

USE BY SPECIAL REVIEW APPLICATION PACKET

City of Greeley Community Development Department

City of Greeley
Planning

Revised September 2023

Use By Special Review Pre-Application Checklist

Meeting Date:	Project Address/Parcel ID #:
Applicant Name:	Pre-Application Meeting Number:

- This checklist must accompany all development applications submittal requirements.
- Provide one (1) electronic copy of each required item in a searchable PDF format.
- All files must use the following naming convention: (Name of Document_Year-Month-Day)
See attached document naming convention.

Required	Provided	Name of Document (description)
		Application Fees (paid through online project portal – electronic check or *credit card) * credit card fee applies. Project Type: <input type="checkbox"/> Major/Major Amendment _ \$1500 <input type="checkbox"/> Minor/Minor Amendment _ \$750 <input type="checkbox"/> New Oil & Gas Facility _ \$5000 <input type="checkbox"/> Minor Oil & Gas Amendment _ \$1500
		Development Application
		Owner Authorization or Letter of Authorization from property owner
		Project Narrative (Provide a summary of the project information including size, scale, timing, density, design, and compatibility with the surrounding area. Explain how the project meets the development code requirements and describe consistency with the Comprehensive Plan.)
		Title Commitment or Ownership & Encumbrances Report (Current within 90 days)
		Plan Set Required Sheets (see Application requirements within packet) 1. Cover Sheet 2. Site Plan 3. Overall Grading & Utility Plan (in addition to civil construction documents) 4. Landscape Plan 5. Irrigation Plan 6. Building Elevations with material board 7. Site Details 8. Photometric Plan (required for any exterior lighting)
		Civil Construction Drawings (see requirements in Design Criteria and Construction Specification Manual Volumes I-III)
		Biological Report
		Geotechnical Report
		Drainage Report
		Traffic Impact Study
		Hydraulic Analysis
		Additional materials may be required as part of the application review. (Examples: floor plans, parking study, noise study, shadow study, site impact analysis, site circulation exhibit, tenant roster, 3-D drawing of relevant block face context, annexation impact report)
		Other:

Planning Staff:	EDR Staff:
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Use by Special Review Application

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1. Introduction to the Development Code

This manual is a guide to the Greeley Development Code (Development Code). It helps applicants prepare thorough and well-organized applications. Following the guidelines and requirements of this manual may also shorten review time and minimize the need for resubmitting proposals.

The Development Code ensures that new development projects meet all applicable city standards. It also guides long-term growth and redevelopment toward the vision, goals, and policies of the city’s comprehensive plan. To accomplish this, the Development Code balances private rights and public objectives while promoting investment that contributes to the larger and greater whole – of the block, the neighborhood, the district, and the city.

Organization of the Development Code:

The Development Code is organized in the following Chapters:

Chapter 1 <i>General Provisions</i>	The General Provisions provide legal foundations and technical aspects of the code. This Chapter includes purposes, interpretation, jurisdiction, and authority under the code. It is most useful for those who use the code daily or when a specific question on the general applicability of the development standards arises.
Chapter 2 <i>Procedures</i>	The Procedures section outlines the scope of the application, steps involved in the review process, criteria for decision-making, and the outcomes of decisions based on the development code. This Chapter is a valuable resource for anyone who might be engaged in a development application, such as applicants, city staff, public officials, or residents and property owners affected by the proposed development.
Chapter 3 <i>Subdivision Standards</i>	The Subdivision Standards are requirements that help coordinate development in various areas over time. This Chapter ensures that all lots and parcels align with the larger plan and have access to public services. It covers development patterns, urban design, engineering, and infrastructure requirements. These standards are helpful for anyone looking to divide land, development professionals working on large-scale projects, and city staff and officials reviewing development applications and their long-term effects.
Chapter 4 <i>Zoning Districts & Uses</i>	The Zoning Districts & Uses section establishes regulations for permitted land uses and their locations. It divides the community into different areas and ensures compatibility between various uses in terms of size and type. This chapter aligns with the long-term land use categories in the comprehensive plan. This information benefits landowners, developers, city staff, and officials who review projects and the assess the potential impacts on surrounding areas.

<p>Chapter 5 <i>Residential Development Standards</i></p>	<p>The Residential Development Standards outline precise guidelines for the design and construction of residential developments. This chapter covers various aspects such as lot size, building heights, setbacks, open space, and accessory building standards for different types of residential buildings. It also incorporates design standards to accommodate diverse building types within different neighborhoods, including standards for streetscape, lot frontages, building design, and open spaces. The information is valuable for individuals planning residential property improvements and designers seeking to ensure projects harmonize with their surroundings.</p>
<p>Chapter 6 <i>Non-residential Development Standards</i></p>	<p>The Non-residential Development Standards provide clear guidelines for designing and constructing non-residential properties. This chapter includes regulations for lot size, building heights, setbacks, open space, and accessory buildings in non-residential districts. It also offers design standards that focus on how projects fit into their specific district, block, and site. You can find frontage design, building design, and open space standards based on the building's relationship to the surrounding streetscape. This information is valuable for anyone making improvements to non-residential properties, particularly for designers who need to ensure the project blends well with its surroundings.</p>
<p>Chapter 7. Access & Parking Standards</p>	<p>The Access & Parking Standards set guidelines to enhance site access using different transportation methods, such as walking, biking, and driving. This Chapter considers various factors like streetscape design, access points (curb cuts and driveways), parking spaces for cars and bikes, and internal traffic flow for vehicles, bicycles, and pedestrians. The goal is to strike a balance between different interests while ensuring these elements don't negatively affect the streetscape or neighboring properties. This information is beneficial for designers who need to ensure that a project fits well into its surroundings and for engineers responsible for planning site layouts and minimizing the impacts of the development.</p>
<p>Chapter 8 <i>Landscape Standards</i></p>	<p>The Landscape Standards are a set of guidelines that outline specific design standards for the undeveloped area of a site, focusing on the living (plant and vegetation) and aesthetic hardscape (non-living elements like pathways, walls, etc.). This chapter divides the site into various components, such as streetscapes, frontages, parking areas, perimeter treatments, and open spaces. Each area has its own set of standards, aimed at creating a harmonious relationship between the project and its surroundings. The standards help designers, especially landscape architects, in addressing the finer details of how the project integrates into its environment. They provide guidance on site design, installation specifications, and ensuring the survival and well-being of landscape areas.</p>

