



## Current Planning Division

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# FLEXIBLE ZONING OVERLAY DISTRICT

This application is used to request a flexible zoning overlay district. The district requires a public hearing before the Planning Commission and City Council. The Planning Commission makes a recommendation to the City Council. A district requires City Council approval of two readings of ordinances with the public hearing occurring on the first reading of the ordinance. Refer to Chapter 18.44 of the Municipal Code for further information.

## APPLICATION CHECKLIST

Applicants must submit the following information, and verify by checking the adjacent boxes, in order for the application to be accepted. All information must be submitted electronically following the specifications listed in [Development Review Planning and Zoning Application Submittal Instruction Manual](#). Each file must be named according to the naming convention associated with each item.

### 1. Pre-application Meetings

- CRT (Conceptual Review Team) meeting held. Date: \_\_\_\_\_

### 2. Filing Fee

- Complete an Application Fee Worksheet, showing the fee calculation for the project: <http://www.cityofloveland.org/home/showdocument?id=23108>.
- Check made payable to the City of Loveland, submitted upon verification of the fee by the Planning office.

File Name: **Fee Schedule.PDF**

### 3. Application Checklist

File Name: **Checklist.PDF**

### 4. Application Form

provided in this checklist.  
File Name: **Application.PDF**

### 5. Vicinity Map

identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow

File Name: **Vicinity Map.PDF**

### 6. Title Commitment

verifying the record title owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the application submittal to the city. An ownership and encumbrance report does not qualify as a title commitment. Documentation for all listed Books and Pages and/or Reception numbers as cited in the title commitment must be included.

File Name: **Title.PDF**

7. **List of Owners** of real property as A list of the names and mailing addresses of all owners of property being rezoned, as such names and addresses appear on the latest records of the Larimer County Clerk and Recorder. The list must also include the names and addresses of any ditch companies that have improvements within the area to be annexed.
8. **Written Owner Consent** from all owners of property within the proposed district boundaries must be provided before notice of a public hearing before the Planning Commission. File Name: [Owner Consent.PDF](#)
9. **Written Explanation of the Community Benefit** that the district and district plan will provide and how the proposed development furthers the intent and goals of applicable land use plans and policies.  
File Name: [Written Benefit.PDF](#)
10. **Written Explanation of Compatibility** indicating how the proposed development achieves compatibility with surroundings uses, particularly sensitive uses.  
File Name: [Written Compatibility.PDF](#)
11. **Purpose Statement** indicating how the district plan achieves compliance with the eligibility requirement criteria listed in Section 18.44.050 of the Municipal Code.  
File Name: [Purpose Statement.PDF](#)
12. **District Plan** which specifies the type and extent of development proposed, including the following components:
  - a. A master plan indicating the intensity and general configuration of the proposed use or uses;
  - b. An Architectural concept plan that includes a building massing and height study;
  - c. A phasing plan, including a projected timeframe for each phase; and
  - d. A listing of zoning standards that will be applicable to development within the district.
13. **Land Use Map Consistency** detailing how the proposed annexation and PUD zoning are consistent with the land use designation in the Comprehensive Master Plan and the philosophies contained in Section 4 of the Plan. In the event that the proposed uses within the PUD zone are not consistent with the Land Use Map, an amendment to the Comprehensive Master Plan shall either be submitted prior to or concurrent with the application for annexation and zoning. Refer to the Comprehensive Master Plan Amendment submittal checklist.  
File Name: [PZ# Land Use Consistency.PDF](#)
14. **Legal Description** of the district boundaries in a Microsoft Word format.  
File Name: [Legal.PDF](#)
15. **List of Surface Owners** submitted prior to the required mailing. One copy of a list, certified by the Applicant, of the names and addresses of all surface owners of record of all properties that fall wholly or partially within the required distance (refer to Chapter 18.05.030) of all boundaries of the property, as the names and addresses appear on the latest records of the Larimer County Clerk and Recorder. This list should be current within one month from the date of the required mailing.  
File Name: [Surface Owners List.PDF](#)

**16. Affidavits** are required prior to scheduling a Planning Commission and City Council public hearing:

- A. Certifying that the mailing for the neighborhood meeting was conducted at least 15 days prior to the neighborhood meeting, and written notice was given by first class mail. ([Affidavit - Neighborhood Meeting](#)). Sample [Neighborhood Meeting Notice Letter](#).  
File Name: **PZ# Affadavit-NM.PDF**
- B. Certifying that written notice was given, by first class mail, for the Planning Commission and City Council public hearing and a sign(s) was(were) posted on the property (in a prominent location) at least 15 days prior to the public hearing. ([Affidavit - Preliminary Plat](#)) Sample [Public Hearing Notice Letter](#).  
File Name: **PZ# Affadavit-PC.PDF**

