



METROPOLITAN DISTRICTS

Application Requirements

October 1, 2021

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the City's Development Code. Please refer to the Application Checklist, Development Application, and Fee Schedule for additional information.

The purpose of this guide is to provide general information about the Metropolitan (Metro) District review process. This guide is not intended to be all inclusive. The official standards for Metro Districts may be found in the City of Greeley Municipal Code and the City's Model Service Plan. Additional information may be requested during the application process. The ordinance and Model Service Plan can be found at: <http://greeleygov.com/services/cd/applications-and-permits>

Metropolitan Districts, under appropriate circumstances, can provide an alternative financial mechanism/tool for the development of municipal infrastructure required as part of a development process. This guide summarizes the regulations for the processing and review of proposals for the formation of new Districts. The review process is facilitated by the Planning Division and may include the review and comment of several City Departments or other entities. Decisions on Metro District requests shall be made by the City Council. City Council may require conditions of approval necessary to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Metropolitan District.

Requirements

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Metropolitan District applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative outlining reasons why the item has not been submitted shall be included. Lack of such statement or any required items will constitute an incomplete submittal and shall be rejected by the City. Review the City of Greeley Development Code for complete application and procedural requirements.

1. Application form
2. Application fee consistent with the City of Greeley's *Fee Schedule*.
3. Proof of ownership or legal instrument identifying the applicant's interest in the property.
4. Project Narrative describing the proposed District's operation and/or use. The narrative should address the Metro District criteria and indicate how the proposal addresses the criteria.

5. Basic Site Plan (see requirements below).
6. Service Plan (see requirements below).
7. Capital Plan (see requirements below).
8. Financial Plan (see requirements below).

Basic Site Plan Requirements

All elements shall be drawn to an engineering scale at no more than one hundred (100) feet to one (1) inch.

1. Title block indicating the name, address and phone number of site plan designer. Scale, north arrow, and date of preparation.
2. Location of municipal boundaries at or near the development.
3. Location and area of building, structures, uses and principle site development features.

Service Plan Requirements

1. Information required under Section 32-1-202 C.R.S.
2. Information regarding Adequate Public Facilities. Requirements found in the City of Greeley Development Code.
3. A map of the proposed District boundaries and legal description.
4. A copy of all proposed, contractual and/or operations documents which would affect the District or be executed by the proposed District.
5. A copy of any proposed Intergovernmental Agreement (IGA) between District and City, and between District and any other entity.
6. Itemized costs which petitioners expect City to assume for construction and maintenance of public improvements and when expenditure is expected.

Capital Plan Requirements

1. Description of the type of capital facilities to be developed by the District.
2. A cost estimate of the proposed facilities.
3. Pro forma capital expenditure plan showing expenditures for development of District infrastructure.

Financial Plan Requirements

1. Total amount of debt issuance planned for five-year period commencing with formation of the District.
2. All proposed sources of revenue and projected District expenses, as well as assumptions upon which they are based, for a period of at least 10-years from

which the date of the District's formation.

3. The dollar amount of any anticipated financing, including capitalized interest, costs of issuances, estimated maximum rates.
4. A detailed repayment plan covering the life of any financing, including the frequency and amounts expected to be collected from all sources.
5. The amount of any reserve fund of the expected level of annual debt service coverage which will be minimized for any financing.
6. The total authorized debt proposed for the District.
7. Any credit enhancements, if any, for the proposed financing, including, but not limited to, letters of credit and insurance.
8. A list of written explanation of potential risks of the financing.