

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

Please use the URL and Meeting ID # listed below to join the Review Meeting

## Review Date

6/6/2024 11:15 AM

## Project Name

7-Eleven at Prospect Ridge

CDR240034

## Applicant

Kevin Polasek

713-933-0333

kpolasek@bowman.com

**Planner:** Kai Kleer

**Engineer:** Sophie Buckingham

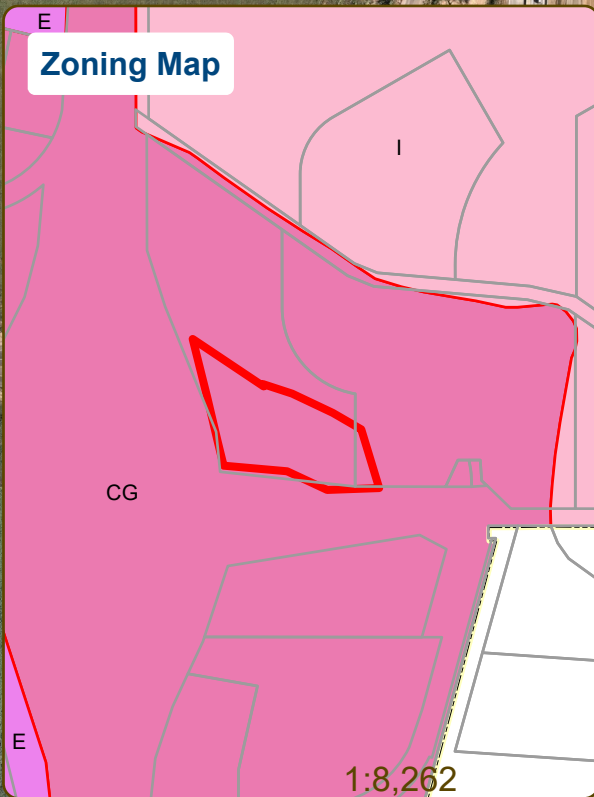
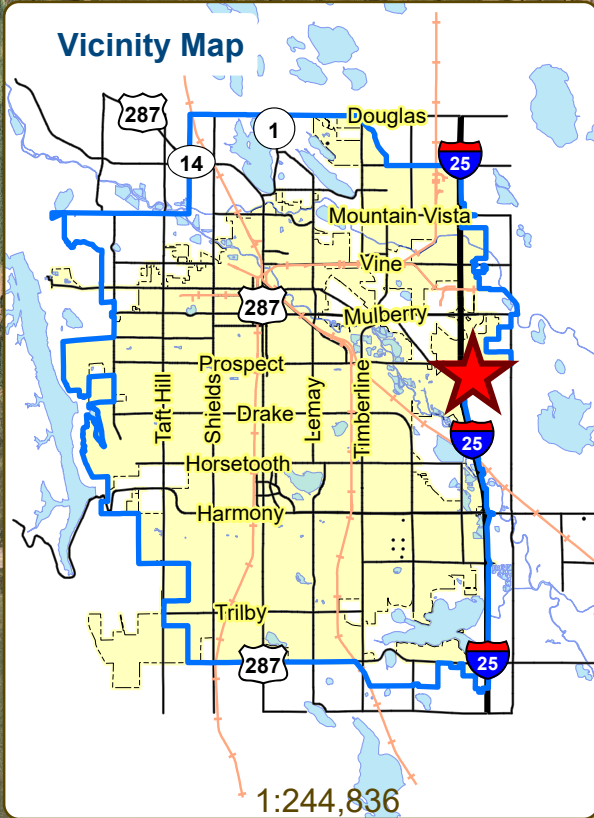
**DRC:** Brandy Bethurem Harras

## Description

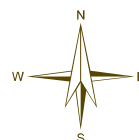
This is a request to develop a gasoline station on lot 4 of the Rudolf Farm Subdivision (parcel # 871500022). The applicant proposes a 4,772 sqft gas station convenience store. Access is taken from the future Carriage Parkway to the east and future Prospect Ridge Dr to the north. The site is directly north of E Prospect Rd and approximately 0.12 mi east of Interstate-25. The property is within the General Commercial (C-G) zone district and the project would be subject to an Administrative (Type 1) Review.

# 7-Eleven at Prospect Ridge- Convenience Retail Stores with Fuel

**Aerial Site Map**



These map products and all underlying data are developed for use by the City of Fort Collins for its internal purposes only, and were not designed or intended for general use by members of the public. The City makes no representation or warranty as to its accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement of location of any map features thereon. THE CITY OF FORT COLLINS MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE MAP PRODUCTS OR THE UNDERLYING DATA. Any users of these map products, map applications, or data, accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility of the use thereof, and further covenants and agrees to hold the City harmless from and against all damage, loss, or liability arising from any use of this map product, in consideration of the City's having made this information available. Independent verification of all data contained herein should be obtained by any users of these products, or underlying data. The City disclaims, and shall not be held liable for any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.





CONCEPTUAL REVIEW: APPLICATION

General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media. The applicant acknowledges that they are acting with the owner's consent.

Conceptual Reviews are scheduled on three Thursday mornings per month on a "first come, first served" basis and are a free service. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Thursday morning. A completed application must be submitted to reserve a Conceptual Review time slot. Complete applications and sketch plans must be submitted to City Staff on Thursday, no later than end of day, two weeks prior to the meeting date. Application materials must be e-mailed to preappmeeting@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

\*BOLDED ITEMS ARE REQUIRED\* \*The more info provided, the more detailed your comments from staff will be.\*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

Are you a small business?  Yes  No Business Name (if applicable) \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Site Address or Description (parcel # if no address) \_\_\_\_\_

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_

Proposed Use \_\_\_\_\_ Existing Use \_\_\_\_\_

Total Building Square Footage \_\_\_\_\_ S.F. Number of Stories \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

Age of any Existing Structures \_\_\_\_\_

Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain?  Yes  No If yes, then at what risk is it? \_\_\_\_\_

Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area \_\_\_\_\_ S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?



Site Location

E Prospect Rd

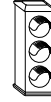
Dapper Dog Sal

Google Earth

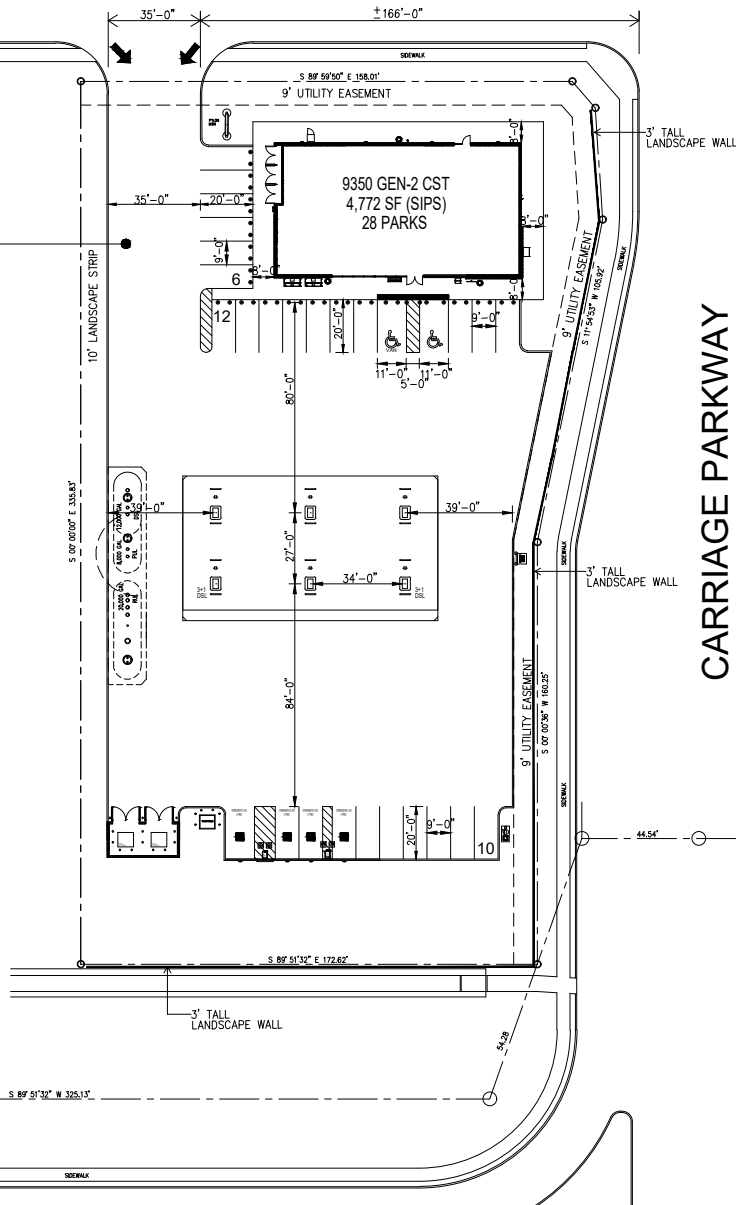
600 ft



PROSPECT RIDGE DR.



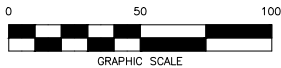
APPROX. LAND AREA  
60,585 SF = 1.39 ACRES



CARRIAGE PARKWAY



PROSPECT ROAD



THIS SITE PLAN/EXHIBIT IS PROVIDED FOR CONCEPTUAL PURPOSES ONLY, AND AS SUCH IS NOT INTENDED TO BE USED, AND SHOULD NOT BE RELIED UPON, FOR THE PURPOSE OF PREPARING CONSTRUCTION DOCUMENTS, DRAWINGS OR PLANS. ALL SITE INFO MAY NOT BE FULLY CONFIRMED PER INDICATED CITY JURISDICTION.

LASCO DEVELOPMENT CORPORATION 2024

INTERSTATE 25 AND PROSPECT RIDGE  
FORT COLLINS, COLORADO

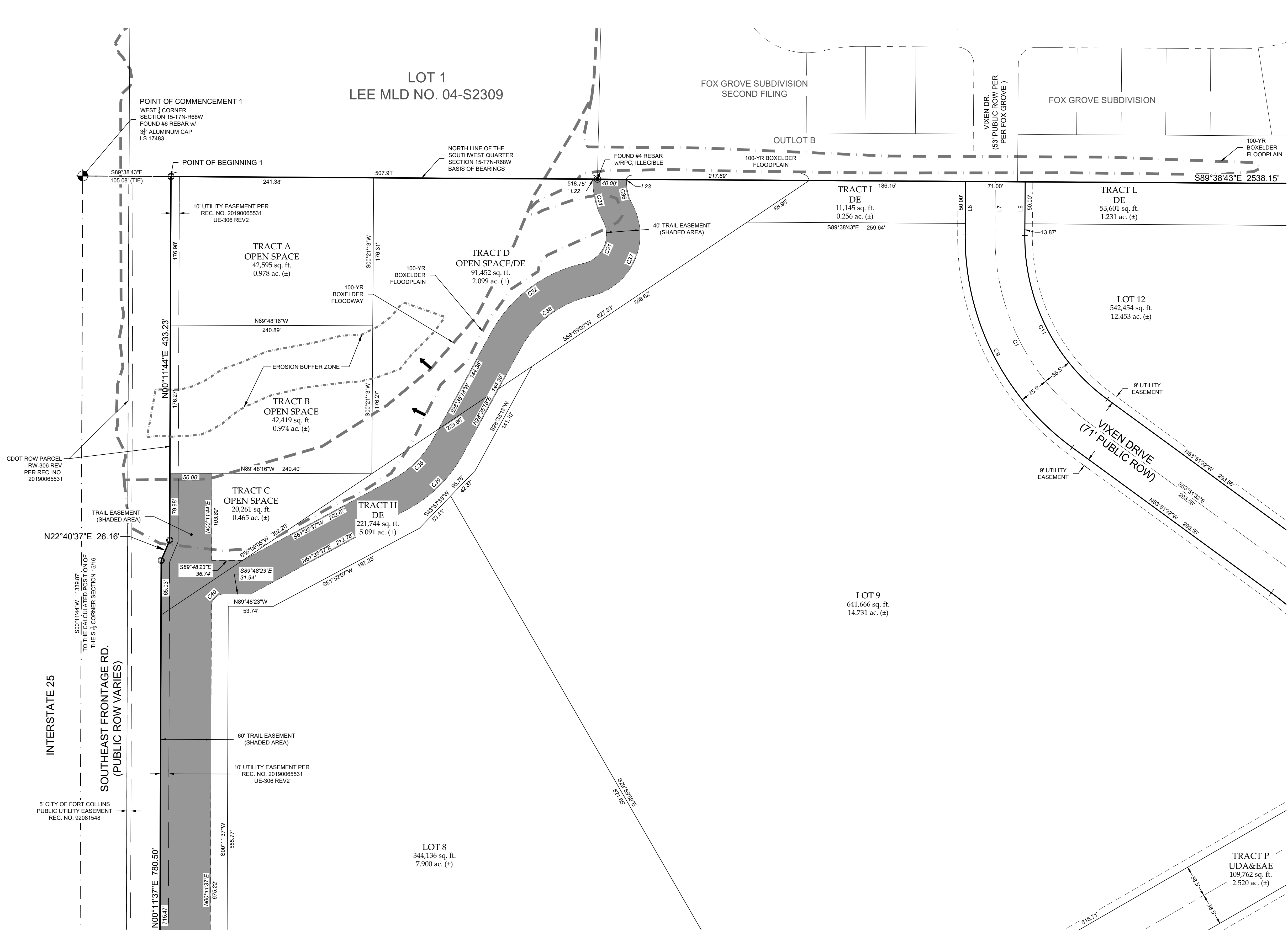




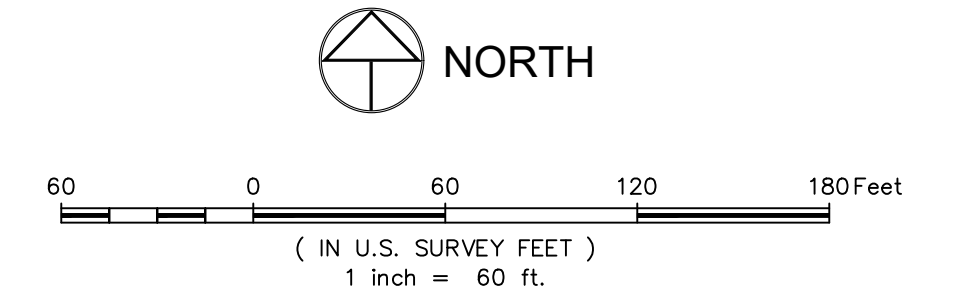
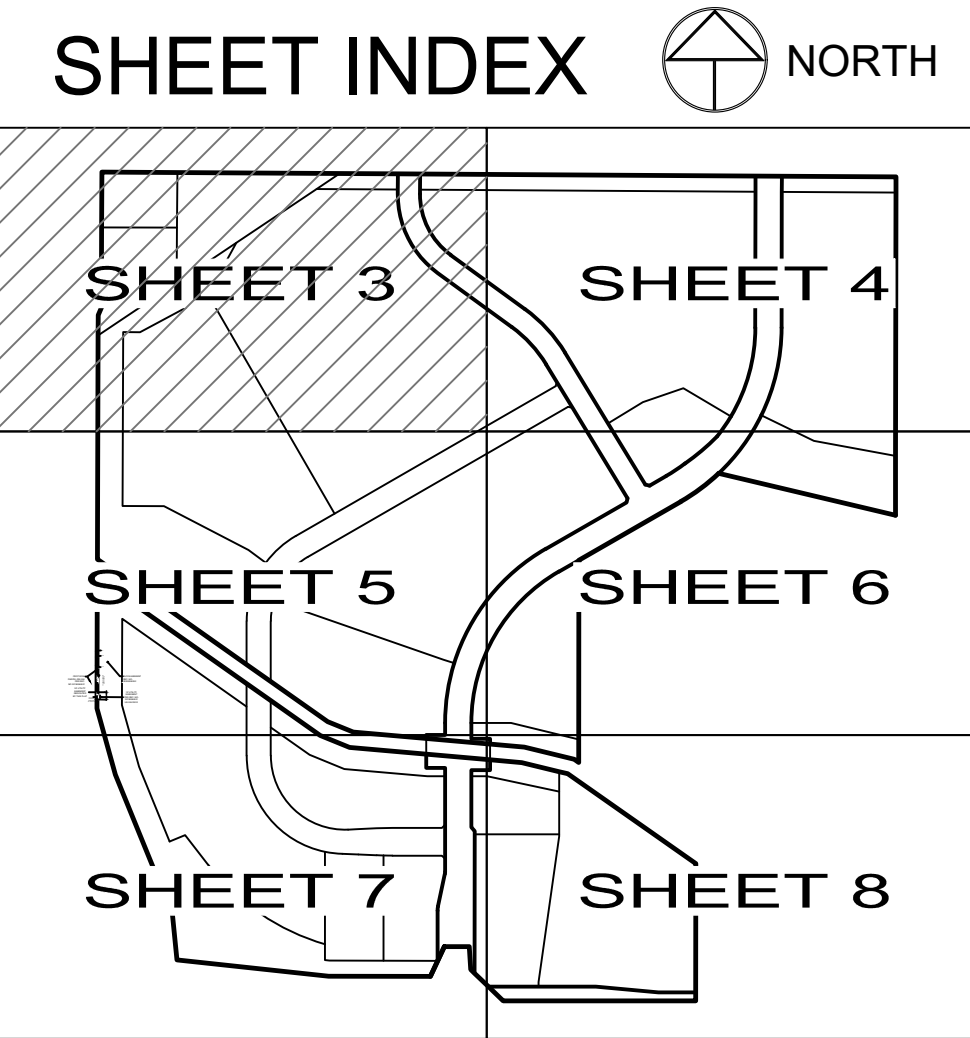