<p>Chapter 9 <i>Signs</i></p>	<p>The Signs standards offer guidelines for any sign on property that might be seen from the road or neighboring sites. This Chapter categorizes signs into a few general types, and property owners can use these types according to specific allowances. It covers basic standards for each sign type, including size, quantity, location, and design. This information benefits business owners who want to manage their property and establish their identity and anyone considering putting up a message on their property.</p>
<p>Chapter 10 <i>Special Purpose Districts & Areas</i></p>	<p>The Special Purpose Districts & Areas section provides standards applicable only in certain areas of the city that are not strictly dependent on the general zoning districts in Chapter 4. This Chapter includes overlay districts for distinct areas and standards to protect certain geographic or natural features. It is most useful for anyone considering a project within these special districts or areas.</p>
<p>Chapter 11 <i>Supplemental Standards</i></p>	<p>The Supplemental Standards consist of topic-specific guidelines that apply throughout the city, regardless of the specific zoning district involved in the proposal. These topics often have more intricate or issue-specific regulations and procedures that don't blend smoothly with the other broadly applicable districts, standards, or processes. This chapter is helpful for anyone considering or affected by a project that deals with these specific topics.</p>
<p>Chapter 12 <i>Metropolitan Districts</i></p>	<p>This Chapter contains the process for Metropolitan Districts.</p>
<p>Chapter 13 <i>Definitions & Terms</i></p>	<p>This Chapter serves as a "glossary" for all the chapters in this code, except for a few sections with topic-specific definitions. It is organized into three parts: first, defined terms (terms with specific meanings); second, descriptions of uses (details about the type, scale, and nature of general land uses); and third, a glossary of architecture and design terms used to interpret and apply some of the discretionary or design-oriented standards. This information is helpful for anyone who needs to interpret a specific provision in the development code.</p>

2. Overview: Common Questions

Before starting a land development application, asking some initial questions is essential. These questions will help applicants and stakeholders understand the required procedures and standards outlined in the Development Code.

1. Does the property need to be platted?

- Is the property already platted? Property information can be found on the City's GIS site:

<https://gis3.greeleygov.com/Html5Origin/?viewer=propertyfacts>

Metes and bounds legal descriptions indicate that the property has not been platted. A lot number and a subdivision name denote subdivided property.

- Will the proposed application change the property boundaries?

If the property has not been platted or you are changing property boundaries, you will likely be required to plat the property. Adjustments to public easements or rights-of-way may also require plats or amendments to existing plats. *[See Chapter 3, Subdivision Standards, and the options for different platting procedures in Chapter 2, Procedures, Section 24-202 and 24-203 of the Development Code.]*

2. Is the proposed use allowed in the applicable zoning district?

- Check the current zoning. Zoning information can be found on the City's GIS site:

<https://gis3.greeleygov.com/Html5Origin/?viewer=propertyfacts>

- Is the proposed use listed in the use table and permitted in the current zoning district? *[See Table 24-4-2 Zoning Districts & Uses.]*
- Does the proposed use require any special review process? *[Uses noted "S" in the table; consult the Use by Special Review processing in Section 24-206, Development Code.]*
- Does the proposed use require any specific additional standards? *[See Section 24-404, Specific Use Standards, or Chapters 10 and 11 for special districts, areas, or topics requiring additional standards.]*
- Will the conceptual plan or the anticipated development layout match the development standards applicable to the lot and site? *[See Table 24-5-2 and 24-6-2, Development Code.]*

Uses not permitted in the designated zoning district require a rezoning process. This involves a discretionary review, which includes public hearings. The Planning Commission provides a recommendation, and the City Council makes the final decision. The goal is to assess whether rezoning aligns with the comprehensive plan, adequate public facilities, and other criteria outlined in the Development Code. *[See Section 24-204 of the Development Code]*

If a rezoning application is not required, applicants will be required to follow other development review procedures based on the project's level of development or scale.

3. **What if anticipated plans do not meet certain standards?**

The Development Code is intended to be a flexible document. However, flexibility is limited to meeting specific criteria and the extent or type of deviation requested on a particular application. There are three general types of flexibility in the Development Code:

- ❑ **Alternative Compliance.** Alternative Compliance is an administrative process where the Community Development Director can approve alternatives to what the Development Code would ordinarily require. It only applies to specific circumstances, with criteria to guide how alternatives are reviewed and approved. This is essentially an “equal or better” process. It does not allow the Director to waive or change the standards but does allow for different solutions when the intent or design objective can be equally or better met by design that was not anticipated by the standard. *[See Section 24-208 Alternative Compliance, Development Code, and any additional criteria in the subsection of the standard for which the alternative is proposed.]*
- ❑ **Planned Unit Development (PUD).** Projects of a certain scale can benefit from more advanced planning and may be granted flexibility through “planned zoning.” This is not a way to waive or alter the standards on a specific site or development project. In contrast, these applications allow the Planning Commission and City Council to view projects in a broader scale, based on plans to integrate a project into a specific context. These applications start with the base zoning districts and development standards, but can allow deviations, additions, or subtractions from the otherwise applicable standards where the plan demonstrates broader public benefits. This type of rezoning requires public hearings and formal review to establish the parameters for any area or project. *[See Section 24-205 Planned Unit Development, Development Code]*
- ❑ **Variances.** Variances offer project-scale relief from Development Code numeric standards. Variances are not a tool for flexibility in the standards; they provide relief from the standards for unique circumstances not anticipated or addressed by the Development Code and where no other alternative exists. Applicants have the burden of proof and must demonstrate that their site is unique from other similarly zoned or situated sites, and the applicant must establish that they meet **all** criteria required for a variance to be granted. *[See Section 24-209, Development Code.]*

4. **How is a proposed project reviewed?**

The Development Code provides for two basic types of review:

- ❑ **Administrative Review.** This applies to proposals generally allowed “by right” under applicable regulations and standards. The property has been platted, and the proper zoning is in place. However, review is still required to ensure the application meets the standards of the Development Code. Decisions are made by administrative staff, and discretion is limited to determining if the application meets the standards if changes are needed so that it better meets approval criteria, or if it meets any specific criteria for flexibility included in the standards.
- ❑ **Public Hearing.**
This applies to projects that have a broader impact on surrounding property or projects that otherwise require a public hearing. Often these projects involve a change in laws applicable to the property (rezoning) or a change in the boundaries, ownership, and development patterns (plating). State statutes often require public hearings and notices to specific property owners, giving the public the right to testify. This testimony can become part of the record upon which a decision should be made.
[See Table 24-2-1, Procedure Summary, Development Code, for a summary of application procedures and Chapter 2, Procedures, for details on each specific application.]

5. Does the project involve a substantial scale and scope that might require specialized, advanced planning tailored to the project's unique requirements?

The following questions aim to assess the scale and scope of the project to determine if the approval process would benefit from conceptual plans, master planning, or other advanced plans.

- Are there multiple existing or proposed zoning districts within the project area?
- Does the project impact street networks and open space systems, whether on the perimeter or internal to the project?
- Does the project propose different “frontages” (the relation of building and sites to the street) at different locations, and would planning and coordinating different frontages be advantageous to the design and character of different project components?
- Is the project site already subject to an area plan or some other smaller scale plan that gives more specific guidance than offered from the comprehensive plan?
- Does the project propose flexibility offered through planned zoning applications?

6. What happens after a project is approved?

- As part of the application process, applicants are required to submit detailed plans and construction documents for required permits that may be impacted by other codes and standards. This further level of technical review can often refine projects further within the parameters of previous approvals. This “behind the scenes” review may take additional time before a project is ultimately built.
- In case a project is denied, there may be options available to appeal the decision.
- If construction documents and plans are not submitted or completed, or if no appeal is made to the decision, some approvals may expire, necessitating the submission of a new application before any development can proceed.

