



## SUBMITTAL CHECKLIST: URBAN AGRICULTURE LICENSE

*The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services Department.*

- Application form**
- Written statement**, including the following elements:
  - Describe the nature of the proposed urban agriculture land use, including the size of growing area;
  - How many employees or co-workers will be working at the site;
  - How will individuals access the garden or farm? Is there sufficient parking available for all users?
  - How will mechanized equipment be used on the site, how will the project comply with the City regarding noise levels (see <http://www.colocode.com/fcmunihtml.html> for more information).
  - What chemicals or fertilizers will be used on the site; if using synthetic pesticides or herbicides, a list of those chemicals shall be provided, along with information on timing and frequency of application;
  - Whether the site is in close proximity to a Natural Habitat or Feature (contact Kelly Kimple at 416-2401 or [kkimple@fcgov.com](mailto:kkimple@fcgov.com) for more information);
  - How trash and composting will be managed on the site;
  - How manure will be stored and managed on the site (setbacks from water sources and ecologically sensitive areas, how the manure will be composted and then used on the site, how the manure will be kept dry, etc. – see manure management checklist);
  - How the site will be maintained;
  - The form of irrigation to be used on the site and how stormwater will be directed into a drainage system or City right-of-way;
  - If produce is proposed to be distributed throughout the City, the applicant shall provide a list of the locations where the food will be distributed, the timing of the distribution, and the anticipated number of customers picking up the food at each location; and
  - Any additional elements that are proposed to mitigate impacts on adjacent property owners.
- If a neighborhood meeting is required (urban agriculture sites over 0.5 acres or in a residential zone):** Three lists (3) of names and addresses of all owners of record of real property within at least 800' of the property lines for the parcel of land for which the project is proposed, exclusive of public right-of-way. (Two (2) lists typed on mailing labels (30 names per sheet) and the other list on a reproducible copy of those labels). All information provided on mailing labels must be submitted digitally in a Microsoft Excel format.
- Floodplain Use Permit.** If any part of the urban agriculture land use is within a floodplain, a floodplain use permit must be provided prior to the issuance of the license.
- Site drawings.** (11" x 17" or larger) Site drawings shall include the following elements:
  - Where mechanized equipment will be stored;
  - Proposed site parking (bicycles and vehicles);
  - If synthetic chemicals or fertilizers are proposed to be used, where they will be stored;
  - Location of trash and compost receptacles (must be setback a minimum 10' from any abutting residential land use);
  - General drainage patterns (how the site will runoff);
  - The location of the proposed sign;
  - Measurements from the edge of all activities to any adjacent residential land uses (minimum 5' setback).
- An electronic copy of all submitted materials (above) on a disk or other digital storage device (1 copy).



APPLICATION FORM:  
URBAN AGRICULTURE LICENSE

PLEASE TYPE OR PRINT

Location of Business: \_\_\_\_\_  
Street Address Zip Code  
Owner(s) Name: \_\_\_\_\_ Sales Tax No. (if applicable): \_\_\_\_\_  
Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

City of Fort Collins Urban Agriculture Requirements:

Article 3.8.31 Urban Agriculture

(1) License required. Urban agriculture land uses shall be permitted only after the owner or applicant for which the garden is proposed has obtained an urban garden license from the City. The fee for such a license shall be the fee established in the Development Review Fee Schedule. If active operations have not been carried on for a period of twenty-four (24) consecutive months, the license shall be deemed to have been abandoned regardless of intent to resume active operations. The Director may revoke any urban agriculture license issued by the City if the holder of such license is in violation of any of the provisions contained in Subsection (2) below, provided that the holder of the license shall be entitled to the administrative review of any such revocation under the provisions contained in Chapter 2, Article VI of the City Code.