# RUDOLPH FARM

## TRACTS OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6TH P.M., CITY OF FORT COLLINS, COUNTY OF LARIMER, STATE OF COLORADO



LEGEND	
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	EXISTING EASEMENT LINE
	PROPOSED RIGHT-OF-WAY
	EXISTING RIGHT-OF-WAY
	BOUNDARY LINE
	LOT LINE
	SECTION LINE
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	FOUND PROPERTY CORNER AS DESCRIBED
	FOUND SECTION CORNER AS DESCRIBED
	CALCULATED POSITION ONLY
	UE UTILITY EASEMENT
	DE DRAINAGE EASEMENT
	AE ACCESS EASEMENT
	DAE DRAINAGE & ACCESS EASEMENT
	UDA&EAE UTILITY, DRAINAGE, ACCESS & EMERGENCY ACCESS EASEMENT
	(M) MEASURED BEARING/DISTANCE
	(R) RECORDED BEARING/DISTANCE
	ROW RIGHT-OF-WAY
	OPC ORANGE PLASTIC CAP
	RPC RED PLASTIC CAP
	CDOT COLORADO DEPT. OF TRANSPORTATION
	LCR LARIMER COUNTY ROAD



DRAFT

6-23-23

PRELIMINARY - NOT FOR CONSTRUCTION,  
RECORDING PURPOSES OR IMPLEMENTATION

PRELIMINARY

For and on behalf of Northern Engineering Services, Inc.  
Robert C. Teasdale  
Colorado Registered Professional Land Surveyor No. 38470

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SECTION: 15  
TOWNSHIP: 7 N  
RANGE: 68 W of the 6th PM

**NORTHERN ENGINEERING**

SURVEY | MUNICIPAL | LAND DEVELOPMENT

FORT COLLINS | GREELEY 970.221.4188 NORTHERNENGINEERING.COM

PROJECT: 1899-001  
DATE: 6/23/23  
CLIENT: North Pacific Enterprises LLC  
SCALE: 1"=60'  
DRAWN BY: L. Smith  
REVIEWED BY: R. Tesseley

RUDOLPH FARM  
CITY OF FORT COLLINS  
STATE OF COLORADO

Sheet  
**3**  
Of 8 Sheets

INTERSTATE 25  
SOUTHEAST FRONTAGE RD.  
(PUBLIC ROW VARIES)

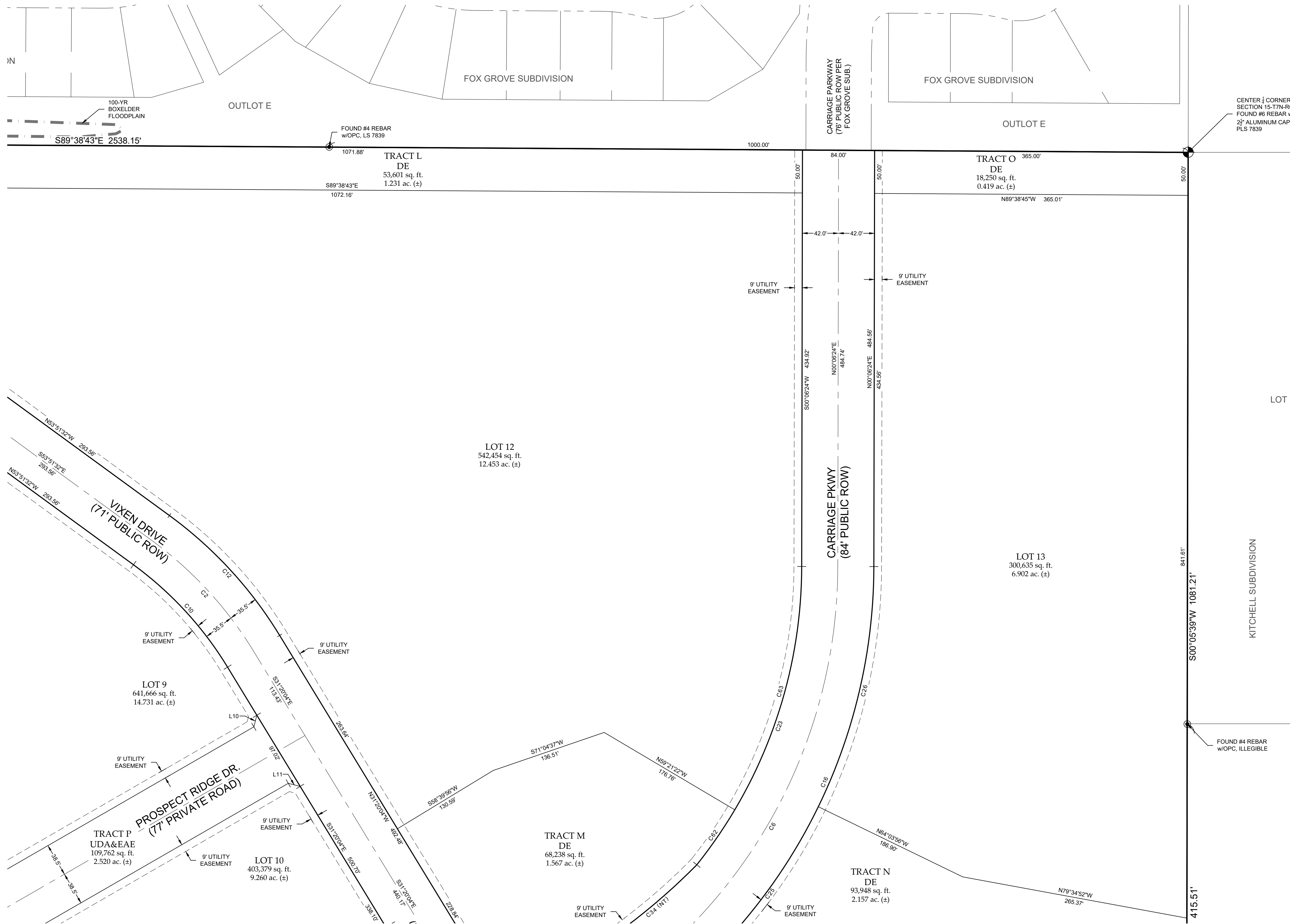
SEE SHEET 5

SEE SHEET 4



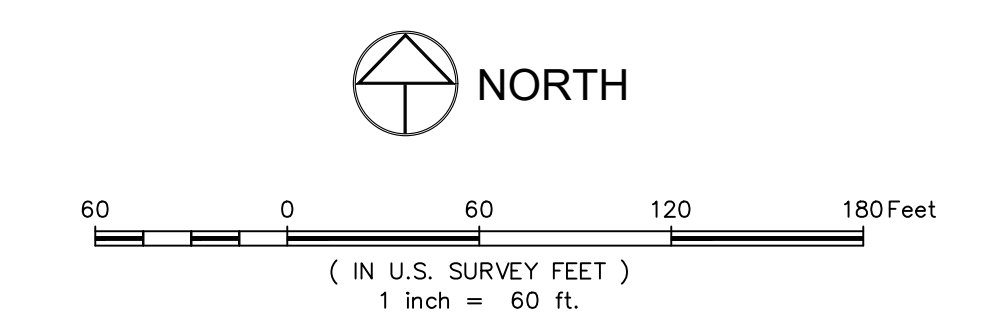
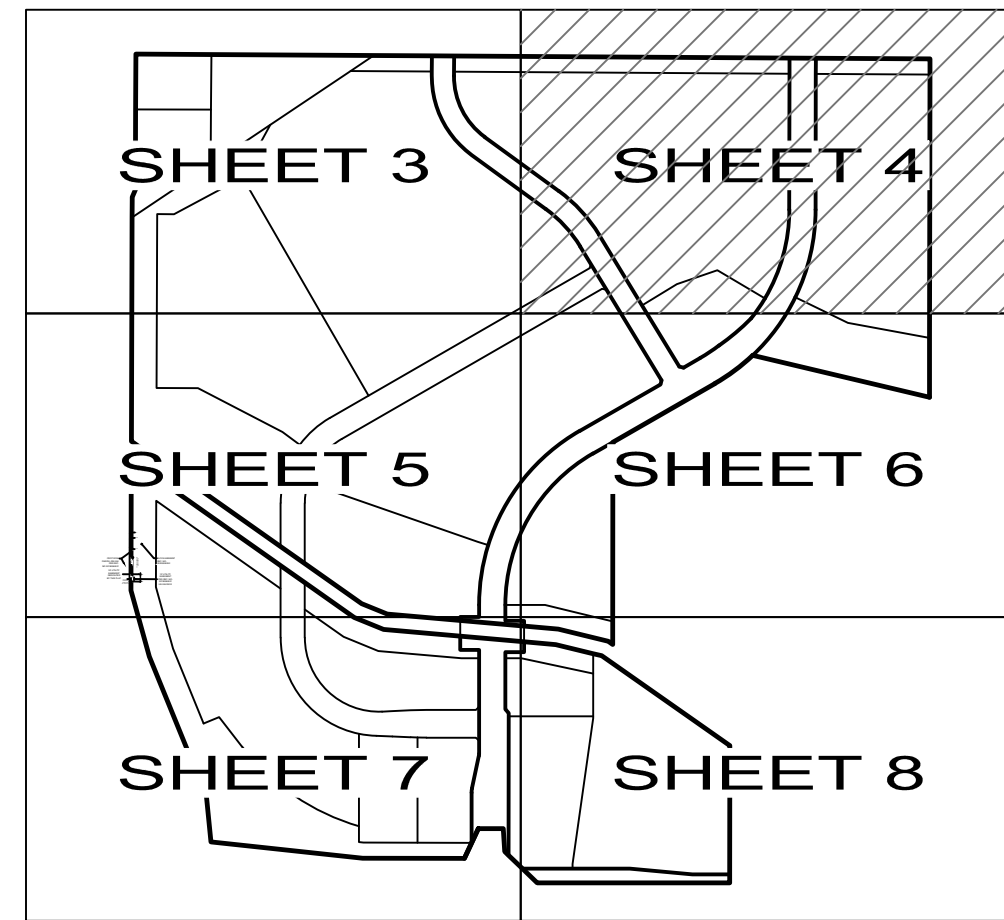
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●	FOUND PROPERTY CORNER AS DESCRIBED
⊙	FOUND SECTION CORNER AS DESCRIBED
○	CALCULATED POSITION ONLY
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DE	DRAINAGE EASEMENT
AE	ACCESS EASEMENT
DAE	DRAINAGE & ACCESS EASEMENT
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(R)	RECORDED BEARING/DISTANCE
ROW	RIGHT-OF-WAY
OPC	ORANGE PLASTIC CAP
RPC	RED PLASTIC CAP
CDOT	COLORADO DEPT. OF TRANSPORTATION
LCR	LARIMER COUNTY ROAD

## SHEET INDEX



**DRAFT**  
6-23-23  
PRELIMINARY - NOT FOR CONSTRUCTION,  
RECORDING PURPOSES OR IMPLEMENTATION

**PRELIMINARY**  
For and on behalf of Northern Engineering Services, Inc.  
Robert C. Tossely  
Colorado Registered Professional Land Surveyor No. 38470

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RANGE: 68 W of the 6th PM

**NORTHERN ENGINEERING**  
SURVEY | MUNICIPAL | LAND DEVELOPMENT  
FORT COLLINS | GREELEY  
970.221.4188  
NORTHERNENGINEERING.COM

PROJECT: 1898-001  
CLIENT: Pacific North Enterprises, LLC  
DRAWN BY: L. Smith  
DATE: 6/23/23  
SCALE: 1"=60'  
REVIEWED BY: R. Tossely

