, visit fgcov.com/developmentreview.
Frequently Asked Questions

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

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

Who is notified regarding new development projects and how are they notified?
Written notices are mailed 14 days before the neighborhood meeting and again before the public hearing. This mailing includes property owners within 800 feet of the property lines of the parcel of land for the proposed development.

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

A link to the LUC 2.2.6 for official information on public notice can be found at fcgov.com/reviewagendas.

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

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

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

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

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

CITIZEN’S Role in Development REVIEW

For a guide on how to submit a project for development review, visit fcgov.com/cdrig.