PRE-APPLICATION MEETING REQUEST FORM

Pre-application meetings are provided to assist applicants with project-specific questions related to a project that is nearly ready for formal application submittal. Planning and Engineering Development Review Staff are available for both formal and informal pre-application meetings, based on the type and scope of the project. Pre-application meetings are not intended for general discussions or discussions related to multiple sites. In order to make the most of the pre-application meeting discussion, applicants are asked to provide proposed project details, a sketch of the project, a project narrative, and a list of any project-specific questions. Pre-application meetings will be scheduled following a complete Pre-Application Meeting Request submittal.

Chapter 2 of the City's Development Code (Title 24) requires a pre-application meeting for the following land use applications: Minor Subdivisions, Major Subdivisions (Preliminary and Final Plats), Rezonings, PUD's, USR's, Variances (Major & Minor), and Site Plans.

Application Submittal and Review Process:

A. **Complete a Pre-Application Information Form** that contains a detailed description of the request. Attach a separate sheet if necessary.

B. **Prepare Project Sketch and a Submit a PDF digital version** that conveys the proposed project. Include location of utilities (water, sewer, non-pot, and stormwater as applicable), list containing footprints, parking, circulation, and proposed access points. These plans may be conceptual in nature. Prepare questions regarding project. (i.e. traffic, water, sewer dedications, etc.) Questions are required to be submitted with formal request. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)

C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Community Development Department via email to planning@greeleygov.com. Staff will contact the applicant to schedule the Pre-Application Meeting typically scheduled within 2-3 weeks.

D. **Attend the Pre-Application Meeting** with the Community Development Department. Feedback about the proposal, along with an overview of the application and review processes will be provided during this meeting. An application checklist will also be provided. An engineer and/or professional design team must be present at the meeting.

E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process, a copy of the Pre-Application form and checklist is required to be included in the submittal.

F. **Pre-Application meetings are valid for 6 months**. Projects that have not been submitted within 6 months of a pre-application meeting staff will determine if a new pre-application meeting is required.

PRE-APPLICATION MEETING REQUEST FORM

This page must be completed by the Applicant.

PRE-APPLICATION MEETING REQUEST REQUIRED DOCUMENT SUBMITTAL CHECKLIST:

☐ **Pre-Application Request Form** (complete) (.PDF)

☐ **Project Sketch/Concept** (.PDF) (Individual PDF files may not exceed 25 MB. Separate large files into individual PDF files not to exceed 25 MB.)

☐ **Project Description/Narrative** (.PDF).

☐ **Questions** for City of Greeley Planning & Engineering Development Review Staff (.PDF). (i.e., traffic, water, sewer, dedications, landscape, easements, etc.)

Applicant Contact Information *(If applicant is different from property owner, must provide owner authorization)*

Applicant Name:			
Company:			
Mailing Address:			
Primary Phone #:			
Alternate Phone #:			
Email Address:			
Design Professional Name/Phone #/Email:			
Number of Meeting Attendees:		Preferred Meeting Type: **(In-Person, Hybrid, Virtual)**	

Property Owner (s) Information

Property Owner(s) Name:	
Mailing Address:	
Primary Phone #:	
Alternate Phone #:	
Email Address:	

Project Details

Name of Project:	
Address:	
Parcel ID #	
Current Zoning	
Acreage	
Number of Units	

Helpful Information:
Table 24-2-1: Procedures Summary

Applications	Eligible Applicants			Pre-application Conference	Notice			Review Body			
	Owner	PC	CC		Post	Publish	Mail	Staff	PC	CC	ZBA
Minor Subdivision	■			☑			☐	D	A	A	
Major Subdivision - Preliminary Plat	■			☑	☑	☑	☑	R	D/PH	A	
Major Subdivision – Final Plat	■			☑				D	A	Ac	
Rezoning	■	■	■	☑	☑	☑	☑	R	R/PH	D/PH	
Planned Unit Development (PUD)	■		■	☑	☑	☑	☑	R	R/PH	D/PH	
Use By Special Review	■			☑	☑	☑	☑	R	D/PH	A	
Site Plan	■			☑	☐		☐	D	A	A	
Alternative Compliance	■			☑			☐	D	A	A	
Minor Variance	■			☑			☐	D		A	A
Variance	■			☑	☑	☑	☑	R		A	D/PH
Appeal of Administrative Decision	■	■	■		☐	☐	☐			A	D/PH
Text Amendment		■	■			☑		R	R/PH	D/PH	
Easement Vacation/Dedication	■						☐	D	A	A	
ROW Vacation/Dedication	■					☑	☑	R	R	D	
Annexation	■		■	☑	☑	☑		R	R/PH	D/PH	

☑ = Require
☐ = Director Option
■ = Authorized
PC = Planning Commission CC = City Council
ZBA = Zoning Board of Appeals

R = Review and Recommending Authority D = Decision Making Authority
Ac = Acceptance of Public Improvements A = Appeal of Decision
PH = Public Hearing Required

The project **narrative** should include information regarding:

1. How the proposed project meets the goals of the Comprehensive Plan, or other specific plans or policies that may impact the application.

2. The applicant's vision and understanding of the market for the proposed project.

3. The proposed uses, general site layout, and conceptual or anticipated design of buildings, including how the project relates to surrounding sites and public spaces.

4. How the project will fit in and contribute to the area and further the intent of the existing or proposed zoning district.

5. Planning and infrastructure impacts, including timing, phasing, or the need for any technical studies or outside agency coordination and review.

6. Development review processes and review criteria, and in particular whether any special public information and outreach or specific agency or department reviews are necessary.

7. Opportunities to improve designs or coordinate the preliminary concepts with other private or public investments in the area.