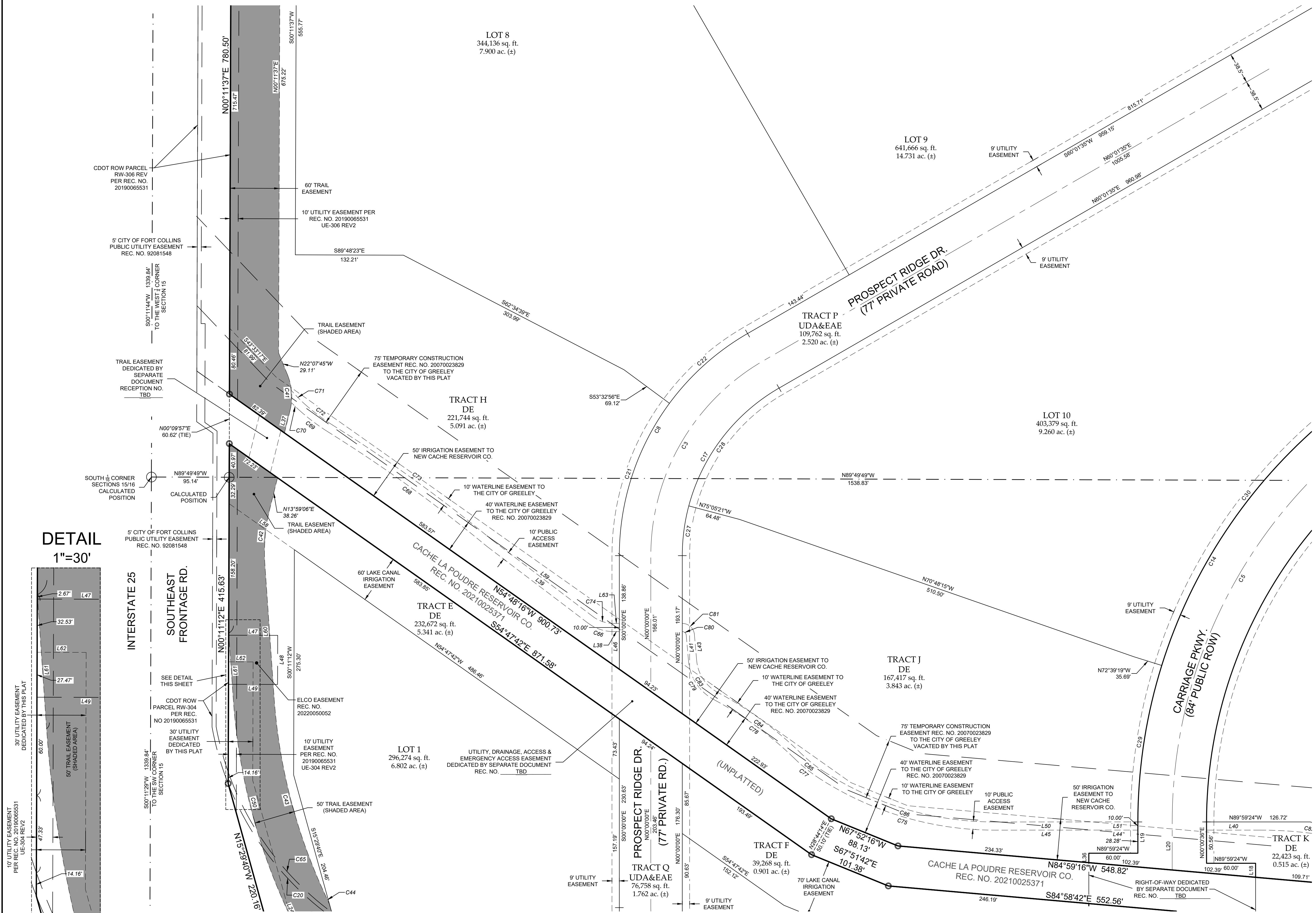
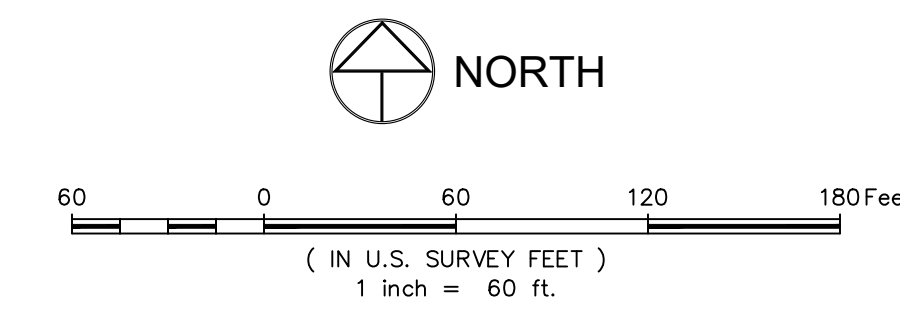
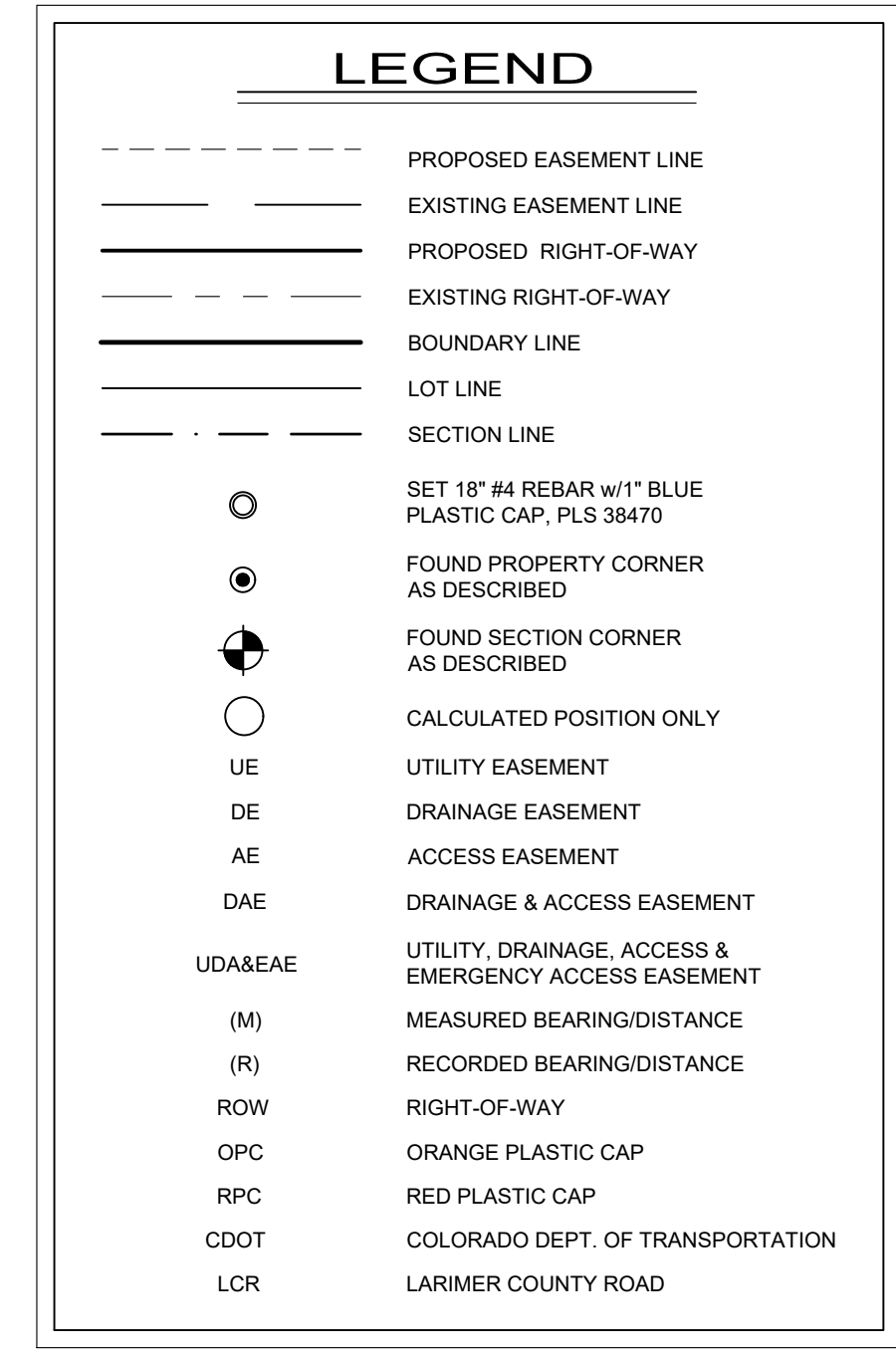
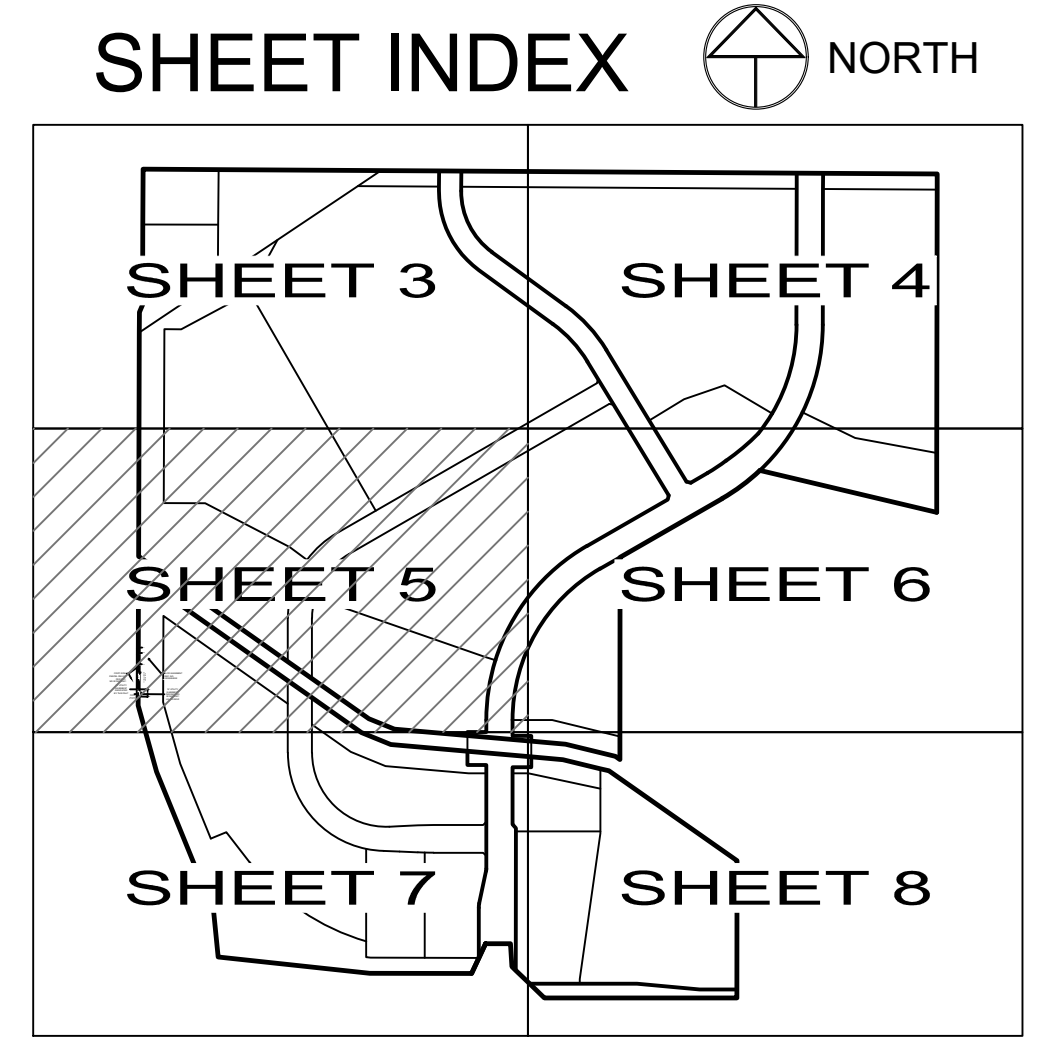
RUDOLPH FARM  
CITY OF FORT COLLINS  
STATE OF COLORADO

Sheet  
**4**  
Of 8 Sheets

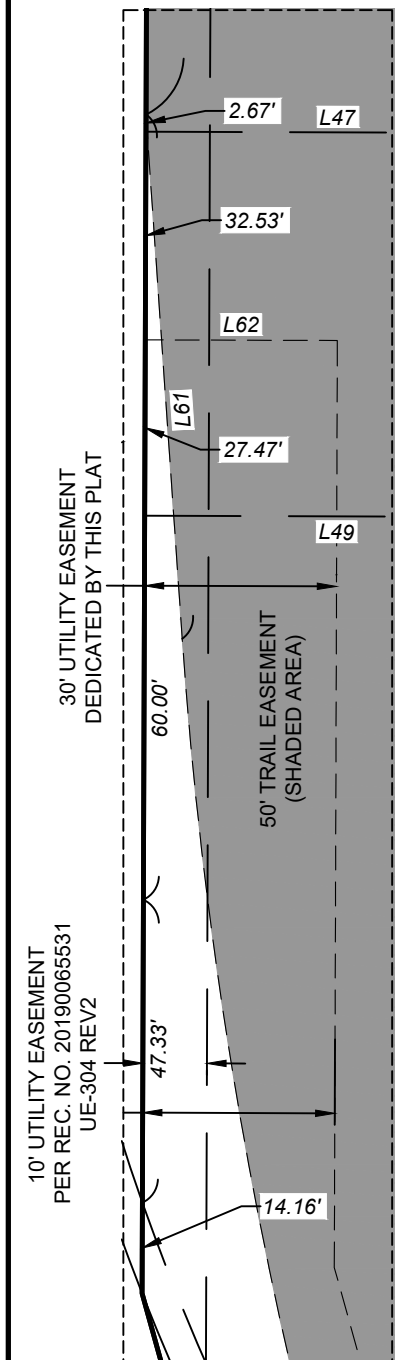
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SEE SHEET 3



**DETAIL**  
1"=30'



SEE SHEET 7

SEE SHEET 6

DRAFT

6-23-23

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N

NORTHERN  
ENGINEERING

SURVEY | MUNICIPAL | LAND DEVELOPMENT

FORT COLLINS | GREELEY 970.221.4188  
NORTHERNENGINEERING.COM

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DRAWN BY: L. Smith  
REVIEWED BY: R. Tossy

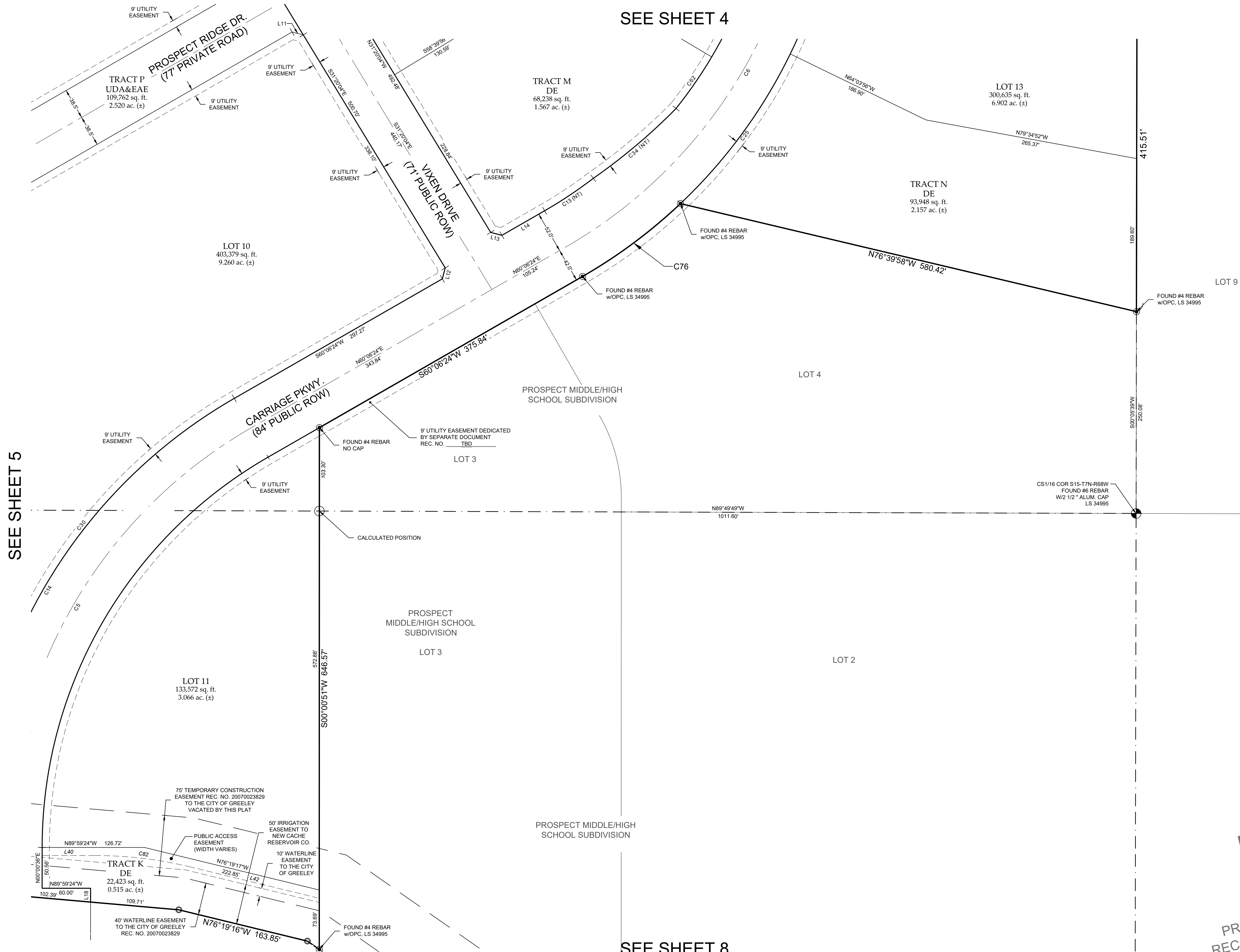
SCALE: 1"=60'  
REVIEWED BY: R. Tossy

RUDOLPH FARM  
CITY OF FORT COLLINS  
STATE OF COLORADO

Sheet  
**5**  
Of 8 Sheets

# RUDOLPH FARM

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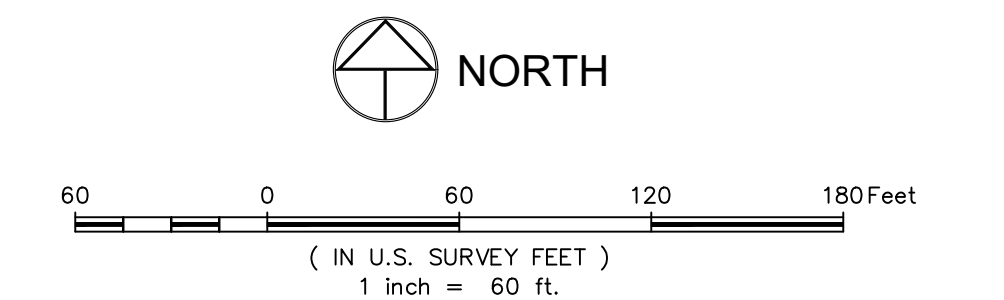
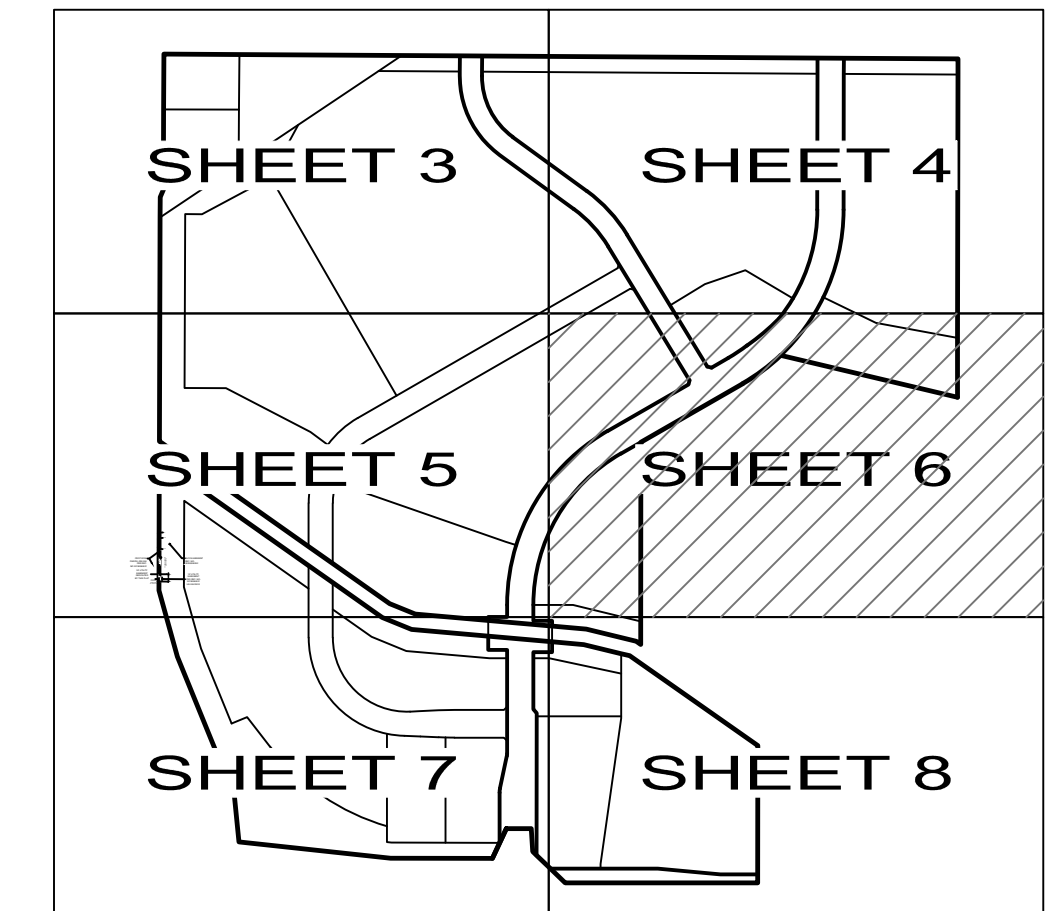
SEE SHEET 4