(2) General Standards. Urban agriculture shall be allowed as a permitted use, provided that all of the following conditions are met:

- (a) Mechanized Equipment. All mechanized equipment used in the urban agriculture land use must be in compliance with Chapter 20, Article II of the City Code regarding noise levels.
- (b) Parking. Urban agriculture land uses shall provide additional off-street vehicular and bicycle parking areas adequate to accommodate parking demands created by the use.
- (c) Chemicals and Fertilizers. Synthetic pesticides or herbicides may be applied only in accordance with state and federal regulations. All chemicals shall be stored in an enclosed, locked structure when the site is unattended. No synthetic pesticides or herbicides may be applied within a Natural Habitat Buffer Zone.
- (d) Trash/compost. Trash and compost receptacles shall be screened from adjacent properties by utilizing landscaping, fencing or storage within structures and all trash shall be removed from the site weekly. Compost piles and containers shall be set back at least ten (10) feet from any property line when urban agriculture abuts a residential land use.
- (e) Maintenance. An urban agriculture land use shall be maintained in an orderly manner, including necessary watering, pruning, pest control and removal of dead or diseased plant materials and shall be maintained in compliance with the provisions of Chapter 20 of the Municipal Code.
- (f) Water conservation and conveyance. To the extent reasonably feasible, the use of sprinkler irrigation between the hours of 10:00 a.m. and 6:00 p.m. shall be minimized. Drip irrigation or watering by hand may be done at any time. The site must be designed and maintained so that any water runoff is conveyed off-site into a city right-of-way or drainage system without adversely affecting downstream property.
- (g) Identification/contact information. A clearly visible sign shall be posted near the public right-of-way adjacent to an urban agriculture land use that includes the name, contact information of the garden manager or coordinator, and if synthetic pesticide or herbicide is used, the sign shall also include the name of the chemical and the frequency of application. The contact information for the garden manager or coordinator shall be kept on file with the City. All urban agriculture signs must comport with Section 3.8.7 of this Land Use Code.



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URBAN AGRICULTURE LICENSE

(h) If produce from an urban agriculture land use is proposed to be distributed throughout the City, the applicant must provide a list of proposed Food Membership Distribution Sites in the application.

(i) *Floodplains.* If urban agriculture is proposed within a floodplain, then a Floodplain Use Permit is required in accordance with Chapter 14 of the Municipal Code.

(j) *Additional Impact Mitigation.* Measures such as landscaping, fencing, or setbacks to mitigate potential visual, noise, or odor impacts on adjoining property may be required by the Director. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line of the parcel where the urban agriculture land use is conducted. Where an urban agriculture land use abuts a residential use, there shall be a minimum setback of five (5) feet between the operation and the property line.

**(3) Notice.** At the time of an initial application, mailed notice, posted notice, and a neighborhood meeting are required if an urban agriculture land use is proposed within a residential zone (N-C-L, N-C-M, U-E, R-F, R-L, L-M-N, M-M-N, H-M-N, N-C-B, R-C and P-O-L) or if the urban garden exceeds 0.5 acres in size. Such notice and neighborhood meeting shall be conducted in accordance with Sections 2.2.2 and 2.2.6 of this Land Use Code. Additional notice and a neighborhood meeting may be required by the Director at the time of license reissuance.

I have read and do understand the urban agriculture license requirements, Article 3.8.31, Land Use Code of the City of Fort Collins. I agree to comply with the standards of this ordinance when operating my farm or garden. I understand it is my responsibility to comply with subdivision protective covenants which relate to urban agriculture.

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

**Please submit this application and the associated requirements outlined in the submittal checklist to the City of Fort Collins Planning Services Department. To schedule a review of the proposed license, please call 970-221-6750 or email [currentplanning@fcgov.com](mailto:currentplanning@fcgov.com).**

Special Conditions (as required by City):

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City Approval: \_\_\_\_\_

Date: \_\_\_\_\_



URBAN AGRICULTURE:
MANURE MANAGEMENT CHECKLIST

The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services Department.

How will manure be used on site? (check all that apply)

- Fertilizer
Composting
Excess stored until disposal
Other

How will manure be supplied? (check all the apply)

- Produced on site
Delivered to site
Combination
Other

Manure Produced Onsite

Please record the types of animal(s) and their number(s):

- N/A
Animal Number
Pets (e.g. dogs/cats)
Chickens
Ducks
Other

I understand any manure delivered to the site, or excess manure produced on site and not for use in composting must be dried, tilled into the ground within 48 hours, or stored in a sealed, leak and insect-proof container.

I understand stored manure must be screened from view of the street and may be placed out for disposal no earlier than 12 hours before scheduled pickup and cannot remain for more than 12 hours after pickup.

Storage of manure shall comply with all provisions of the Fort Collins municipal code, including Section 20-1, Air Pollution Nuisances.