3. Development Procedures

The general path for approval of a development project, the specific submittal requirements, and detailed procedures are determined by three main factors:

1. The scale and complexity of the project.
2. Whether the proposed location has been platted into developable lots.
3. Whether the proposed site is zoned for the use and building type.

A small-scale or simple project on property that has been platted and is appropriately zoned will take fewer steps and have basic submittal requirements. A large-scale or complex project, where land needs to be subdivided, infrastructure needs to be built, and where rezoning must occur, may take several steps and require detailed, technical, and comprehensive submittal requirements. These same factors usually dictate the type of notice, the extent of public review, and the final decision-making authority. These factors and the submittal requirements and procedures can be defined at a pre-application conference with staff.

[See Table 24-2-1, Procedure Summary, Development Code for a summary of these factors and procedures, and Chapter 2, Procedures for detailed provisions.]

A. Application Steps.

Step 1 – Due Diligence: Call the On-Call Planner

- General staff-level preliminary questions.
- Zoning or Development Code questions to assist with your due diligence on a specific property.
- General code review - review the Development Code for any impacts on your specific concept, including the zoning districts/ allowed uses, basic development parameters, any special approvals, etc.
- General review of design criteria and specifications: <https://greeleygov.com/services/pw/design-criteria-and-construction-specifications> (Contact Engineer Development Review Team)
- Property due diligence (review property for relationship to the comprehensive plan, current zoning, platting status, and other opportunities and constraints)

Step 2 - Pre-application: Prepare Pre-Application Materials & Schedule Meeting

- Prepare pre-application meeting materials. (Refer to pre-application instructions)
- At the time of meeting request, provide all required pre-application documents.
- Planning & Engineering Development Review staff will discuss the project plans, submittal requirements, specific code requirements, and review process (notice, review meetings, etc.).
- Staff will provide applicant with a **Submittal checklist** [see Checklist; to be filled out by staff during the pre-application meeting]
- A professional Engineer and/or Architect will be required to be present at the meeting.
- Staff will provide meeting notes & next steps [available in eTRAKiT]

Step 3 - Formal Application: Submit Completed Plans

- Follow submittal checklist requirements provided at Pre-application Meeting.
- Follow electronic document submittal guide and naming convention.
- Applicant pays all applicable fees through the eTRAKiT site. Fees may be paid via electronic check or credit card – electronic check is preferred [refer to City of Development Fee Schedule]
- Submit all application materials, technical studies and reports [see Application Checklist provided during Pre-Application meeting]
- Staff reviews application for completeness [Application Checklist provided during pre-application meeting]

Step 4 - Technical Review: Coordinate with City and Other Review Agencies

- Technical internal review by city departments and external referral agencies where applicable.
- Requested changes / recommendations (if any)
- Resubmittal (if necessary)
- Formal scheduling & public notice (if required, otherwise formal decision)

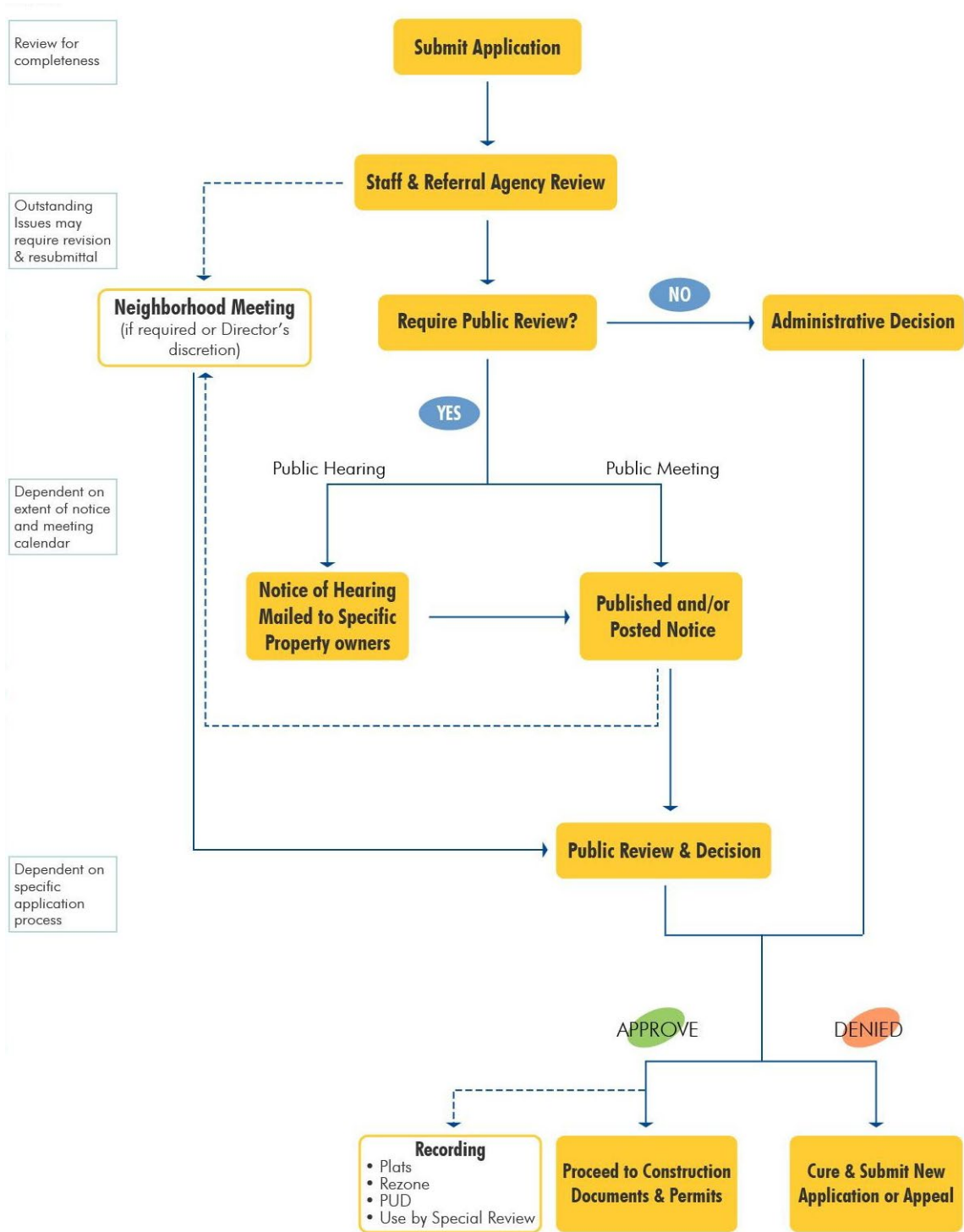
Complete applications that have addressed all comments, completed any necessary resubmittals or additional information, or have not been withdrawn by the applicant or due to inactivity, proceed to Step 6.

Step 6 - Formal Review & Decision: Public Hearings, Public Meetings, or Administrative Decisions

Step 7 - Post-Decision Actions: Approval of CDs, Final Signed Plan Set, Development Agreements, etc.