SEE SHEET 5

SEE SHEET 8

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CDOT	COLORADO DEPT. OF TRANSPORTATION
LCR	LARIMER COUNTY ROAD
NT	NON-TANGENT

SHEET INDEX NORTH



**DRAFT**  
6-23-23  
PRELIMINARY - NOT FOR CONSTRUCTION,  
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SECTION: 10  
TOWNSHIP: 7 N  
RANGE: 68 W of the 6th PM

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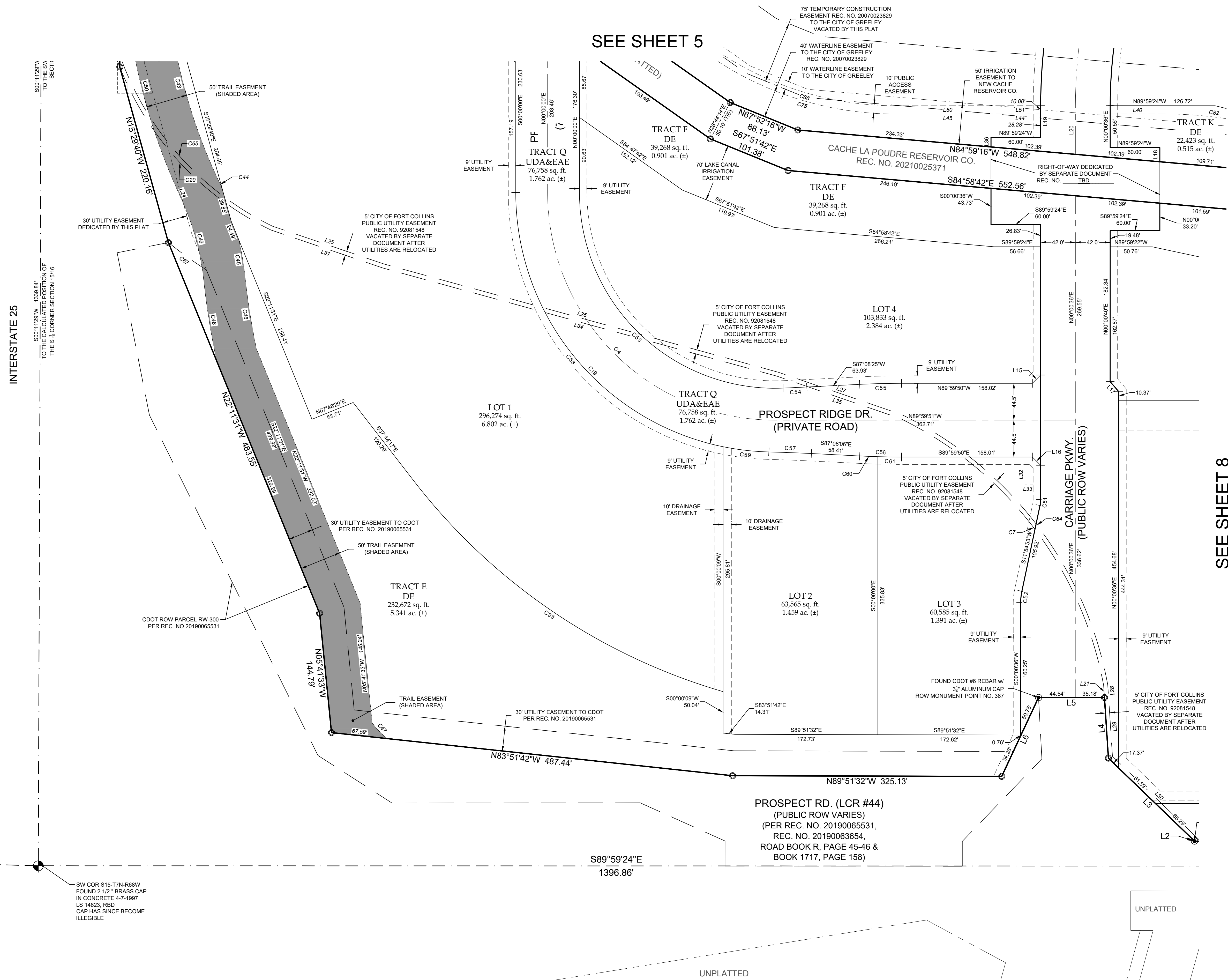
DATE: 6/23/23  
SCALE: 1"=60'  
PROJECT: 1898-001  
CLIENT: North Pacific Enterprises, LLC  
DRAWN BY: L. Smith  
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RUDOLPH FARM  
CITY OF FORT COLLINS  
STATE OF COLORADO

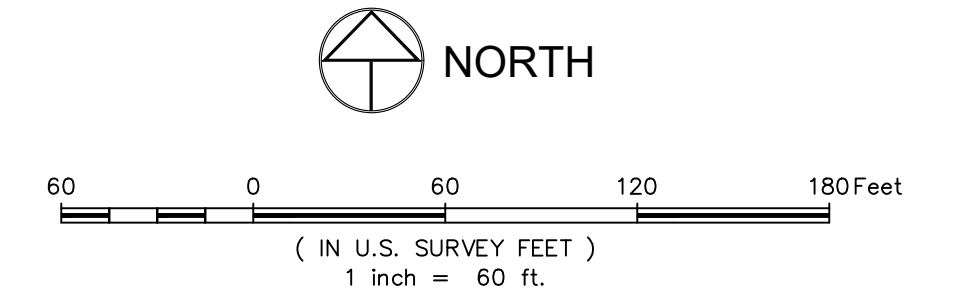
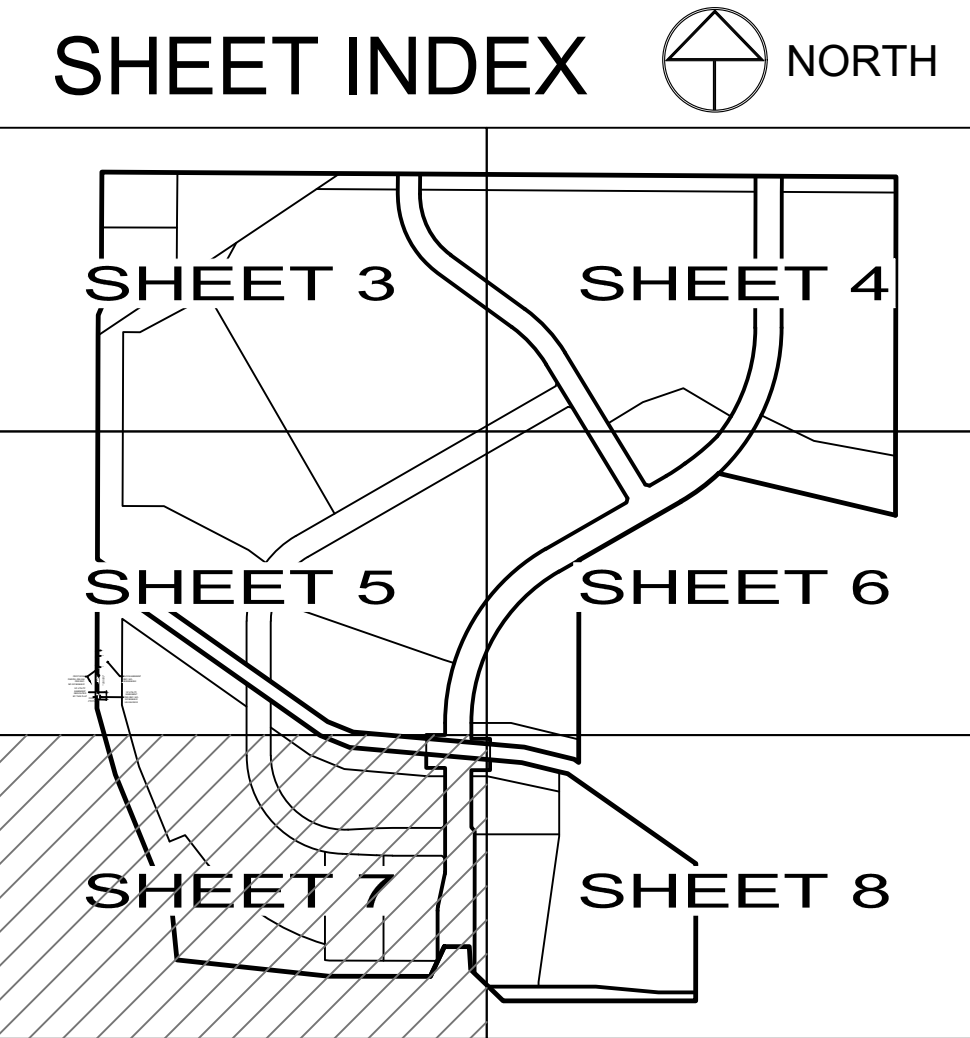
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SEE SHEET 8

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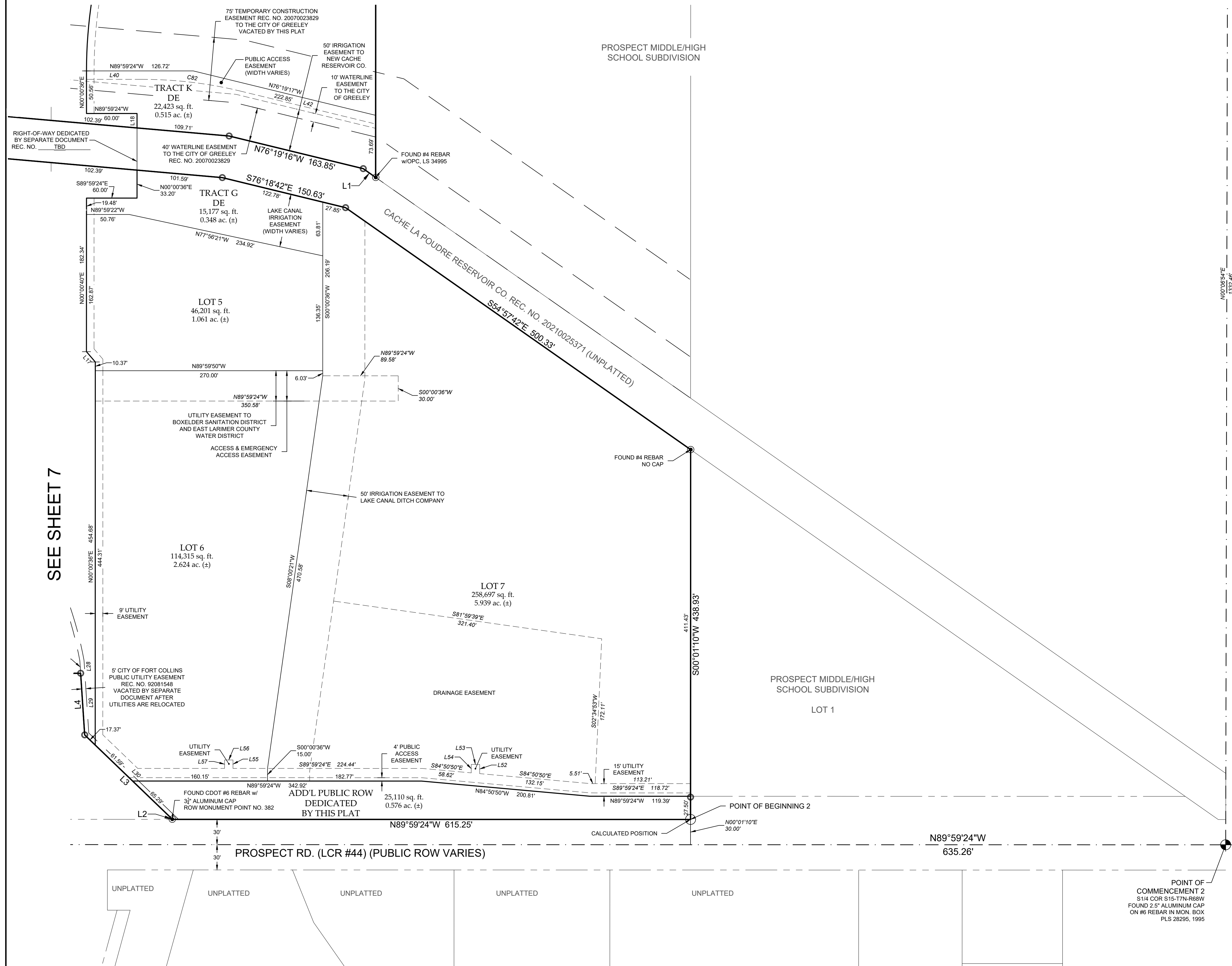
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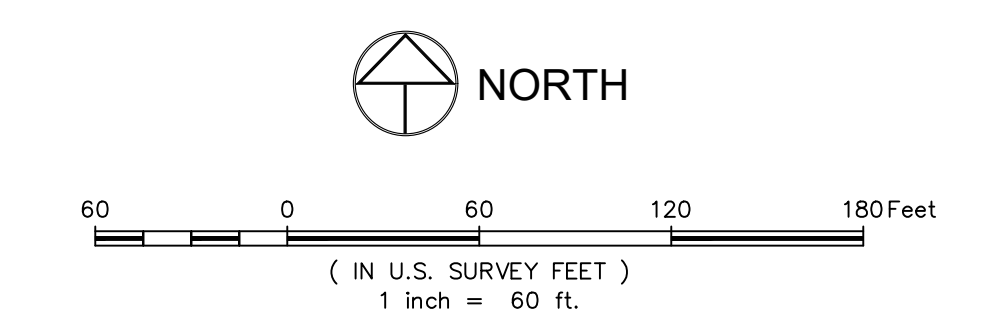
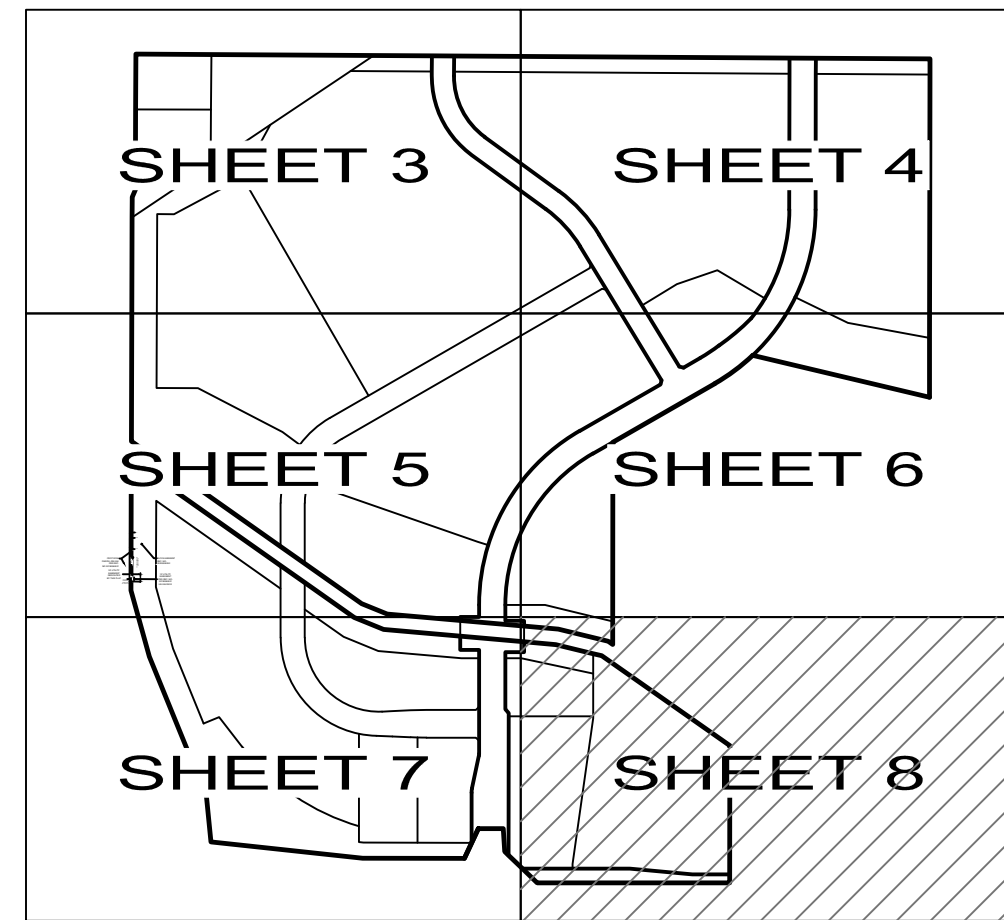
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SEE SHEET 6