# FLEXIBLE ZONING OVERLAY DISTRICT APPLICATION

<b>Project Name:</b> <b>Name of PUD:</b>	
<b>PROJECT</b>	
<b>Narrative Description of Project</b> , including purpose and other pertinent information:	
Existing Legal Description of Property Boundary (Lots, Blocks, Tracts and Subdivision Name, or Metes & Bounds):	
Address of Existing Buildings or Property:	
<b>APPLICANT INFORMATION</b> <b>OWNER'S REPRESENTATIVE (CONTACT PERSON)</b>	
Company:	Name: _____  Phone: _____  Fax: _____
Address: _____	
City, State: _____ Zip Code: _____	
Email Address: _____	
<b>CONSULTANT</b>	
Company:	Name : _____  Phone: _____  Fax: _____
Address: _____	
City, State: _____ Zip Code: _____	
Email Address: _____	
<b>CONSULTANT</b>	
Company:	Name : _____  Phone: _____  Fax: _____
Address: _____	
City, State: _____ Zip Code: _____	
Email Address: _____	
<b>CONSULTANT</b>	
Company:	Name : _____  Phone: _____  Fax: _____
Address: _____	
City, State: _____ Zip Code: _____	
Email Address: _____	

OWNER		
Company :	Name :	Phone: Fax:
Address: _____		
City, State: _____		Zip Code: _____
Email Address: _____		
SITE		
Site Use and Zoning	Existing Adjacent Zoning and/or Use	
Existing Use:	North Side:	
Proposed Use:	South Side:	
Existing Zoning:	West Side:	
	East Side:	
Other Information	Acreage of Site	
Number of Units Existing:	Gross:	
Number of Units Proposed:	Right-of-Way:	
Number of Lots Proposed:	Net:	
Non-Residential Bldg. Area (Sq. Ft.) Proposed:	Utility Services Provided by	
Total Number of Parking Spaces:	Water:	
	Wastewater:	
	Electric:	
FEMA FLOODPLAIN		
Is any portion located in a FEMA floodplain?  <input type="checkbox"/> Yes <input type="checkbox"/> No	* If Yes, please submit legal description	
DESIGNATION OF OWNER'S REPRESENTATIVE		
The undersigned owner(s) agree(s) that (please print name)		
_____ represents the undersigned in all matters pertaining to this project, including subsequent modifications to the application.		
Owner		
Signature: _____ Date: _____		
ACKNOWLEDGMENTS		
I, as the Owner or Owner's Representative, hereby acknowledge that the application is correct and complete as per the specifications in the submittal checklist.		
Owner or Owner's Representative		
Signature: _____ Date: _____		
Printed Name: _____		

# APPLICATION, APPROVAL, AND RECORDING PROCESS

**Application Submittal:** Applications must be submitted electronically (Refer to [Development Review Planning and Zoning Application Submittal Instruction Manual](#)). Submittals are checked for completeness by the Development Review Team (DRT) on the next business day following application submittal. The Applicant will be notified by email if the submittal has been accepted or not. If accepted, the application will be assigned to a project planner and given a comment due date. If the application has been determined to be incomplete, the Applicant will be informed of any missing or incomplete items. All project files for submittals that have not been accepted will be deleted and a complete resubmittal of the project, including all electronic files, will need to be submitted for check-in.

- A. External Agency Review:** The city will provide external agencies (private utilities, CDOT, ditch companies) as applicable with the completed application form, a vicinity map, and the proposed subdivision plat. It is the Applicant's responsibility to provide any additional information to the required External agencies for review, including revisions, until the review and approval process is complete.
- B. Review Process:** The DRT will review the application based on all applicable city codes, standards, and policies. The DRT review continues until the application is deemed complete. If it is determined that a 3<sup>rd</sup> round of review is required, the applicant and their full consultant team must attend a required Thursday morning DRT meeting before said review will take place. It is the applicant's responsibility to have everyone attend and be prepared to discuss comments.
- C. Neighborhood Meeting and Public Notice Requirements:** A neighborhood meeting is required prior to scheduling the annexation and zoning application for a Planning Commission public hearing. The Applicant shall contact the project planner to coordinate the location and time for the neighborhood meeting. Notice for the neighborhood meeting must be sent by the Applicant at least 15 days prior to the date of the neighborhood meeting. Prior to scheduling the application for a Planning Commission public hearing, the Applicant must submit an affidavit certifying that at least 15 days prior to the neighborhood meeting the Applicant gave written notice and posted a sign on the property, by first class mail, to the property owners on the list required in the submittal checklist, of the date, time, and place for the neighborhood meeting.
- D. Public Hearing Notice Requirements:** A minimum of 15 days prior to the Planning Commission and City Council public hearings, the Applicant must give written notice by first class mail, to the property owners on the list required in the checklist and post a sign(s) in a prominent location on the property included within the annexation and zoning. The public hearing notice posted on the property and the letter must state the date, time, and location of the public hearing and the nature of the application being considered by the city. The information and format of the sign(s) will be provided in a template from the project planner. Failure to provide the required affidavit or evidence of a defective mailing list will result in a cancellation of the public hearing until proper notices are provided.
- E. Final Document Submittal:** After City Council adopts the flexible zoning overlay district ordinance on second reading, the Applicant must submit the following documents:
  - a. One digital copy of the district map data in the format per the requirements in [Plat and Map Digital Submission Standards](#)
  - b. One original Signed Agreement, if applicable.