Step 8 - Interim & Post Approval Inspections: Pre-Construction Meeting, Final Inspection, etc.

B. Application Process Flowchart



Use by Special Review Application Requirements



Use By Special Review Application Requirements

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.

Use by Special Review Requirements

1. The City of Greeley will not accept copyrighted plans. Copyright restrictions shall not be included on any of the plan sheets.
2. All plans must be full-sized plan sheets, 24 x 36 inches in .pdf format.
3. Include a Sheet Index and number each sheet. Page numbering format for the plan set is: Sheet/Page 1 of X. Pages and Sheets shall be numbered consecutively.
4. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
5. Include a project **Narrative** that describes the project including lot size, building square footage, proposed uses, height, surrounding uses, phasing, and any other project details.
6. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.
7. Signatures are required from the property owner, engineer, landscape architect, and photometric engineer and shall be included on the front page of the plan set. Required signature and certification blocks can be found in Appendix A of the Application Manual.
8. Unplatted parcels that do not comply with Chapter 3 of the City Development Code will require a separate subdivision application to be submitted and reviewed.
9. Although the Civil Construction Plans should be separate from the Use by Special Review plan set, a grading and utility plan sheet is required as part of the Use by Special Review plan set.
10. All applications shall comply with Volumes I through III of the City of Greeley Design Criteria and Construction Specifications.

Plan Set Required Sheets

- 1. Cover Sheet**
- 2. Site Plan**
- 3. Overall Grading & Utility plan (in addition to civil construction documents)**
- 4. Landscape Plan**
- 5. Irrigation Plan**
- 6. Building Elevations with material board**
- 7. Site details**
- 8. Photometric Plan (required for any exterior lighting)**
- 9. Lighting Details**

Cover Sheet – Sheet 1 of X

Title block for a new Use by Special Review (example)

SUCH AND SUCH USE BY SPECIAL REVIEW

Lot 1 of Scenic View Subdivision Filing No. 1
SE 1/4 of Section 21, Township 6 North, Range 66 West of the 6th P.M.
City of Greeley, County of Weld, State of Colorado
8.06 Acres

If w/in a PUD – Include Planning Area and Project Number: PUDXXXX-XXXX
Project Number: USR2023-XXXX

Title block for a Use by Special Review Revision/Amendment (example)

SUCH AND SUCH SITE PLAN – 1st Revision/Amendment

SE 1/4 of Section 21, Township 6 North, Range 66 West of the 6th P.M.
City of Greeley, County of Weld, State of Colorado
8.06 Acres

If w/in a PUD – Include Planning Area and Project Number: PUDXXXX-XXXX
Project Number: SPR2021-XXXX – (Revision to: USR2023-XXXX)

Include the following Certification Blocks:

- Certification of Ownership (property owner – must match title work)
- Community Development Director
- Development Review Manager
- Fire Marshal
- Planning Commission

1. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site).
2. Include names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
3. Include an intent statement. For Use by Special Review Revisions or Amendments, also include an amendment history, including previous project numbers, approval dates, and any applicable reception numbers.
4. Include the legal description for the property – subdivision, block, lot.
5. Include the preparation date, as well as each of the revision dates. These must be placed in the lower right-hand corner on all sheets of the plan set. Each subsequent submittal must include updated revision dates for each of the sheets.

Use by Special Review Standard Notes:

Include the following Standard Notes:

1. Failure to obtain a building permit within twelve (12) months after the date of Use by Special Review approval shall cause the unbuilt portion of this Use by Special Review to be null and void, unless an extension was granted.
2. Approval of site construction plans by the City of Greeley shall be required (as applicable) prior to issuance of building permits.
3. For an expansion of use in future phases, the applicant shall submit a separate Use by Special Review, which must be approved prior to issuance of a building permit.
4. Signage shown on this plan is for illustrative purposes only. A separate sign permit shall be submitted to the city for review and approval.
5. All existing and proposed utilities shall be installed underground.
6. No building permit shall be issued for the construction of a new building or structure unless the property has been

- platted in accordance with the City’s Subdivision Regulations.
7. All elevations shown on these plans are tied to NAVD 88 datum.
 8. All required approvals and copies of executed easements, such as temporary construction easements, permanent maintenance easements, cross access easements, or cross-parking easements shall be provided to the City prior to approval of the Use by Special Review and civil construction plans.
 9. All work shall conform to all applicable state and local codes, standards, and specifications.

Site Plan Exhibit – Sheet 2 of X

1. North arrow.
2. Include scale – engineer’s scale only – (both written and graphic) not smaller than 1”=50’ with 1”=20’ desired.
3. Show all property lines and lot dimensions (bearing and distance).
4. Label all setback lines; tie all building and site improvements to the lot lines. Include parking lot setback dimensions as well as setbacks for accessory structures such as trash enclosures.
5. Label existing and proposed ingress and egress locations.
6. Show all existing and proposed adjacent right-of-way dimensions, streets, internal drives, parking areas, sidewalks, and trails. Include surface type.
7. Include the lot area (square feet and acres).
8. Label adjacent zoning, subdivision name (lots & tracts), and uses.
9. Label and dimension all existing and proposed easements. Include purpose, responsibility, and reception numbers for existing easements and include a blank line for those to be recorded by separate instrument.
10. Label and dimension the location and dimensions of all known oil and gas production facilities, including well heads, flow lines, transmission lines, gathering lines, tank batteries and access roads within 1,000 feet of the subject property, for determining high density classification for oil and gas regulation purposes.
11. If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 11 of the Development Code.
12. Label and dimension all existing (to remain on site) and proposed structures. For building additions, all structures to remain on site must be clearly labeled as “Existing – to Remain”.
13. Label any structures to be removed as “Existing – to be Removed”; separate demolition permit is required.
14. Label and dimension parking spaces. Include number of stalls in each row (**Chapter 7**).
15. For multiple uses within a single structure, include a break-down of parking requirements for each use. A cross parking and access easement may be required. This parking and access easement shall not be included as part of any recorded covenants; it must be a stand-alone easement recorded against the property (**Chapter 7**).
16. Show the location of any proposed ground signs on the site plan. A separate sign permit is required for all signage. Signage is shown for illustrative purposes only (**Chapter 9**).
17. Label and dimension all sight distance triangles.
18. Show location of all freestanding light fixtures.
19. Show and dimension all landscaped areas and islands.
20. Show all detention and water quality ponds.
21. Label all existing and proposed fire hydrants.
22. Site Data Table:

SITE DATA	
DESCRIPTION	
ZONING	[insert: Zoning information]
PRIMARY LAND USE	

SITE DATA			
ACCESSORY LAND USE			
	REQUIRED (MUNICIPAL CODE OR PUD PLAN)	PROVIDED	
SITE AREA	Total:	[insert: sq.ft. & ac.]	100%
BUILDING COVERAGE	[insert: required sq.ft.]	[insert: sq.ft. & ac.]	[insert: percent]
DRIVE, PARKING, AND WALKS	[insert: required sq.ft.]	[insert: sq.ft. & ac]	[insert: percent]
OPEN SPACE	[insert: required sq.ft.]	[insert: sq.ft. & ac]	[insert: percent]
Parking	Required	Provided	
STANDARD SPACES	[insert: required total spaces]	[insert: total spaces]	
COMPACT SPACES	[insert: required total spaces]	[insert: total spaces]	
ADA SPACES	[insert: required ADA spaces]	[insert: ADA spaces]	
LOADING SPACES	[insert: required total spaces]	insert: total spaces]	
BICYCLE	[insert: required total spaces]	insert: total spaces]	
Setbacks	Required	Provided	
FRONT			
SIDE			
REAR			
	Required	Provided	
CORNER			
PARKING SETBACK			
Building Design Elements	Required	Provided	

SITE DATA		
DENSITY <i>(Residential projects only)</i>	[insert: required dwelling units per acre]	[insert: dwelling units per acre]
MAXIMUM BUILDING HEIGHT	Insert: required feet]	[insert: feet]
TRANSPARENCY	[insert: required s.f. & %]	[insert: provided s.f. & %]
FLOOR AREA RATIO (Commercial projects only)	[insert: required F.A.R.]	[insert: provided F.A.R.]

Note: Additional items may be requested based on unique site characteristics or project details.

Sheet 3 – Grading and Utility Plan – Sheet 3 of X

1. Existing (dashed and shaded) and proposed contours (solid), of not greater than two (2) feet, and extends 20-feet beyond the property line in all directions.
2. Label the width and direction of flow of all watercourses and any area inundated by the 100- year frequency flood.
3. Show all floodplains and/or floodways.
4. Show location and volume of storm water facilities.
5. Label and dimension all water quality features.
6. Show and label all areas of disturbance and necessary construction staging with a dashed line. Shade those affected areas outside of the lot or parcel boundary.
7. Show location, size, and grades of existing and proposed utility lines.
8. Show location of all existing and proposed dry utilities. Label any existing overhead utilities accordingly. No new overhead utilities are permitted.
9. Show location of nearest fire hydrant(s).
10. Show all existing and proposed cross-access easements.
11. Show location of all retaining and other walls. Dimension ends and high points and include elevations for top of wall and bottom of wall for all retaining walls.
12. Label and dimension all existing and proposed easements. Include purpose, responsibility, and reception numbers for existing easements and include a blank line for those to be recorded by separate instrument.
13. Label all sanitary sewer mains and stormwater facilities.
14. Include the following note:

All utility locations shown on the site development plan are proposed. All final utility locations will be depicted on the final approved construction plans. Any additional easements granted after final construction plan approval shall require the applicant to submit updated civil construction plan sheets depicting revised easement location(s).

Landscape Plan – Sheet 4 of X (Chapter 8)

(All landscape and irrigation plans are required to meet Water & Sewer Section 6 criteria. See Section 6 for exemptions.)

1. Label and dimension all sight distance triangles.
2. Show existing (dashed) and proposed contours (solid), of not greater than two (2) feet.
3. All sites shall include a fully-functioning, automatic irrigation system. Include irrigation maintenance responsibility, as a note on the landscape plan.
4. Include seed mixture and soil preparation for all areas to be seeded.
5. Include planting details.
6. All ground-mounted utility and mechanical equipment shall be shown on the landscape plan and shall be fully

screened (i.e. walls, fencing, screening material, and/or evergreen plant materials).

7. Landscape Plan Standard Notes:

1. Landscape and irrigation work shall be completed prior to the issuance of the final certificate of occupancy.
2. An automatic irrigation system shall be installed and operational by the time of final inspection.
3. Any invasive species present need to be removed.
4. Any tree removals in the Public Right-of-Way need to be completed by a licensed arborist in the City of Greeley.
5. All plant material shall be true to type, size, species, quality, and free of injury, broken root balls, pests and diseases, as well as conform to the minimum requirements described in the “American Standard for Nursery Stock”.
6. The developer, their successor, or assignee shall be responsible for establishing and continuing a regular program of maintenance for all approved landscaped areas, including replacement of dead and/or dying plant material.
7. A Landscape Planting Permit is required prior to planting any trees, shrubs, or perennials located on Public Right-of-Way. The permit is obtained by contacting the City of Greeley Community Development Department.
8. No plant material with mature growth greater than three (3) feet in height shall be planted within potable water, sanitary sewer, or non-potable irrigation easements.
9. No shrubs shall be planted within five (5) feet or trees within ten (10) feet of potable and non-potable water meters, fire hydrants, sanitary sewer manholes, or potable water, sanitary sewer, and non-potable irrigation mains and services.
10. If any transformers, ground-mounted HVAC units, utility pedestals, and similar features are not shown on the site plan, additional landscaping and screening may be required based upon field conditions during the site inspection prior to issuance of the certificate of occupancy, or final inspection, as applicable.

8. Include an Open Space Exhibit to demonstrate how the required on-site open space is provided. Show the overall site open space and delineate specific areas. Include square feet and percentages.
9. The Planting Schedule Table shall follow the format below:

PLANTING SCHEDULE						
TYPE	SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	PLANTING SIZE	EST. SIZE AT MATURITY
Trees						
Deciduous						
Ornamental						
Evergreen						
Shrubs						
Deciduous						
Evergreen						
Perennials						
Annuals						
Groundcover						
Mulch						

Irrigation plan- Sheet 5 of X

1. Preliminary Irrigation Design Plans shall include:

- a. Accurately and clearly identify all applicable hydrozones with square footage using the defined four categories in Section 6.10 and using letter marking found in Section 6.2 of the Water & Sewer Section 6 Criteria.
 - b. Include irrigation methods according to the hydrozones. All heads on a zone shall have matched precipitation nozzles.
 - c. A Water budget chart that shows the total annual water use, which shall not exceed fifteen (15) gallons per square foot over the site.
 - d. All necessary system components are sized for adequately meeting the highest seasonal landscape demand with a three-day week watering schedule. Irrigation shall occur within an either-hour watering window or as allowable by Section 20-226 of the Greeley Municipal Code – Water Conservation and Use Restrictions; Drought Response.
2. Final Irrigation Design Plans shall include:
- a. Same information required for the Preliminary Irrigation Design Plan submittal.
 - b. A Smart Irrigation Controller data input chart. Irrigation schedules for landscape establishment period and established planting shall include irrigation frequency, cycles per day, and minutes per cycle, and a note stating that the schedule is a guide only and actual field conditions may require more or less watering time as plants mature. Seasonal adjustment shall be included in the data input chart. The data input chart must provide scheduling for the highest water demand season and fall within the watering window allowable by Section 20-226 of the Greeley Municipal Code – Water Conservation and Use Restrictions; Drought Response.
 - c. A pressure calculation worksheet that shall demonstrate the point-of-connection design pressure, minus the possible system pressure losses, is greater than or equal to the design sprinkler operating pressures.
 - d. A seasonal maintenance schedule beginning on April 15 through October 15 shall be shown on the irrigation plan to establish procedures for optimum irrigation efficiency and preventative maintenance practices that will conserve water resources. The maintenance schedule shall include 6.16 Irrigation System Maintenance.
 - e. Final irrigation design plans must be approved by a licensed Irrigation Association Certified Irrigation Designer (CID) and include license number and/or signature.
 - i. Provide the irrigation installation contractor’s name, address, and phone number on the plans.
 - ii. Provide the irrigation installation contractor’s irrigation certifications to the Water & Sewer Division.
 - f. Provide as-built drawings after installation is complete of all field adjustments or redesign.