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SHEET INDEX NORTH



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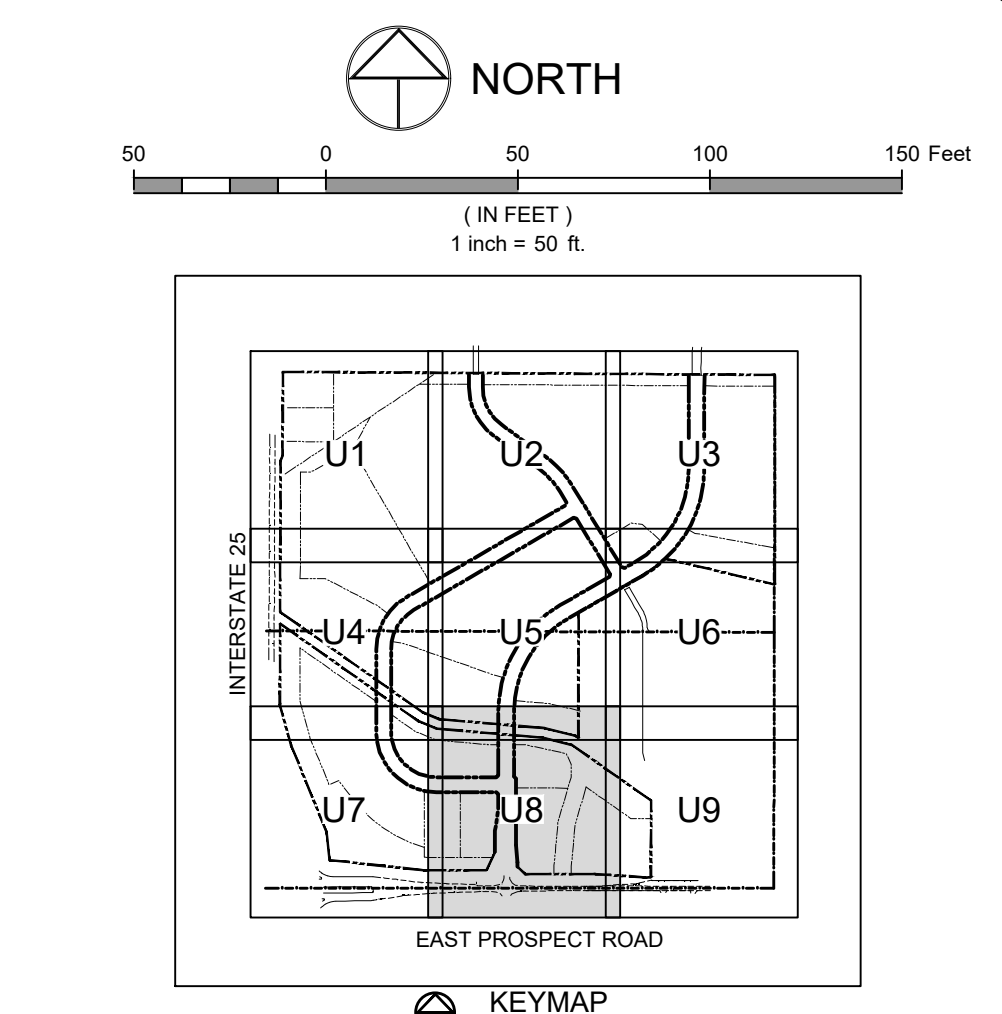
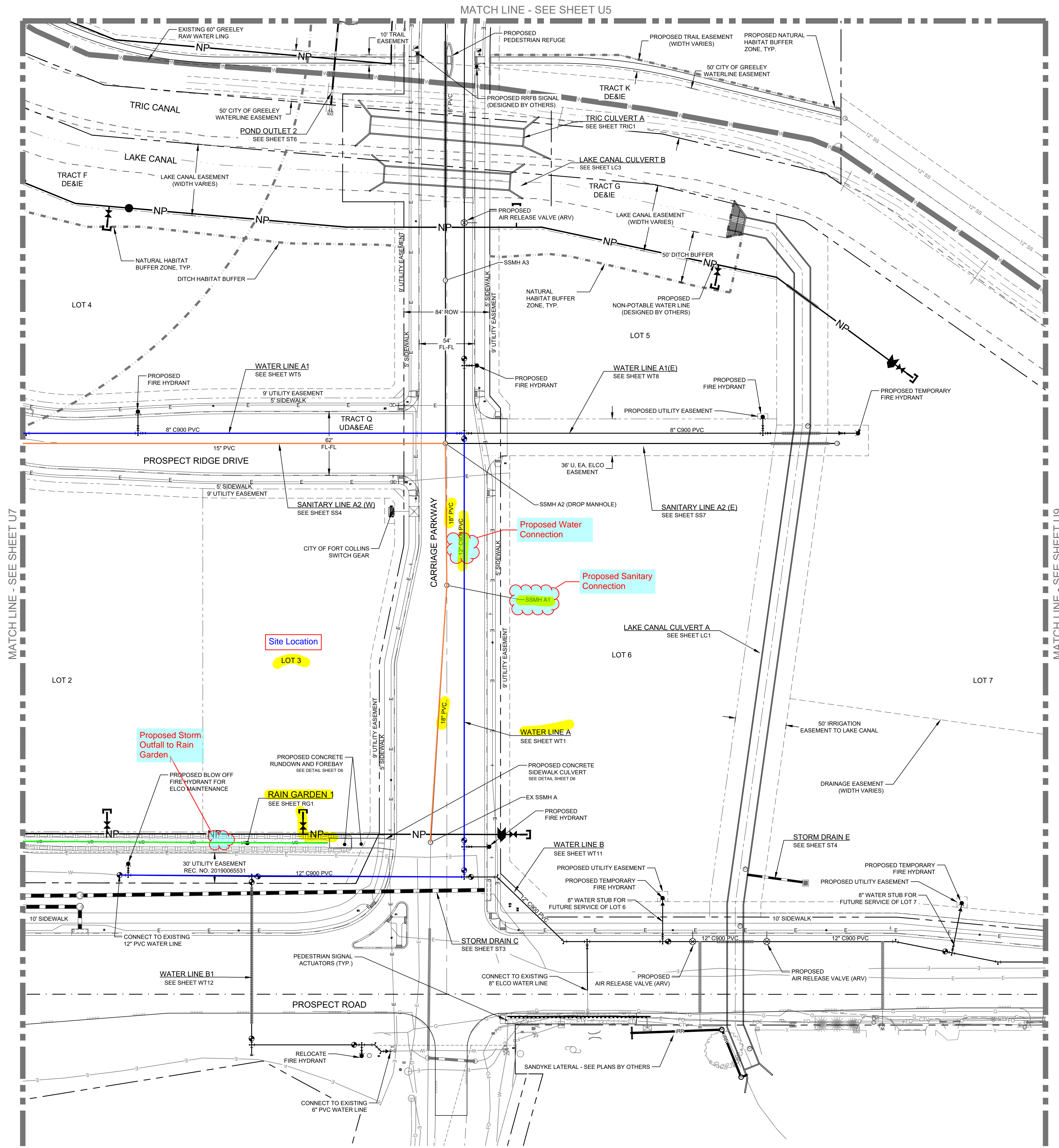
RUDOLPH FARM

CITY OF FORT COLLINS

STATE OF COLORADO

Sheet  
**8**  
Of 8 Sheets

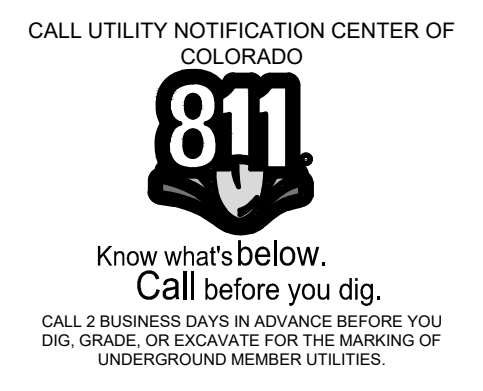
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**LEGEND:**

PROPOSED WATER MAIN	
EXISTING WATER MAIN	
EXISTING 60" CITY OF GREELEY WATER LINE	
PROPOSED SANITARY SEWER	
PROPOSED NON-POTABLE WATER LINE	
EXISTING SANITARY SEWER	
PROPOSED WATER SERVICE	
PROPOSED AIR RELEASE VALVE (ARV)	
PROPOSED BUTTERFLY VALVE	
PROPOSED GATE VALVE	
PROPOSED FIRE HYDRANT	
EXISTING FIRE HYDRANT	
PROPOSED STEEL CASING FOR UTILITY CROSSINGS	
PROPOSED STORM SEWER	
EXISTING STORM SEWER	
EXISTING TELEPHONE	
EXISTING GAS	
EXISTING CABLE	
EXISTING FIBER OPTIC CABLE	
EXISTING UNDERGROUND ELECTRIC	
EXISTING OVERHEAD UTILITIES	
PROPOSED UNDERGROUND ELECTRIC	
PROPOSED ELECTRIC VAULT	
PROPOSED ELECTRIC TRANSFORMER	
PROPOSED CURB & GUTTER	
PROPERTY BOUNDARY	
PROPOSED LOT LINE	
EXISTING LOT LINE	
PROPOSED ROW	
EXISTING ROW	
EASEMENT LINE	
NATURAL HABITAT BUFFER	
PROPOSED STORM INLET	
PROPOSED STREET LIGHT	
EXISTING STREET LIGHT	
EXISTING TELEPHONE PEDESTAL	

- NOTES:**
- THE SIZE, TYPE AND LOCATION OF ALL KNOWN UNDERGROUND UTILITIES ARE APPROXIMATE WHEN SHOWN ON THESE DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE OF ALL UNDERGROUND UTILITIES IN THE AREA OF THE WORK. BEFORE COMMENCING NEW CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL BE RESPONSIBLE FOR ALL UNKNOWN UNDERGROUND UTILITIES.
  - ALL WATER CONSTRUCTION SHALL BE PER EAST LARIMER COUNTY WATER DISTRICT, WATER DISTRIBUTION SYSTEM DESIGN CRITERIA MANUAL, LATEST EDITION.
  - ALL SEWER CONSTRUCTION SHALL BE PER BOXELDER SANITATION DISTRICT, STANDARDS & SPECIFICATIONS FOR SANITARY SEWER PIPELINE CONSTRUCTION AND IMPROVEMENTS, LATEST EDITION.
  - ALL WATER FITTINGS AND VALVES ARE ONLY GRAPHICALLY REPRESENTED AND ARE NOT TO SCALE.
  - ALL WATERLINES SHALL HAVE A MINIMUM OF 4.5' AND MAXIMUM OF 5.5' WATER LINE COVER FROM FINISHED GRADE TO TOP OF PIPE.
  - UTILITY SERVICES ARE SHOWN IN A SCHEMATIC FASHION ONLY. EXACT LOCATIONS SHALL BE PER THE REQUIREMENTS OF THE RESPECTIVE UTILITY PROVIDERS, AND ARE SUBJECT TO CHANGE IN THE FIELD.
  - MAINTAIN 10' HORIZONTAL AND 18" VERTICAL MINIMUM SEPARATION BETWEEN ALL SANITARY SEWER MAINS, WATER MAINS & SERVICES.
  - REFER TO THE PLAT FOR LOT AREAS, TRACT SIZES, EASEMENTS, LOT DIMENSIONS, UTILITY EASEMENTS, OTHER EASEMENTS, AND OTHER SURVEY INFORMATION.
  - LIMITS OF STREET CUT ARE APPROXIMATE. FINAL LIMITS ARE TO BE DETERMINED IN THE FIELD BY THE CITY OF FORT COLLINS ENGINEERING INSPECTOR. ALL REPAIRS TO BE IN ACCORDANCE WITH CITY OF FORT COLLINS STREET STANDARDS.
  - ALL MANHOLE RIM ELEVATIONS (EXISTING & PROPOSED) ARE TO BE ADJUSTED TO 1' BELOW FINISHED GRADE. IF NECESSARY, CONE SECTIONS SHALL BE ROTATED TO PREVENT LIDS BEING LOCATED WITHIN VEHICLE OR BICYCLE WHEEL PATHS.
  - THE NATURAL HABITAT BUFFER ZONE IS INTENDED TO BE MAINTAINED IN A NATIVE LANDSCAPE AND SUBJECT TO A SECURITY BOND. PLEASE SEE SECTION 3.4.1 OF THE LAND USE CODE FOR ALLOWABLE USES WITHIN THE NATURAL HABITAT BUFFER ZONE.



DATE: 05/17/23  
 PROJECT: 1886-001  
 DESIGNED BY: S. King  
 DRAWN BY: S. King  
 P. MANAGER: A. Reese  
 SCALE: 1" = 50'  
 Revisions:  
**REVIEW SET**  
**NOT FOR CONSTRUCTION**  
 05/17/23

These drawings are instruments of service provided by Northern Engineering Services, Inc. in accordance with any type of construction contract. No liability is assumed by Northern Engineering Services, Inc. for any errors or omissions.

**NORTHERN ENGINEERING**  
 SURVEY | MUNICIPAL | LAND DEVELOPMENT  
 FORT COLLINS | GREELEY  
 970.221.4188  
 NORTHERNENGINEERING.COM

DATE:	05/17/23
SCALE:	1" = 50'
P. MANAGER:	A. Reese
DESIGNED BY:	S. King
DRAWN BY:	S. King

**RUDOLPH FARM**  
**UTILITY PLAN**

PLEASE NOTE: ONLY LOT 3 WILL BE APPLICABLE ITEMS.



**Community Development and  
Neighborhood Services**

281 North College Avenue  
PO Box 580  
Fort Collins, CO 80522

**970.221.6689**

970.224.6134 - fax

[fcgov.com/developmentreview](http://fcgov.com/developmentreview)

May 31, 2023

Andy Reese  
Kimley-Horn and Associates  
3801 Automation Way  
Suite 210  
Fort Collins, CO 80525

RE: Prospect Ridge LOT 3 & LOT 6, PDR230003, Round Number

Please see the following summary of comments from City staff and outside reviewing agencies for your submittal of Prospect Ridge LOT 3 & LOT 6. If you have questions about any comments, you may contact the individual commenter or direct your questions through your Development Review Coordinator, Brandy Bethurem Harras via phone at 970-416-2744 or via email at [bbethuremharras@fcgov.com](mailto:bbethuremharras@fcgov.com).

