



City of Fort Collins Zoning  
 281 N. College Ave.  
 Fort Collins, CO 80524  
 Phone 970.416.2745  
[zoning@fcgov.com](mailto:zoning@fcgov.com)

## Off-Site Construction Staging Application Form - Zoning Department

The requested information on this application is required.

**Project name:** \_\_\_\_\_

**Project Location (Street Address):** \_\_\_\_\_

**Project Location (Parcel #):** \_\_\_\_\_

**General Information:** *List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).*

**Owner's Name (s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Name of firm:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **SUBMITTAL REQUIREMENTS \*\*\*electronic submittals only via flash drive or CD\*\*\*:**

An application for an off-site construction staging license shall be accompanied by a site and grading plan that shows the following for the site on which the off-site construction staging is to occur:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Existing grade contours of the site and of adjoining properties;</li> <li>▪ Locations of different activities to be located on the site;</li> <li>▪ List of materials and equipment to be stored on the site, including the means and methods to safely store any hazardous material or dangerous equipment;</li> <li>▪ Any proposed grading necessary to stabilize the site;</li> <li>▪ Proposed erosion control measures and storm drainage control measures to prevent wind and water erosion, drainage impacts and tracking mud onto streets;</li> <li>▪ Flood ways and flood plains;</li> <li>▪ Natural habitat and features;</li> </ul> | <ul style="list-style-type: none"> <li>▪ Fences;</li> <li>▪ Restrooms;</li> <li>▪ Existing trees;</li> <li>▪ Existing easements and right-of-way;</li> <li>▪ Existing underground utilities;</li> <li>▪ Other information necessary to describe the site;</li> <li>▪ Traffic control plan reflecting means of ingress and egress to be used;</li> <li>▪ Mitigation plan to address any adverse impacts to the site, or adjacent parcel, caused by off-site construction staging during and after the staging; and</li> <li>▪ Restoration and final site condition plan.</li> </ul> |
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An off-site construction staging site is required to be located within a quarter (.25) of a mile of the construction or development site to be served by the off-site construction staging.

An off-site construction staging license issued shall expire eighteen (18) months after the date of issuance unless an extension is granted. After expiration of an off-site construction staging license, at least four (4) consecutive months shall lapse before a new license is issued for the same parcel.

*For more information see Land Use Code Section 6.21.4 – Off-Site Construction Staging.*

### **CERTIFICATION**

I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action should not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

**Name (please PRINT):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_