Building Elevations – Sheet 7 of X (Chapter 5 – Residential; Chapter 6 – Commercial / Industrial / Mixed-Use)

1. Provide all elevations in color.
2. Include manufacturers’ colors and materials (item number or code information on the black and white elevations – information may be contained in a table on the elevation sheets).
3. Electronic Materials Board (must be in color i.e., swatch)
4. Label and dimension all building features (building height; length; doors; windows; % transparency; % windows; architectural features). Refer to the City Code for calculating building height.
5. Show all proposed wall-mounted lighting.
6. Show all building mounted utility boxes/meters.
7. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet or screen wall.
8. All vents, appurtenances, utility boxes, and meters shall be screened, or color matched to the adjacent building façade.
9. Show all gutters and downspouts, none of which shall drain onto a pedestrian way or adjacent property.
10. Show all projecting elements such as cantilevered floor area, balconies, bay windows, etc.

11. Show actual roofline and the top of the parapet (for flat roofs). Provide parapet height.
12. Include the following note:

The building elevations shown and approved herein shall demonstrate how all mechanical equipment shall be screened. It is the applicant’s responsibility to ensure that screening occurs in the field as demonstrated by these plans, regardless of curb requirements, mechanical plan changes, or other circumstances. Failure to provide screening may result in delay of final inspections and/or issuance of a certificate of occupancy.

Site Details – Sheet ___ of X

1. Provide a dimensioned detail of trash enclosures, bicycle parking areas and structures, parking structures, fence(s), retaining wall(s), and other accessory structures. Include all manufacturers’ colors and materials. Include a retaining wall design report, with all supporting engineering calculations needed for all retaining walls greater than **30 inches** in height (above finished grade).
2. Provide dimensioned detail of pergolas, gazebos, decks, etc., including manufacturers’ colors and materials.
3. Provide a dimensioned detail for all fence(s) and retaining wall(s). Include all manufacturers’ colors and materials.

Photometric Plan – Sheet ___ of X (Chapter 6)

1. Show foot-candles for entire site, including 10-feet beyond property line. Label the property line. Label and dimension the 10-foot distance from the property.
2. Show summary of photometric study, including min/max ratio and average number of footcandles.
3. Show the location of all freestanding and wall mounted exterior lighting.
4. Provide information about the type of lighting (light source).
5. All lighting shall be full-cutoff in conformance with Section 24-603.e.
6. A lighting inspection may be required prior to issuance of a Certificate of Occupancy.
7. Include a Luminaire Schedule:

LUMINAIRE SCHEDULE						
Quantity	Lamp Type	Mounting Height	Lumens	Light Loss Factor	Color	Description

Lighting Details – Sheet ___ of X (Section 24-603.e.)

1. Include a dimensioned detail for all proposed site lighting. Include height of entire base, pole, and fixture.
2. Include a copy of the manufacturers’ catalog sheet, product number, and Illuminating Engineering Society of North America type description.

Appendix – Technical Requirements

Signature Blocks & Certifications

The City of Greeley has standard certification and signature blocks for various application types.

USE BY SPECIAL REVIEW APPROVAL CERTIFICATE

THE USE BY SPECIAL REVIEW AS DEPICTED HEREON WAS APPROVED BY THE PLANNING COMMISSION ON _____, 2____.

- Failure to obtain a building permit for or commence the use as approved within twelve (12) months after approval, or to obtain an extension shall result in the forfeiture of the approval and will require a reapplication.
- Signs shown heron are NOT approved. All signs require approval of a sign permit in accordance with the City’s Sign Code.

The undersigned as the owner or owner’s representative of the lands described herein hereby agree on behalf of itself, its successors and assigns to develop and maintain the property described hereon in accordance and compliance with this approved USR Exhibit and the City of Greeley Development Code.

(for Corporate or LLC owner)

(print Corporation/LLC name)

By: _____
(signature)

Title: _____

Date: _____

ATTEST: (if corporation)

Secretary/Treasurer

(For Individual Owner)

Owner Name

(signature of owner(s))

Date

ADMINISTRATIVE USR AMENDMENT APPROVAL CERTIFICATE

USR _____ - _____ is hereby amended this _____ day of _____, 2_____. The Use by Special Review continues to meet all approval criteria and is subject to all original conditions of approval, unless specifically noted hereon. This Administrative Amendment to an existing USR (project number and approval date) amends the following: (list specific elements: uses, use area(s), building addition, changes to parking, lighting, landscaping, façade changes, etc.).

- Failure to obtain a building permit for or commence the use as approved within twelve (12) months after approval, or to obtain an extension shall result in the forfeiture of the approval and will require a reapplication.
- Signs shown heron are NOT approved. All signs require approval of a sign permit in accordance with the City’s Sign Code.

The undersigned as the owner or owner’s representative of the lands described herein hereby agree on behalf of itself, its successors and assigns to develop and maintain the property described hereon in accordance and compliance with this approved USR Exhibit and the City of Greeley Development Code.

(for Corporate or LLC owner)

(print Corporation/LLC name)

By: _____
(signature)

Title: _____

Date: _____

ATTEST: (if corporation)

Secretary/Treasurer

(For Individual Owner)

Owner Name

(signature of owner(s)) Date



Development Application

1100 10th Street Greeley, CO 80631

970-350-9780 www.greeleygov.com

Planning@greeleygov.com

Pre-Application Meeting Date: _____ Meeting Number: PAM _____		
Type of Application: _____		
Project Name: _____		
APPLICANT NAME:	ADDRESS: EMAIL:	PHONE:
OWNER(S) OF RECORD:	ADDRESS: EMAIL:	PHONE:
OWNER(S) OF RECORD:	ADDRESS: EMAIL:	PHONE:
POINT OF CONTACT:	ADDRESS: EMAIL:	PHONE: CELL:
PARCEL / LOT INFORMATION		
Account Number:		
Address or Cross Streets:		
Legal Description:	Inside City Limits: Lot/Tract _____ Block _____ Outside City Limits: County Parcel Number: _____	
Subdivision Name & Filing No.:		
Related Case Numbers: (PUD, Rezoning, and/or Plat)		
	EXISTING	PROPOSED
Zoning:		
Use:		
Site Area (Acres & Square Ft.):		
Density (Dwelling Units/Acre):		
Building Square Footage:		
<p>This application must be signed by owner(s) of record or authorized officer if a corporation. Owner(s) listed must match title work. Processing and review of this application may require the submittal of additional information, subsequent reviews, and/or meetings, as outlined in the City of Greeley Development Code and application packet. After three (3) months of inactivity, a reminder will be sent to applicants stating that action is required within the next thirty (30) days, or the application will be closed due to inactivity. Any additional reviews beyond the included 3 rounds will be charged additional review fees.</p> <p>I hereby certify that, to the best of my knowledge, all information supplied with this application is true and accurate and authorize the applicant listed above to process the application on my behalf.</p>		
Owner's Signature: _____		Date: _____



Owner Authorization Form

I, (We) _____ (Owner), give permission to _____

(Applicant/Agent) to apply for permits on our behalf for property located at: _____ (Address).