Comment Summary:

Department: Development Review Coordinator

Contact: Brandy Bethurem Harras [bbethuremharras@fcgov.com](mailto:bbethuremharras@fcgov.com) 970-416-2744

Topic: General

Comment Number: 1

05/16/2023: INFORMATION:

I will be your primary point of contact throughout the development review and permitting process. If you have any questions, need additional meetings with the project reviewers, or need assistance throughout the process, please let me know and I can assist you and your team. Please include me in all email correspondence with other reviewers and keep me informed of any phone conversations. Thank you!

Comment Number: 2

05/16/2023: LOT 3:

The proposed development project is subject to a Type 1 Review. The decision maker for your project will be an Administrative Hearing Officer at a public hearing. Staff will need to agree the project is ready for Hearing approximately 4 to 6 weeks prior to a hearing date to accommodate scheduling and notice requirements. For the hearing, we will formally notify surrounding property owners within 800 - 1,000 feet (excluding public right-of-way and publicly owned open space). As your Development Review Coordinator, I will assist with preparing the mailing and coordinating the hearing date with your team.

A neighborhood meeting is not required for this development request. If you would like to hold a meeting to engage your neighborhood regarding the proposal prior to the hearing, I can assist you with this request.

Comment Number: 3

05/16/2023: LOT 6:

The proposed development project is subject to a Type 2 Review. The decision makers for your project will be the Planning & Zoning Commission at a public hearing. For the hearing, we will formally notify surrounding property owners within 800 – 1,000 feet (excluding public right-of-way and publicly owned open space). Staff will need to agree the project is ready for Hearing approximately 4 to 6 weeks prior to the hearing. I have attached the P&Z schedule, which has key dates leading up to the hearing.

Comment Number: 4

05/16/2023: LOT 6:

A neighborhood meeting is required at least 10 days prior to formal submittal of your development review application. For the neighborhood meeting, we will formally invite surrounding neighbors to attend the meeting. Neighborhood meetings offer an informal way to get feedback from surrounding neighbors, identify any potential concerns prior to the formal hearing, and are an opportunity for you to share your development proposal. The City's Development Review Liaison will facilitate the meeting.

As your Development Review Coordinator, I will assist with preparing the mailing and coordinating the meeting date with your team. Please reach out to me when you are ready to schedule this meeting. Allow 4-8 weeks prior to the desired meeting date to accommodate scheduling and notice requirements.

Comment Number: 5

05/16/2023: SUBMITTAL:

As part of your submittal, you will respond to the comments provided in this letter. This letter is provided to you in Microsoft Word format. Please use this document to insert responses to each comment for your submittal, using a different font color.

When replying to the comment letter please be detailed in your responses, as all comments should be thoroughly addressed. Comments requiring action should NOT have a response such as noted or acknowledged. You will need to provide references to specific project plans, pages, reports, or explanations of why comments have not been addressed [when applicable].



Comment Number: 6

05/16/2023: SUBMITTAL:

Correct file naming is required as part of a complete submittal. Please follow the Electronic Submittal Requirements and File Naming Standards found here: [https://www.fcgov.com/developmentreview/files/electronic-submittal-requirements-and-file-naming-standards\\_v1\\_8-1-19.pdf?1680306305](https://www.fcgov.com/developmentreview/files/electronic-submittal-requirements-and-file-naming-standards_v1_8-1-19.pdf?1680306305).

File names should have the corresponding number, followed by the file type prefixes, project information, and round number. For example: 1\_Site Plan\_ProspectRidge-Lot3\_PDP\_Rd1. A list of numbers and prefixes for each file can be found at the link above.

Comment Number: 7

05/16/2023: SUBMITTAL:

All plans should be saved as optimized/flattened PDFs to reduce file size and remove layers. Per the Electronic Submittal Requirements AutoCAD SHX attributes need to be removed from the PDF's. AutoCAD turns drawing text into comments that appear in the PDF plan set, and these must be removed prior to submittal as they can cause issues with the PDF file. The default setting is "1" ("on") in AutoCAD. To change the setting and remove this feature, type "EPDFSHX" (version 2016.1) or "PDFSHX" (version 2017 and newer) in the command line and enter "0".

Read this article at Autodesk.com for more on this topic:

<https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

Comment Number: 8

05/16/2023: FEES:

These requests will be subject to the Development Review Fee Schedule: <https://www.fcgov.com/developmentreview/fees.php>.

I will provide an estimate of the initial fees to begin the development review process based on your Conceptual Review Application. As noted in the comments, there are additional fees required by other departments, and additional fees at the time of building permit. The City of Fort Collins fee schedule is subject to change – please confirm these estimates before submitting. Development Review Application Fees will be due at time of the project being submitted for formal review. If you have any questions about fees, please reach out to me.

Comment Number: 9

05/16/2023: FEES:

Payments can be made by check or credit card.

If paying by check, make payable to "City of Fort Collins". This is accepted at the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, by mail or can be placed in the blue drop box located at the west side of the building. Please mark it to my attention and reference the project it is associated with.

If paying by credit card, I can process the payment over the phone with you. 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.

Comment Number: 10

05/16/2023: SUBMITTAL:

Submittals are accepted any day of the week, with Wednesday at noon being the cut-off for routing the same week. Upon initial submittal, your project will be subject to a completeness review. Staff has until noon that Friday to determine if the project contains all required checklist items and is sufficient for a round of review. If complete, a formal Letter of Acceptance will be emailed to you and the project would be officially routed with its initial round of review, followed by a formal meeting. Please check with me, your Development Review Coordinator, regarding review timelines.

As you are preparing to submit your formal plans, please notify me with an anticipated submittal date. Applications and plans are submitted electronically to me by email or secured file sharing applications.

Pre-submittal meetings can be beneficial to ensure you have everything for a complete submittal. Please reach out and I will assist in those arrangements.

Comment Number: 11

05/16/2023: NOTICE:

Upon the scheduling of a Neighborhood Meeting, or initial review of the formal Development Review Application, a Development Review sign will be posted on the property. This sign will be posted through the final decision and appeal process. A request for the removal of signs will be made by your Development Review Coordinator at the appropriate time.

Comment Number: 12

05/16/2023: INFORMATION:

Once your project has been formally reviewed by the City and you have received comments, please resubmit within 180 days, approximately 6 months, to avoid the expiration of your project.

Department: Planning Services

Contact: Kai Kleer [kkleer@fcgov.com](mailto:kkleer@fcgov.com) 970-416-4284

Topic: General

Comment Number: 1

05/30/2023: LOT 3

A fundamental community character standard for the City of Fort Collins is for buildings to provide a direct relationship to the adjoining street system without an intervening vehicle use area (parking or drive aisles). In the case of this site the building must be brought to the street corner of Prospect and Carriage Parkway.

The build-to line along Prospect Road is set by the Prospect Road Streetscape System and is 50 feet from the edge of the Prospect Road ROW. The build-to line along carriage parkway shall be no greater than 15 feet from the edge of ROW.

Comment Number: 2

05/30/2023: LOT 3

The main entrance of the building must face and open directly onto a connecting walkway. A connecting walkway is defined as, "(1) any street sidewalk, or (2) any walkway that directly connects a main entrance of a building to the street sidewalk without requiring pedestrians to walk across parking lots or driveways, around buildings or around parking lot outlines which are not aligned to a logical route." Illustrations of this concept can be found in the Fort Collins Design Manual, <https://www.fcgov.com/planning/pdf/dm-3.5.3.pdf>.

Comment Number: 3

05/30/2023: LOT 3 & 6

Regarding building architecture, prototypical design is strictly prohibited. Additional architectural requirements can be found by visiting Land Use Code Sections 3.5.3 and 3.9.5 - Commercial Building Design Standards. If there are any conflicting standards between the two sections, the more stringent standard prevails.

Comment Number: 4

05/30/2023: LOT 3

The fuel canopy must be detailed in a similar architectural style as the building. The canopy will be required to feature a mansard roof design and columns that are architecturally detailed with stone, brick, or other materials as specified under 3.9.5(C).

Comment Number: 5

05/30/2023: LOT 3

Regarding perimeter landscaping requirements, the plan will be required to provide a landscape setback area of 5 feet and along the western boundary and 10 feet along the north and east boundaries. Within the landscape setback area, screening from either the street or property to the west shall consist of a wall, fence, planter, earthen berm, plant material or a combination of such elements, each of which shall have a minimum height of thirty (30) inches. Such screening shall extend a minimum of seventy (70) percent of the length of the street frontage of the parking lot and also seventy (70) percent of the length of any boundary of the parking lot that abuts any nonresidential use. Openings in the required screening shall be permitted for such features as access ways or drainage ways. Where screening from the street is required, plans submitted for review shall include a graphic depiction of the parking lot screening as seen from the street.

Plant material used for the required screening shall achieve required opacity in its winter seasonal condition within three (3) years of construction of the vehicular use area to be screened.

Additionally, within this setback area, trees shall be provided at a ratio of one (1) tree per twenty-five (25) lineal feet along a public street and one (1) tree per forty (40) lineal feet along a side lot line parking setback area. Trees may be spaced irregularly in informal groupings or be uniformly spaced, as consistent with larger overall planting patterns and organization. Perimeter landscaping along a street may be located in and should be integrated with the streetscape in the street right-of-way.

Comment Number: 6

05/30/2023: LOT 3

The 50 foot setback area between the building and prospect road will be required to be landscaped in accordance with the 'Interchange Style' of the Prospect Road Streetscape Program.

Comment Number: 7

05/30/2023: LOT 6

The 50 foot setback area between the building and prospect road will be required to be landscaped in accordance with the 'Gateway Style' of the Prospect Road Streetscape Program (PRSP). Regarding the ditch that will be undergrounded as part of the infrastructure project, the PRSP calls out for the ditch lines to be expressed with a double row of plantings. This might be a good opportunity to give nod to the historic alignment of the ditch and provide visual separation between parking areas of LOT 6 and future development of Lot 7 as required by the Gateway Style Standards. These Standards limit parking areas from extending more than 300 feet along prospect road without a significant visual break provided by landscaping open space or buildings. Please work with environmental planning and city planning staff to discuss this concept in greater detail.

Comment Number: 8

05/30/2023: LOT 3

How will cross access between properties be established? This issue should be studied in greater detail with the goal of providing adequate drive spacing to the nearest intersection. Please work with traffic engineering to determine the best approach.

Comment Number: 9

05/30/2023: LOT 3

Buildings shall be designed to ensure that all elevations include architectural detail and enhancement, rather than placing heavy emphasis solely on the front elevation and ignoring the need to apply aesthetic enhancements to the other elevations. Any accessory building or enclosure shall be similar to the principal building in design and materials

Rooftop mechanical equipment shall be screened so as to not to be visible from any public right-of-way. This shall include screening all rooftop mechanical systems which are visible from the 1-25 overpass. If necessary, mechanical equipment shall be located at ground level and screened.

Awning signs shall not be permitted to be back-lit except for individual letters and business logo only. The extent of signage on an awning shall be limited to the lesser of thirty-five (35) square feet or twenty-five (25) percent of the total area of the awning, and shall not be applied to the most vertical portion of the awning. Awning signs shall not be allowed above the first story of a building.

Comment Number: 10

05/30/2023: LOT 3

Parking is prohibited within all Setback Zones.

Parking areas shall not extend for more than three hundred (300) feet along the Highway Corridor District (adjacent to the Setback Zone) without a significant visual break provided by buildings and/or landscaped open space.

Large parking lots shall be broken into sections not to exceed two hundred (200) cars each, separated by a twenty (20) foot wide landscaped buffer area to provide the appearance of separation.

Utility equipment, storage areas, service areas, loading docks and trash collection areas shall be screened with berming, plant material and/or fencing and shall be located so that they are not visible from public streets. (See detail in Prospect Gateway Style standards and guidelines on page IV-14.)

Comment Number: 11

05/30/2023: LOT 3 & 6

Please review the Prospect Road Streetscape Standards. These standards are often more stringent than what is found in 3.2.1 and other sections of the Land Use Code. <https://www.fcgov.com/planning/pdf/prospect-rd-streetscape.pdf>

Comment Number: 12

05/30/2023: LOT 6

A drive-thru for Building B is not permitted pursuant to 3.5.3. Much like LOT 3, the building with need to be brought to the street corner (Prospect and Carriage Parkway). The build-to line should be set at 50' from the edge of Prospect Road and no greater than 15 feet from Carriage Parkway.

Building A will be required to provide a primary entrance on the side fronting carriage parkway, while it is possible for Building B to utilize the connecting walkway standards found under 3.5.3.

Comment Number: 13

06/02/2023: UPDATE

Type 2 review is required for the drive-thru restaurant use on Lot 6, however, Lot 3 will be subject to a Type 1 review

Department: Historic Preservation

Contact: Jim Bertolini [jbertolini@fcgov.com](mailto:jbertolini@fcgov.com) 970-416-4250

Topic: General

Comment Number: 1

NO HISTORIC REVIEW REQUIRED: This proposal does not require historic review because there are no designated historic resources, or resources that are at least 50 years old and would require evaluation, on the development site or within 200 feet of the development site.

Department: Engineering Development Review

Contact: Sophie Buckingham [sbuckingham@fcgov.com](mailto:sbuckingham@fcgov.com)

Topic: General

Comment Number: 1

05/26/2023: This project will need to comply with the Rudolph Farms development agreement, which is currently being drafted.

Comment Number: 2

05/26/2023: If public sidewalk and tree parkway are not installed along the public street frontage of LOT 3 and LOT 6 with the overall infrastructure project, then it will need to be installed with this project.

Comment Number: 3

05/30/2023: Per the Binding Agreement Pertaining to Development of Interstate Highway 25 and Prospect Road Interchange, reimbursements must be paid to the City of Fort Collins. There may be a need to enter into additional agreements related to this development. Please contact me with any questions about existing or future agreements.

Comment Number: 4

05/30/2023: This property is within the Rudolph Farms Metro District and may be subject to the Metro District's Service Plan.

Comment Number: 5

05/30/2023: My remaining comments are general information that is provided to every project at the conceptual stage. Depending on the ultimate scope of the project, some of these comments may not be relevant, and other information not included in this list may become relevant. If you have any questions about my site-specific comments above or my informational comments below, please contact me at [sbuckingham@fcgov.com](mailto:sbuckingham@fcgov.com) or 970-416-4344.

Comment Number: 6

05/30/2023: INFORMATION:

Larimer County Road Impact Fees and Transportation Capital Expansion Fees are due prior to issuance of building permit. For more information, please visit <https://www.fcgov.com/engineering/tcef.php>.

Comment Number: 7

05/30/2023: INFORMATION:

Any damaged curb, gutter and sidewalk existing prior to construction, as well as streets, sidewalks, curbs and gutters, destroyed, damaged or removed due to construction of this project, shall be replaced or restored to City of Fort Collins standards at the Developer's expense prior to the acceptance of completed improvements and/or prior to the issuance of the first Certificate of Occupancy.

Comment Number: 8

05/30/2023: INFORMATION:

All public sidewalk, driveways and ramps, existing or proposed, adjacent or within the site, need to meet ADA standards. If they currently do not, they will need to be reconstructed so that they do meet current ADA standards as a part of this project.

Comment Number: 9

05/30/2023: INFORMATION:

Any public improvements must be designed and built in accordance with the Larimer County Urban Area Street Standards (LCUASS). They are available online at: <https://www.larimer.org/urban-area-street-standards-2021>

Comment Number: 10

05/30/2023: INFORMATION:

This project is responsible for dedicating any right-of-way and easements that are necessary or required by the City for this project (i.e. drainage, utility, emergency access). This shall include the standard utility easements that are to be provided behind the right-of-way (15 foot along an arterial, 8 foot along an alley, and 9 foot along all other street classifications). Information on the dedication process, as well as deed templates for dedication by separate document, can be found at: <http://www.fcgov.com/engineering/devrev.php>

Comment Number: 11

05/30/2023: INFORMATION:

Utility plans will be required and a Development Agreement will be recorded once the project is finalized.

Comment Number: 12

05/30/2023: INFORMATION:

A Development Construction Permit (DCP) will need to be obtained prior to starting any work on the site.

Comment Number: 13

05/30/2023: INFORMATION:

LCUASS parking setbacks (Figure 19-6) apply and will need to be followed depending on parking design.

Comment Number: 14

05/30/2023: INFORMATION:

All fences, barriers, posts or other encroachments within the public right-of-way are only permitted upon approval of an encroachment permit. Applications for encroachment permits shall be made to the Engineering Department for review and approval prior to installation. Encroachment items shall not be shown on the site plan as they may not be approved, need to be modified or moved, or if the permit is revoked then the site/ landscape plan is in non-compliance.