Legal Description: _____ of Section _____ Township _____ Range _____

or

Subdivision Name: _____ Lot _____ Block _____

Property Owner Information

Phone: _____ Email: _____

Applicant/Agent Information

Phone: _____ Email: _____

Email and Postal Correspondence to be sent to:

- Owner
- Applicant/Agent
- Both

Additional Info: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Note: If owner is LLC/Corporation, please attach documentation authorizing representative signatures.



**City of Greeley Planning
Community Development Department**
1100 10th Street
Greeley, CO 80831
970.350.9780
Greeleygov.com/planning

Electronic Document Submittal Guide

The following are instructions for completing an Electronic Document Submittal:

- I. Prepare required documents.
- II. Organize and format files as follows:
 - a. PDF “Plan Set” must be combined into a single PDF file.
 - b. PDF “Construction Documents-CDs” must be combined into a single PDF.
 - c. All Plans must be generated to scale (e.g., 1/4" = 1'; 1/8" = 1'; 1:10; etc.)
 - d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
 - e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
 - f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
 - g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-working format.
 - h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages cannot be rotated in different directions/orientations).
 - i. Plans cannot have any working, active, or living comments (must be a clean, flattened set).
 - j. Group and name each file according to the [Electronic Document Naming Convention](#) below.
- III. Submit all required plans and documents. Incomplete submittals will not be accepted or routed for review. A project will be considered withdrawn after 30 days incomplete.
- IV. Login to your [City of Greeley Citizen Portal](#) to apply for a project. You must create an account if you do not have one. If you're a contractor, architect, engineer, or professional, contact cd_admin_team@greeleygov.com to obtain a professional login.
- V. Click on apply for a project and complete all steps required for submittal. The City of Greeley will not receive your application until the last step, payment, is complete.
- VI. If you are not able so submit an application or need further clarification, contact planning@greeleygov.com



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Greeleygov.com/planning

Electronic Re-Submittal Instructions

The following are instructions for completing an Electronic Document Re-Submittal:

- I. Login to your [City of Greeley Citizen Portal](#)
- II. Click on “my dashboard”
- III. Navigate to the section, “my active projects” and locate the project you are wanting to resubmit documents.
- IV. Documents must be complete, full set, without any active or working comments (must be flattened)
- V. Under the “attachments” click on the paperclip icon
- VI. Click on “upload project attachments” to find the document to attach. In the “description” box, name document according to Electronic Document Naming Convention.
- VII. Click “upload”
- VIII. Repeat steps 4-6 until all documents required for re-submittal are uploaded.
- IX. City of Greeley Staff receive 2 daily reports that will provide notification of uploaded attachments.



City of Greeley Planning
 Community Development Department
 1100 10th Street
 Greeley, CO 80831
 970.350.9780
 Greeleygov.com/planning

Electronic Document Naming Convention Instructions

Each file included in a submittal should be named according to the table below.

If you are submitting a document that is not listed below, contact planning@greeleygov.com for guidance in the naming of said document.

To find out what documents are required for your project, please refer to the applicable Submittal Checklist.

Name	Naming Convention 4-digit year, 2-digit month; 2-digit day
General Documents	
Conceptual Rendering	Conceptual Rendering
Application	Application 2022-06-01
Letter of Authorization	Authorization 2022-06-01
Project Narrative	Narrative 2022-06-01
Title Commitment or O&E	Title 2022-06-01
Plan Set	Plan Set 2022-06-01
Final Plan Set	Final Plan Set 2022-06-01
Engineering Documents and Reports	
Development Agreement - Final	Final Agreement - Development 2022-06-01
Development Agreement (Not Final)	Agreement - Development 2022-06-01
Subdivision Improvement Agreement (not final)	SIA 2022-06-01
Final Subdivision Improvement Agreements	Final SIA 2022-06-01
Civil CD's (Final)	Final Civil CDs 2022-06-01
Civil CD's (Not Final)	Civil CDs 2022-06-01
Construction Cost Estimates	Construction Cost Estimates 2022-06-01
Site Circulation Exhibit	Site Circulation 2022-06-01
Traffic Study	Traffic Study 2022-06-01
Traffic Memo	Traffic Memo 2022-06-01
Final Traffic Study	Final Traffic Study 2022-06-01
Final Traffic Memo	Final Traffic Memo 2022-06-01
Drainage Report	Drainage Report 2022-06-01
Final Drainage Report	Final Drainage Report 2022-06-01
Drainage Memo	Drainage Memo 2022-06-01
Final Drainage Memo	Final Drainage Memo 2022-06-01
Hydraulic Analysis	Hydraulic Report 2022-06-01
Final Hydraulic Report	Final Hydraulic Report 2022-06-01
Biologist Report	Biological Report 2022-06-01
Surveyor's Closure Calculations	Closure Calcs 2022-06-01
Planning Documents	
Materials Board	Materials Board 2022-06-01
Landscape Plan	Landscape Plan 2022-06-01
Site Photo	Site Photo 2022-06-01

Conceptual Elevations	Conceptual Elevations
Annexation Impact Report	Annexation Report 2022-06-01
Final Landscape Plan	Final Landscape Plan 2022-06-01
Other Reports & Studies	
Floor Plans	Floor Plans 2022-06-01
Parking Study	Parking Study 2022-06-01
Noise Study	Noise Study 2022-06-01
Shadow Study	Shadow Study 2022-06-01
Site Impact Analysis	Site Impact Report 2022-06-01
Tenant Roster	Tenant Roster 2022-06-01
3-D Rendering	3-D Drawings 2022-06-01
Public Notice & Neighborhood Outreach	
Neighborhood Meeting Notes	Neighborhood Mtg Notes 2022-06-01
Neighborhood Meeting Minutes	Neighborhood Mtg Minutes 2022-06-01
Public Notice - Sign	Public Notice-Sign 2022-06-01
Sign Posting Agreement	Sign Posting Agreement 2022-06-01
Public Notice - Mailed	Public Notice-Mailed 2022-06-01
Mailed Notice Agreement	Mailed Notice Agreement 2022-06-01
Public Notice - Published	Public Notice-Published 2022-06-01
Mineral Estate Notification	Mineral Notice 2022-06-01
Metro District & Special District Documents	
Service Plan - Clean - Metropolitan Districts	Metro District Service Plan Clean 2022-06-01
Service Plan- Word-Metropolitan Districts	Metro District Service Plan Word 2022-06-01
Service Plan- Redlines-Metropolitan Districts	Metro District Service Plan Redlines 2022-06-01
Final Service Plan – Metropolitan Districts	Final Metro District Service Plan 2022-06-01
Final Service Plan – Special Districts	Final Special District Plan 2022-06-01
Service Plan - Clean – Special Districts	Special District Service Plan Clean 2022-06-01
Service Plan- Word - Special Districts	Special District Service Plan Word 2022-06-01
Service Plan- Redlines-Special Districts	Special District Service Plan Redlines 2022-06-01
Other Documents	
Geotechnical Report	Geotechnical Report 2022-06-01
Traffic Study Addendum	Traffic Study Addendum 2022-06-01
Stormwater Management Plan	SWMP 2022-06-01
Emergency Response Plan	Emergency Response Plan 2022-06-01
Pollutant Emission Notice	Pollutant Emission Notice 2022-06-01
Safety Data Sheets	Safety Data Sheets 2022-06-01
Ecological Significance	Ecological Significance 2022-06-01
Utility Report	Utility Report 2022-06-01
Traffic Compliance Letter	Traffic Compliance Letter 2022-06-01
Photometric Plan	Photometric Plan 2022-06-01
Affidavit of Circulator	Affidavit of Circulator 2022-06-01
Petition for Annexation	Petition for Annexation 2022-06-01
Authorization to withdraw from fire district	Withdraw from Fire District 2022-06-01
Site Analysis Map	Site Analysis 2022-06-01
Exhibit A- *	Exhibit A- * 2022-06-01
Eligible Facility Request Criteria of Determination	EFF Criteria of Determination 2022-06-01
Photometric Study	Photometric Study 2022-06-01
Zoning Suitability Map	Zoning Suitability Map 2022-06-01
Property Boundary Map	Property Boundary Map 2022-06-01