Comment Number: 15

05/30/2023: INFORMATION:

The development/site cannot use the right-of-way for any Low Impact Development to treat the site's storm runoff. We can look at the use of some LID methods to treat street flows – the design standards for these are still in development.

Comment Number: 16

05/30/2023: INFORMATION:

Doors are not allowed to open out into the right-of-way.

Comment Number: 17

05/30/2023: INFORMATION:

Any bike parking that is required for the project cannot be placed within the right-of-way, and if it is placed just behind the right-of-way, it needs to be placed so that when bikes are parked they do not extend into the right-of-way.

Comment Number: 18

05/30/2023: INFORMATION:

In regard to construction of this site, the public right-of-way shall not be used for staging or storage of materials or equipment associated with the Development, nor shall it be used for parking by any contractors, subcontractors, or other personnel working for or hired by the Developer to construct the Development. The Developer will need to find a location(s) on private property to accommodate any necessary staging and/or parking needs associated with the completion of the Development. Information on the location(s) of these areas will be required to be provided to the City as a part of the Development Construction Permit application.

Department: Traffic Operation

Contact: Steve Gilchrist [sgilchrist@fcgov.com](mailto:sgilchrist@fcgov.com) 970-224-6175

Topic: General

Comment Number: 1

05/29/2023: PRE-SUBMITTAL:

A Transportation Impact Study will be required with the submittal of this project in order to verify that the proposed project is consistent with the Overall Development Plan for the Rudolph Farms development. Please have your Traffic Engineer contact me to scope the study.

Comment Number: 2

05/29/2023: Within the required TIS we will need to see queuing analysis demonstrating how the proposed uses (gas station/drive-thru) will not have vehicles stacking to to point that they blocked public right of way on the adjacent streets.

Comment Number: 3

05/29/2023: This project is dependent on the completion of the Rudolph Farms Infrastructure project in regard to the surrounding roadway improvements. Is the access for LOT 3 going to be shared with Lot 2, given the proximity to the traffic signal this would be preferred. Do you have any details on the cross access between Lots 2 and 3?



Department: Erosion Control

Contact: Andrew Crecca [acrecca@fcgov.com](mailto:acrecca@fcgov.com)

Topic: Erosion Control

Comment Number: 1

05/16/2023: This project is located within the City's MS4 boundaries and is subject to the erosion control requirements located in the Fort Collins Stormwater Criteria Manual (FCSCM), Chapter 2, Section 6.0. A copy of those requirements can be found at [www.fcgov.com/erosion](http://www.fcgov.com/erosion).

This project was evaluated based upon the submittal requirements of FCSCM. Based upon the provided materials we were able to determine a total disturbed area. This project is part of a larger common development Based upon the area of disturbance or this project is part of a larger common development, State permits for stormwater will be required should be pulled before Construction Activities begin.

Comment Number: 2

05/16/2023: Based upon the supplied materials, site disturbs more than 10,000 sq. ft. and/or meets one of the other triggering criteria (sensitive area, steep slopes, or larger common development) that would require Erosion and Sediment Control Materials to be submitted.

Please provide an erosion control plan for 'Final Plan or Approval Submittal'. This project disturbs 3 or more acres so sequence sheets need to be provided on the erosion control plans. Please ensure that the Erosion Control Plans provided include a individual sequence sheets in accordance with (FCSCM Ch 2 Section 6.1.3.2)

Based upon the supplied materials, site disturbs more than 1 acre or is part of a larger common development that requires Erosion and Sediment Control Report to be submitted. Please submit an Erosion Control Report to meet City Criteria (FCDCM Ch 2 Section 6.1.4) at time of Final Plan or Approval Submittal.

Based upon the supplied materials, an Erosion Control Escrow Calculation will need to be provided. Please submit an Erosion Control Escrow / Security Calculation based upon the accepted Erosion Control Plans to meet City Criteria (FCDCM Ch 2 Section 6.1.5) at time of Final Plan or Approval Submittal.

Comment Number: 3

05/16/2023: The City Manager's development review fee schedule under City Code 7.5-2 was updated to include fees for Erosion Control and Stormwater Inspections. As of January 1st, 2021, these fees will be collected on all projects for such inspections. The Erosion Control fees are based on; the number of lots, the total site disturbance, the estimated number of years the project will be active. A fee estimate will be provided as this project is submitted at preliminary PDP level once we have more information as to what water quality and erosion control inspections would be needed.

Department: Stormwater Engineering

Contact: Dan Mogen [dmogen@fcgov.com](mailto:dmogen@fcgov.com) 970-305-5989

Topic: General

Comment Number: 1

05/30/2023: Rudolph Farm Development (site specific comment):

This site will be a part of the Rudolph Farm development which is currently proposed to meet some of the Stormwater requirements for this lot/development site including water quality (WQ), low impact development (LID), and detention. The required drainage report and construction plans for this development will need to show compliance with the assumptions made in the final development plans including drainage report for Rudolph Farm; or alternatively, these developments will need to show how these requirements are being met independent of the overall development.

Please note Rudolph Farm development is essentially considering Lot 7 to be undeveloped; WQ, LID, and detention are not provided as part of that development. Areas of Lot 7 to be included in the shared parking area would need to be addressed and shown to meet these requirements. Additional outfall, or changes to the Lot 7 pond and outfall to the Lake Canal, will require approval of Lake Canal and the Town of Timnath.

While the drainage patterns proposed by the gas station (LOT 3) are unclear, it appears that flows may end up reaching the rain garden at concentrated points rather than the sheet flow currently shown by the infrastructure development. Please note that forebays will be required in the rain garden at all concentrated points of inflow.

The following comments are representative of the standard requirements including those requirements anticipated to be met by the Rudolph Farm development (other than comment #2).

Please note there are still steps to complete prior to moving forward with this development including gaining final approval of the Rudolph Farm development. Please contact me with any questions.

Comment Number: 2

05/30/2023: Spill Control for Fuel Sales (site specific comment – required for LOT 3):

Spill control structures are required for all new and redeveloping gas stations and vehicle maintenance facilities. In addition to emergency spill response procedures, such as the use of absorbent booms, structural spill controls must be used to protect all areas downstream of the site including roadways, drainage channels, storm sewer systems, wetlands, creeks and tributaries from petroleum products and other pollutants that are stored and handled at gas stations and vehicle maintenance facilities.

The spill control structure can be a below-grade concrete vault and should be placed in a location on the site that allows for spills to be directed toward it. Low flows, both pollutant spills and runoff from small storms, should be able to be directed into the control structure. Larger storm flows may be directed into the control structure but more likely will overtop a curb or bypass the spill structure and runoff toward the site detention basin.

The spill control structure or vault must have a minimum capacity of 150 gallons. The vault should be covered for safety although ventilation should be provided to allow for evaporation between storms.

Comment Number: 3

05/30/2023: Master plan and criteria compliance (site specific comment):

The design of this site must conform to the Fort Collins Stormwater Criteria Manual (FCSCM). The stormwater criteria manual is available on our website here: <https://www.fcgov.com/utility-development>

This site is also part of the concurrent Rudolph Farm development and must conform to the drainage design of the final development plans for the area, which are not yet approved.

Comment Number: 4

05/30/2023: Documentation requirements (site specific comment):

A drainage report and construction plans are required and must be prepared by a Professional Engineer registered in the State of Colorado. The drainage report must address the four-step process for selecting structural BMPs.

Comment Number: 5

05/30/2023: Stormwater outfall (site specific comment):

The stormwater outfall options for this site will be established by the Rudolph Farm development.

Comment Number: 6

05/30/2023: Detention requirements (site specific comment):

Onsite detention is required for the runoff volume difference between the 100-year developed inflow rate and the 2-year historic release rate.

Please note that the City has landscaping requirements for stormwater detention ponds. These requirements can be found in the Fort Collins Stormwater Criteria Manual, Chapter 8, Section 3.0 and in Appendix B (Landscape Design Standards and Guidelines for Stormwater and Detention Facilities).

Comment Number: 7

05/30/2023: Water Quality and Low Impact Development requirements (standard comment):

All new or modified impervious areas require stormwater quality treatment. In addition, the City requires the use of Low Impact Development (LID) methods to treat stormwater quality on all new or redeveloping property, including sites required to be brought into compliance with the Land Use Code. There are two (2) categories of LID requirements; the development will need to meet one of the two following options:

1. LID with Permeable Pavers: When using the permeable pavers option, 50% of the new or modified impervious areas must be treated by LID methods. Of the new or modified paved areas, 25% must be pervious.
2. LID - without Pavers: 75% of all new or modified impervious areas must be treated by LID methods. This typically consists of a rain garden or bioretention system, but other options are allowed.

The remainder of the water quality treatment can be accomplished 'standard' or LID water quality methods. Accepted methods are described in the Fort Collins Stormwater Criteria Manual (FCSCM), Chapter 7:

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations/stormwater-criteria>

Comment Number: 8

05/30/2023: Imperviousness documentation (standard comment):

The existing and proposed impervious areas need to be documented in the drainage report. Drainage requirements and development fees are based on new impervious area. An exhibit showing the existing and proposed impervious areas with a table summarizing the areas is required with the first project submittal.

Comment Number: 9

05/30/2023: Detention drain times (standard comment):

Per Colorado Revised Statute §37-92-602 (8) that became effective August 5, 2015, criteria regarding detention drain time will apply to this project. As part of the drainage design, the engineer will be required to show compliance with this statute using a standard spreadsheet (available on request) that will need to be included in the drainage report. Upon completion of the project, the engineer will also be required to upload the approved spreadsheet onto the Statewide Compliance Portal. This will apply to any volume-based stormwater storage, including extended detention basins.

Comment Number: 10

05/30/2023: Inspection and maintenance (standard comment):

There will be a final site inspection of the stormwater facilities when the project is complete and the maintenance is handed over to an HOA or another maintenance organization. Standard operating procedures (SOPs) for on-going maintenance of all onsite drainage facilities will be included as part of the Development Agreement. More information and links can be found at: <http://www.fcgov.com/utilities/what-we-do/stormwater/stormwater-quality/low-impact-development>

Comment Number: 11

05/30/2023: Fees (standard comment):

The 2023 city wide Stormwater development fee (PIF) is \$11,019/acre (\$0.2530/ sq. ft.) of new impervious area over 350 square feet. No fee is charged for existing impervious area. This fee is to be paid at the time each building permit is issued. Information on fees can be found at: <http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees> or contact our Utility Fee and Rate Specialists at (970) 416-4252 or [UtilityFees@fcgov.com](mailto:UtilityFees@fcgov.com) for questions on fees.

Monthly fees - <http://www.fcgov.com/utilities/business/rates>

Comment Number: 12

05/30/2023: Offsite Stormwater Flows (standard comment):

The development will need to accept and pass any existing offsite flows.

Department: Water-Wastewater Engineering

Contact: Dan Mogen [dmogen@fcgov.com](mailto:dmogen@fcgov.com) 970-305-5989

Topic: General

Comment Number: 1

05/30/2023: Other service district (site specific comment):

This project site is located within the East Larimer County (ELCO) Water District and the Boxelder Sanitation District for water and sewer service. Please contact them at (970) 493-2044 (ELCO) and (970) 498-0604 (Boxelder) for development requirements.

Comment Number: 2

05/30/2023: Water conservation (standard comment):

The water conservation standards for landscape and irrigation will apply.

Information on these requirements can be found at:

<http://www.fcgov.com/standards>

Department: Light And Power

Contact: Cody Snowdon [csnowdon@fcgov.com](mailto:csnowdon@fcgov.com) 970-416-2306

Topic: General

Comment Number: 1

05/29/2023: We do not currently have power within this area of Rudolph Farms, but it is proposed with the Overall Infrastructure Plan. Please coordinate timing with the Overall Infrastructure Plan to ensure power is in the area at time of development.

Comment Number: 2

05/29/2023: Depending on timing of the Overall Infrastructure Plan, if any electric facilities installed with that development needs to be relocated as part of this project, it will be at the expense of the developer and will need to be relocated within Public Right-of-Way or a dedicated easement. Please coordinate relocations with Light and Power Engineering.

Comment Number: 3

05/29/2023: All utility easement and crossing permits (railroad, ditch, floodplain, etc.) needed for the development will need to be obtained by the developer.

Comment Number: 4

05/29/2023: Any existing and/or proposed Light and Power electric facilities that are within the limits of the project must be located within a utility easement or public right-of-way.

Comment Number: 5

05/29/2023: Transformer location will need to be coordinated with Light & Power and needs to be shown on the Utility Plans. Transformers must be placed within 10 ft of a drivable surface for installation and maintenance purposes. The transformer must also have a front clearance of 10 ft and side/rear clearance of 3 ft minimum. When located close to a building, please provide required separation from building openings as defined in Figures ESS4 - ESS7 within the Electric Service Standards. Please show all proposed transformer locations on the Utility Plans.

Comment Number: 6

05/29/2023: During utility infrastructure design, please provide adequate space of all service and main lines internal to the site to ensure proper utility installation and to meet minimum utility spacing requirements. A minimum of 10 ft separation is required between water, sewer and storm water facilities, and a minimum of 3 ft separation is required between Natural Gas. Please show all electrical routing on the Utility Plans.

Comment Number: 7

05/29/2023: Streetlights are proposed with the Overall Infrastructure Plan, but if those are not installed at the time of this development, streetlights will need to be installed along Clydesdale Parkway. A 40 feet separation on both sides of the light is required between canopy trees and streetlights. A 15 feet separation on both sides of the light is required between ornamental trees and streetlights. Please coordinate the light placement with Light & Power. A link to the City of Fort Collins street lighting requirements can be found below:

[https://www.larimer.org/sites/default/files/ch15\\_2007.pdf](https://www.larimer.org/sites/default/files/ch15_2007.pdf)

Comment Number: 8

05/29/2023: The service to the building will be consider a commercial service; therefore, the applicant is responsible for installing the secondary service from the transformer to the meter and will be owned and maintained by the owner.

Comment Number: 9

05/29/2023: Please coordinate meter locations with Light and Power and show on the utility plans during Final Design. These locations will need to comply with our electric metering standards. Electric meter locations will need to be coordinated with Light and Power Engineering. Reference Section 8 of our Electric Service Standards for electric metering standards. A link has been provided below.

[https://www.fcgov.com/utilities/img/site\\_specific/uploads/ElectricServiceStandards\\_FINAL\\_18November2016\\_Amendment.pdf](https://www.fcgov.com/utilities/img/site_specific/uploads/ElectricServiceStandards_FINAL_18November2016_Amendment.pdf)

Comment Number: 10

05/29/2023: A Customer Owned Service Information Form (C-1 Form) and a one-line diagram for all commercial meters will need to be completed and submitted to Light & Power Engineering for review prior to Final Plan. A link to the C-1 Form is below:

[https://www.fcgov.com/utilities/img/site\\_specific/uploads/c-1\\_form.pdf?1597677310](https://www.fcgov.com/utilities/img/site_specific/uploads/c-1_form.pdf?1597677310)

Comment Number: 11

05/29/2023: On the one-line diagram, please show the main disconnect size and meter sequencing. A copy of our meter sequencing can be found in our electric policies practices and procedures below.

<http://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations>

Comment Number: 12

05/29/2023: The City of Fort Collins now offers gig-speed fiber internet, video and phone service. Contact John Stark with Fort Collins Connexion at (970) 207-7890 or [jstark@fcgov.com](mailto:jstark@fcgov.com) for commercial grade account support, RFPs and bulk agreements.

Comment Number: 13

05/29/2023: For additional information on our renewal energy programs please visit the website below or contact John Phelan ([jphelan@fcgov.com](mailto:jphelan@fcgov.com)).

<https://www.fcgov.com/utilities/business/go-renewable>

Comment Number: 14

05/29/2023: Light & Power will require AutoCAD files of the Site Plan, Utility Plans, and Landscape Plans prior to the Entitlement Process approval.

Comment Number: 15

05/29/2023: Electric capacity fees, development fees, building site charges and any system modification charges necessary to feed the site will apply to this development. Please contact me or visit the following website for an estimate of charges and fees related to this project:

<http://www.fcgov.com/utilities/business/builders-and-developers/plant-investment-development-fees>

Comment Number: 16

05/29/2023: Please reference our policies, construction practices, development charge processes, electric services standards, and fee estimator at

<http://www.fcgov.com/utilities/business/builders-and-developers>.