Market Study	Market Study_ 2022-06-01
Comment Responses	Comment Responses_ 2022-06-01
Radio Frequency Emission Statement	Radio Frequency Emission Statement_ 2022-06-01
Radio Frequency Letter	RF Letter_ 2022-06-01
Wireless Communication Facility Affidavit	WCF Affidavit_ 2022-06-01
Updated Inventory of Sites	Inventory_ 2022-06-01
Annexation Information Sheet	Anx Info Sheet_ 2022-06-01

Permits

Post-approval, the following permits may be applicable depending on the scale, context, and type of project:

- [Right-of-way Permit](#)
- [Flood Plain Development Permit](#)
- [Grading Permit](#)
- [Sign Permit](#)
- Building Permit
- Fence Permit (for fences higher than 6-feet)
- [Flat Work Permit](#)
- [Business License](#)
- [Home Occupation](#)

Technical Studies / Reports

Various technical studies and reports are required as part of the development review process. These studies and reports will be identified on the Submittal Checklist and during the review process:

- [Drainage Report](#)
- [Traffic Impact Study](#)
- [Soils Report](#)
- [Infrastructure Capacity & Impact Report \(Hydraulic Analysis\)](#)
- [Environmental Impact Study \(Biologist's Report\)](#)

Neighborhood Meeting

A neighborhood meeting may be required or chosen in different scenarios:

1. **Director Option:** The Community Development Director can mandate a neighborhood meeting for projects that are complex, could have significant impacts on nearby properties, or generate many questions or concerns from property owners.
2. **Applicant Option:** The applicant has the choice to hold a neighborhood meeting to gather input and address concerns from potentially affected parties.

The meeting should follow these guidelines:

- The Director arranges the schedule, location, and notice.
- The applicant must pay the mailing noticing fee, which is currently set at \$1.25 per mailing.
- The meeting should be held at a public facility, easily accessible to the project's vicinity.
- The applicant is responsible for the meeting's content, including presenting the project's nature, land use details, plans, and future uses.
- The applicant should also explain the subsequent formal review process with the city, noting that changes may occur from the initial concepts.
- The applicant must keep minutes of the meeting, including notice evidence, attendee list, contact information, presentation materials, discussion summary, issues, outcomes, and any changes. These minutes will supplement the formal application.
- If a neighborhood meeting is required for a proposed project, the applicant will be notified by the staff.

Public Notice for Public Hearing

The notice requirements for proposed projects requiring a public hearing as indicated in Table 24-2-1 include published, posted, and mailed notice.

1. **Published Notice:** The City will post the notice on its official website at least 15 days before the public meeting. It will contain a general description of the property, zoning classification, specific use or action requested, meeting date, time, location, and a statement that additional information about the request is available at the Community Development Department.
2. **Posted Notice:** The applicant must post signs provided by the City on or near the property visible to the public from adjacent public ways at least 15 days before the public meeting. Additionally, the applicant must provide evidence and a signed statement of compliance with the notice requirement as part of the application. Throughout the proceedings, the applicant must make a reasonably good faith effort to maintain the posted notice. The applicant will be notified via email when the signs are ready and are required to pay the sign fee of \$20.00 per sign.
3. **Mailed Notice:** When mailed notice is required, a courtesy letter must be sent to all record landowners within 500 feet of the property. However, the Director has the authority to extend the distance up to 1000 feet for very large or intense projects or in cases where few landowners would be notified due to ownership patterns. The city will create the letter, mailing list, and is responsible for mailing the notice 15 days prior to the public meeting. The letter will contain a general description of

the property, zoning classification, specific use or action requested, meeting date, time, location, and a statement that additional information about the request is available at the Community Development Department. The applicant is responsible for the mailing fee. The current mailing fee rate is \$1.25 per mailing.

4. **Failure of Notice:** Failure of published, posted, or mailed notice will not void subsequent proceed of decision, and the Director has the authority to make this determination. The Director will take into account the follow factors when deciding on the impact of the failure to notice:
 - a. Whether the applicant made good faith efforts to comply with the notice requirements and if the failure of notice was beyond their control.
 - b. If there were technical errors in the notice, but all interested parties still received constructive and actual notice.
 - c. Whether the failure of notice has a significant influence on the proceedings, criteria, or decision record.

The Director will assess the situation and consider these factors to decide if the failure should affect the process or decision.

5. **Surface Development Notice:** Surface Development Notice is a requirement for certain projects related to mineral estate owners identified in the county tax assessor's records or those who have filed a request for notification with the county clerk and recorder, as mandated by state statutes. The responsibility for providing this notice falls on the applicant. They must certify that they have fulfilled the notice requirement as peer the local code and Colorado law before any public hearing, public meeting, or administrative decision takes place. In essence, the applicant must ensure that all relevant mineral estate owners are informed about the project in accordance with the specified regulations.
6. **Public Hearings.** Where public hearings are required by Table 24-2-1, the following procedures apply:
 1. The hearing shall be conducted, and a record of the proceedings shall be preserved.
 2. Any interested person or party may appear and be heard in person or by agent.
 3. The review body may request testimony or a report on the application from any government official or agency, or any other person with information pertinent to the application.
 4. A public hearing for which proper notice was given may be continued to a later date without again requiring notice, provided the specific date, time, and place of the continued hearing is announced at the original hearing.
 5. If the review body is a recommending body, a written summary of the meeting and the recommendation shall be forwarded to the decision-making body.
 6. A review body is authorized to establish meeting procedures and bylaws, or otherwise state rules regarding specific conduct and management of public hearings, within the parameters of these regulations.