Department: PFA

Contact: Marcus Glasgow [marcus.glasgow@poudre-fire.org](mailto:marcus.glasgow@poudre-fire.org) 970-416-2869

Topic: General

Comment Number: 1

05/30/2023: FIRE APPARATUS ACCESS – IFC 503.1.1

Fire access is required to within 150 feet of all exterior portions of any building, or facility ground floor as measured by an approved route around the perimeter. For the purposes of this section, fire access cannot be measured from an arterial road. Any private alley, private road, or private drive serving as a fire lane shall be dedicated as an Emergency Access Easement (EAE) and be designed to standard fire lane specifications. In addition, aerial apparatus access requirements are triggered for buildings in excess of 30' in height.

LOT 3 - The proposed structure is further than 150 feet when measured from Carriage Parkway so a Fire Lane will need to be dedicated as Emergency Access Easement for access. If the building contains an automatic fire sprinkler system, the access length can be increased and Carriage Parkway will work for access.

LOT 6 - The proposed structures are within the increased distance when measured from Carriage Parkway. If the private drive or parking lot access are to be used, they shall be dedicated as Emergency Access Easements and meet Fire Lane requirements.

Comment Number: 2

05/30/2023: FIRE LANE SPECIFICATIONS

A fire lane plan shall be submitted for approval prior to installation. In addition to the design criteria already contained in relevant standards and policies, any new fire lane must meet the following general requirements:

- Fire lanes established on private property shall be dedicated by plat or separate document as an Emergency Access Easement.
- Maintain the required 20 foot minimum unobstructed width & 14 foot minimum overhead clearance. Where road widths exceed 20 feet in width, the full width shall be dedicated unless otherwise approved by the AHJ.
- Access roads with a hydrant are required to be 26 feet in width.
- Additional fire lane requirements are triggered for buildings greater than 30 feet in height. Refer to Appendix D105 of the International Fire Code.
- Be designed as a flat, hard, all-weather driving surface capable of supporting 40 tons.
- Dead-end fire access roads in excess of 150 feet in length shall be provided with an approved turnaround area for fire apparatus.
- Dead-end fire access roads used for aerial access shall be 30 feet in width
- The required turning radii of a fire apparatus access road shall be a minimum of 25 feet inside and 50 feet outside. Turning radii shall be detailed on submitted plans.
- Dedicated fire lanes are required to connect to the Public Way unless otherwise approved by the AHJ.
- Fire lane to be identified by red curb and/or signage, and maintained unobstructed at all times.
- Fire lane sign locations or red curbing should be labeled and detailed on final plans. Refer to LCUASS detail #1418 & #1419 for sign type, placement, and spacing. Appropriate directional arrows required on all signs.



Comment Number: 3

05/30/2023: ACCESS TO BUILDING OPENINGS – IFC 504.1

An approved access walkway leading from fire apparatus access roads to the egress doors of the buildings shall be provided on this site. The walkway shall be capable of providing access for emergency personnel and equipment. Please provide details on site plan for the access walkway.

Comment Number: 4

05/30/2023: PREMISE IDENTIFICATION: ADDRESS POSTING & WAYFINDING – IFC section 505.1.1 amendment

Where possible, the naming of private drives is usually recommended to aid in wayfinding. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be arabic numbers or alphabetical letters. Numbers shall not be spelled out. The address numerals for any commercial or industrial buildings shall be placed at a height to be clearly visible from the street. They shall be a minimum of 8 inches in height unless distance from the street or other factors dictate larger numbers. Refer to Table 505.1.3 of the 2021 IFC as amended. If bronze or brass numerals are used, they shall only be posted on a black background for visibility. Monument signs may be used in lieu of address numerals on the building as approved by the fire code official. Buildings, either individually or part of a multi- building complex, that have emergency access lanes on sides other than on the addressed street side, shall have the address numbers and street name on each side that fronts the fire lane.

Comment Number: 5

05/30/2023: FIRE ALARM AND DETECTION SYSTEMS

Fire alarm systems and smoke detection shall be installed as required by IFC Section 907.2.1 through 907.2.23. and provide occupant notification in accordance with IFC Section 907.5

Comment Number: 6

05/30/2023: AUTOMATIC FIRE SPRINKLER SYSTEMS

Depending on occupancy, if the proposed building(s) exceeds 5,000 square feet, they shall be sprinklered. Occupant load or building design can also trigger fire sprinkler systems. Both buildings on LOT 6 will require a fire sprinkler system.

Comment Number: 7

05/30/2023: FIRE DEPARTMENT HOSE CONNECTION

- IFC 912.2: Fire Department Connections shall be installed in accordance with NFPA standards. Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access. The location of the FDC will be reviewed at construction and the sprinkler system permit.

An underground fire line permit is required by the Poudre Fire Authority. As per Colorado state law (8 CRR 1507-11), individuals or companies installing underground supply lines from public water supplies to fire sprinkler system risers, standpipes, and other fire protection systems must be registered with the State of Colorado Division of Fire Prevention and Control (DFPC) as a "FIRE SUPPRESSION SYSTEM CONTRACTOR – UNDERGROUND". Permit applications should include a current business name and registration number.

As per DFPC records, currently registered individuals and companies can be found here:  
<https://dfpc.colorado.gov/sites/dfpc/files/2021%20Suppression%20Contractor%20Registrations.pdf>  
Additional information regarding requirements of Colorado state law can be found here:  
<https://dfpc.colorado.gov/fire-suppression-system-contractors>

Comment Number: 8

05/30/2023: KEY BOXES REQUIRED - IFC 506.1 and Poudre Fire Authority Bureau Policy P-13-8.11

Poudre Fire Authority requires at least one key box ("Knox Box") to be mounted in an approved, exterior location (or locations) on every new or existing building equipped with a required fire sprinkler or fire alarm system. The box shall be positioned 3 to 6 feet above finished floor and within 10 feet of the front door, or closest door to the fire alarm panel. Exception can be made by the PFA if it is more logical to have the box located somewhere else on the structure. Knox Box size, number, and location(s) to be determined at building permit and/or by time of final CO. All new or existing Knox Boxes must contain the following keys as they apply to the building:

- Exterior Master
- Riser room
- Fire panel
- Elevator key if equipped with an elevator

The number of floors determines the number of sets of keys needed.

Each set will be placed on their own key ring.

- Single story buildings must have 1 of each key
- 2-3 story buildings must have 2 of each key

For further details or to determine the size of Knox Box required, contact the Poudre Fire Authority.

Comment Number: 9

05/30/2023: WATER SUPPLY

Hydrant spacing and flow must meet minimum requirements based on type of occupancy. A fire hydrant capable of providing Fire Flow according to IFC B105.2 is required within 300 feet of any commercial building as measured along an approved path of vehicle travel. For the purposes of this code, hydrants on the opposite side of arterial roadways are not considered accessible to the site.

Comment Number: 10

05/30/2023: EMERGENCY RESPONDER RADIO COMMUNICATION - AMPLIFICATION SYSTEM TEST New and existing buildings require a fire department emergency communication system evaluation after the core/shell but prior to final build out. For the purposes of this section, fire walls shall not be used to define separate buildings. Where adequate radio coverage cannot be established within a building, public-safety radio amplification systems shall be designed and installed in accordance with criteria established by Poudre Fire Authority. The installation of required ERRC systems shall be reviewed and approved under a separate permit process through PFA.

LOCAL EXCEPTION: PFA will waive the testing requirement and system installation in all buildings less than 10,000 sq. ft. and any Type V construction building less than 15,000 sq. ft. PFA policy P15-510.1

Comment Number: 11

05/30/2023: AST & UST STORAGE TANKS

The installation or removal of an Above Ground (AST) or Underground Storage Tank (UST) requires a separate plan review and permit from Poudre Fire Authority. Tanks shall be protected from damage and have secondary containment. All tanks shall be UL listed.

Comment Number: 12

05/30/2023: INFORMATION – CODES AND LOCAL AMENDMENTS

Poudre Fire Authority has adopted the 2021 International Fire Code (IFC). Development plans and building plan reviews shall be designed according to the adopted version of the fire code as amended.

- Copies of our current local amendments can be found here:

<https://www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption>

- Free versions of the IFC can be found here: <https://codes.iccsafe.org>

Comment Number: 13

05/30/2023: PLAN REVIEW SUBMITTAL

When you submit for your building permit through the City of Fort Collins please be advised Poudre Fire Authority is an additional and separate submittal. The link for Poudre Fire Authority's plan review application can be found at <https://www.poudre-fire.org/online-services/contractors-plan-reviews-and-permits/new-building-plan-review-application>.

Department: Environmental Planning

Contact: Kirk Longstein [klongstein@fcgov.com](mailto:klongstein@fcgov.com) 970-416-4325

Topic: General

Comment Number: 1

05/23/2023: WATER CONSERVATION

City of Fort Collins Land Use Code [Section 3.2.1 (E)(3)], requires that to the extent reasonably feasible, all plans be designed to incorporate water conservation materials and techniques. This includes use of low-water-use plants and grasses in landscaping or re-landscaping and reducing bluegrass lawns as much as possible. Native plants and wildlife-friendly (ex: pollinators, butterflies, songbirds) landscaping and maintenance are also encouraged.

Please refer to the Fort Collins Vegetation Database at <https://www.fcgov.com/vegetation/> and the Natural Areas Department's Native Plants document for guidance on native plants:

<http://www.fcgov.com/naturalareas/pdf/nativeplants2013.pdf>.

Comment Number: 2

05/23/2023: NATURE BASED SOLUTIONS

Consider site tree trenches to improve water quality and reduce onsite flood risk. A stormwater tree trench is a row of trees planted in an underground infiltration structure made to store and filter stormwater. Tree trenches can be added to streets and parking lots with limited space to manage stormwater and improve naturalize site design.

Department: Park Planning

Contact: Missy Nelson [mnelson@fcgov.com](mailto:mnelson@fcgov.com)

Topic: General

Comment Number: 1

05/30/2023: No comments from Parks or Park Planning, thank you.

Department: Forestry

Contact: Christine Holtz [choltz@fcgov.com](mailto:choltz@fcgov.com)

Topic: General

Comment Number: 1

05/30/2023: There will be street trees required with this project. Some of the street trees will be planted with the Infrastructure Project, but not all of them. Please include all of the street trees on your landscape plan and coordinate with the Metro District regarding the trees not planted with the infrastructure project.

Comment Number: 2

05/30/2023: Please provide a landscape plan that meets the Land Use Code (LUC) 3.2.1 requirements. This should include any proposed tree plantings (including species, size, quantity, and method of transplant). The plans should also include the following City of Fort Collins notes:

General Landscape Notes

Tree Protection Notes

Street Tree Permit Note, when applicable.

These notes are available from the City Planner or by following the link below and clicking on Standard Plan Set Notes:

<https://www.fcgov.com/developmentreview/applications.php>

Required tree sizes and method of transplant:

Canopy Shade Tree: 2.0" caliper balled and burlapped

Evergreen tree: 6.0' height balled and burlapped

Ornamental tree: 1.5" caliper balled and burlapped

Required mitigation tree sizes:

Canopy Shade Tree: 2.0" caliper balled and burlapped

Evergreen tree: 8.0' height balled and burlapped

Ornamental tree: 2.0" caliper balled and burlapped

Comment Number: 3

05/30/2023: The LUC 3.2.1 standard for Tree Species Diversity states that in order to prevent insect or disease susceptibility and eventual uniform senescence on a development site or in the adjacent area or the district, species diversity is required, and extensive monocultures are prohibited. The following minimum requirements shall apply to any development plan:

Number of trees on site	Maximum percentage of any one species
10-19	50%
20-39	33%
40-59	25%
60 or more	15%

Planting of ash trees within city limits is prohibited due to the presence of the emerald ash borer. The City of Fort Collins' urban forest has reached the maximum percentage of the following species: Honeylocust (*Gleditsia triacanthos*: 'Shademaster', 'Skyline', etc), Bur Oak (*Quercus macrocarpa*), and Chanticleer Pear (*Pyrus calleryana*). Please keep these species at 2% or less of the development tree plantings.

Comment Number: 4

05/30/2023:

Please include locations of utilities on the landscape plan including but not limited to water service/mains, sewer service/mains, gas, electric, streetlights, and stop signs. Please adjust tree locations to provide for proper tree/utility separation.

Street Light/Tree Separation:

Canopy shade tree: 40 feet

Ornamental tree: 15 feet

Stop Sign/Tree Separation:

Based on feedback from Traffic Operations, it is preferred that trees be planted at least 50 feet from the nearest stop sign to minimize conflicts with regulatory traffic signs.

Utility/Tree Separation:

10' between trees and public water, sanitary, and storm sewer main lines

6' between trees and water or sewer service lines

4' between trees and gas lines

10' between trees and electric vaults

Comment Number: 5

05/30/2023:

Per Land Use Code 3.2.1.(D)(c), canopy shade trees shall constitute at least 50 percent of all tree plantings.

Comment Number: 6

05/30/2023:

Canopy shade trees should be planted at 30-40' spacing (LUC 3.2.1 (D)©) along street frontages.

Comment Number: 7

05/30/2023:

Each landscape island should be 8' in its smallest dimensions to allow for tree root growth (LUC 3.2.1).

Comment Number: 8

05/30/2023:

Please adhere to the updated LUCASS standards and include proper parkway widths.

Department: Building Services

Contact: Russell Hovland [rhovland@fcgov.com](mailto:rhovland@fcgov.com) 970-416-2341

Topic: Building Insp Plan Review

Comment Number: 1

05/26/2023: Construction shall comply with adopted codes as amended.

Current adopted codes are:

2021 International Building Code (IBC) with local amendments

2021 International Existing Building Code (IEBC) with local amendments

2021 International Energy Conservation Code (IECC) with local amendments

2021 International Mechanical Code (IMC) with local amendments

2021 International Fuel Gas Code (IFGC) with local amendments

2021 International Swimming Pool and Spa Code (ISPSC) with local amendments

Colorado Plumbing Code & state amendments (currently 2021 IPC)

2020 National Electrical Code (NEC) as amended by the State of Colorado

Projects shall comply with the current adopted building codes, local amendments and structural design criteria can be found here:

<https://www.fcgov.com/building/codes>

- Accessibility: State Law CRS 9-5 & ICC/ANSI A117.1-2017.
- Snow Live Load: Ground Snow Load 35 PSF.
- Frost Depth: 30 inches.
- Wind Loads: Risk Category II (most structures):
- 140mph (Ultimate) exposure B or Front Range Gust Map published by The Structural Engineer's Association of Colorado
- Seismic Design: Category B.
- Climate Zone: Zone 5
- Energy Code: 2021 IECC commercial chapter.

#### INFORMATIONAL ITEMS:

- Commercial occupancies must provide 10ft to 30ft of fire separation (setback) from property lines and 20 feet between other buildings or provide fire rated walls and openings per chapter 6 and 7 of the IBC.
- City of Fort Collins adopted International Fire Code (IFC) and amendments to the 2018/2021 IFC require a full NFPA-13 sprinkler system per IBC chapter 9 or when building exceeds 5000 sq.ft. (or meet fire containment requirements).
- Buildings using electric heat, must use heat pump equipment.
- A City licensed commercial general contractor is required to construct any new commercial structure.
- Plans must be signed and stamped by a Colorado licensed architect or engineer and must be included in the permit application.
- Electric vehicle parking spaces are now required per local amendment to the IBC. See section 3604.
- For projects located in Metro Districts, there are special additional code requirements for new buildings. Please contact the plan review team to obtain the requirements for each district.

#### Building Permit Pre-Submittal Meeting:

For new buildings, please schedule a pre-submittal meeting for any new commercial or multi-family building with Building Services for this project.

Pre-Submittal meetings assist the designer/builder by assuring, early on in the design, that the new projects are on track to complying with all of the adopted City codes and Standards.

Department: Technical Services

Contact: Jeff County [jcounty@fcgov.com](mailto:jcounty@fcgov.com) 970-221-6588

Topic: General

Comment Number: 1

05/24/2023: All development plans are required to be on the NAVD88 vertical datum. Please make your consultants aware of this, prior to any surveying and/or design work. Please contact our office if you need up to date Benchmark Statement format and City Vertical Control Network information.

Comment Number: 2

05/24/2023: If submitting a replat is required for this property/project, the title/name may not begin with addresses in numeral form. Address numbers must be spelled out. Please contact our office with any questions.

Comment Number: 3

05/24/2023: If a Subdivision Plat is required and aliquot corners are shown, current acceptable Monument Records will be required. These are required with Round 1 submittal.

Comment Number: 4

05/24/2023: Closure reports will be required for all Subdivision Plats, Easements, and any other document requiring a legal description & sketch being submitted for review. These are required with Round 1 submittal.