



## COMMUNITY DEVELOPMENT

# SCOPING REVIEW REQUIREMENTS

The purpose of this guide is to provide general information about the Scoping review process. This guide is not intended to be all inclusive. Additional information may be requested during the formal application process. An application must fulfill all submission requirements to be considered complete.

## DESCRIPTION

A scoping review offers a chance to submit a conceptual development proposal to the city and receive one round of written feedback from City staff. This review can be advantageous for identifying City of Greeley Code and Criteria requirements relevant to the development proposal.

## FEE

\$300

The scoping review fee is non-refundable. If the applicant determines that they would like to continue the required application process, Scoping review fees may be applied to formal submittal application fees. The applicant will be required to pay the difference in application fees.

## TIMELINE

2-3 weeks review cycle (one-time only, per request)

## PROCESS

1. The Community Development Department receives the application submission and reviews it for completeness. If deemed complete, the application review process will commence.
2. Following the review, meet with review staff to discuss scoping comments. Attendance by the project architect and/or engineer is required.

## APPLICATION SUBMITTAL REQUIREMENTS

1. **Application.** Complete the application in the City of Greeley permit and project portal, <https://trakit.greeleygov.com/eTRAKIT/>, by creating an account and applying for a Scoping Review project.
2. **Contextual/site background information.** Provide a copy of the subdivision plat and any studies that affect the site. (Sub-area plans, traffic studies, etc.)
3. **Project Narrative.** A comprehensive description outlining the purpose of this application, detailing any proposed modification (interior/exterior/change of use), and specifying whether the project involves new construction or the renovation of an existing building.

The project **narrative** should also include information addressing:

- a. Provide a detailed description of the project's intended scope. **Include a list of specific questions for staff to address regarding the proposed project.**
- b. Describe how the proposed project meets the goals of the Comprehensive Plan, the City of Greeley Development Code and/or other specific plans or policies that may impact the project application.
- c. The applicant's vision and understanding of the market for the proposed project.
- d. The proposed uses, general site layout, and conceptual or anticipated design of buildings, including how the project relates to surrounding sites and public spaces.
- e. How the project will fit in and contribute to the area and further the intent of the existing or proposed zoning district.
- f. Planning and infrastructure impacts, including timing, phasing, or the need for any technical studies or outside agency coordination and review.
- g. Describe the existing site conditions. Is the site graded? Is this a redevelopment?
- h. Is the proposed project site within an Area of Ecological Significance? Provide known information related to the site's natural areas as applicable.

- i. Describe the existing conditions related to water, sanitary sewer and stormwater. Include information related to water service to the property, water mains in the area, sanitary sewer mains in the area, sanitary sewer service to the site, storm drainage infrastructure (if known) including storm sewer pipes, inlets in the area, detention pond in the area, raw water irrigation (if known) including raw water irrigation mains in the area and raw water irrigation services into the property, irrigation ditch (if known) including existing irrigation ditch (channel or piped) within or adjacent to the site.
- j. Inform if the site is located within a FEMA designated special flood hazard area.
- k. Describe the existing transportation/traffic conditions adjacent to subject site. (asphalt, curb and gutter, sidewalks (detached and attached, and existing/proposed traffic control devices) Describe any proposed changes to the existing streets and access.
- l. Development review processes and review criteria, and whether any special public information and outreach or specific agency or department reviews are necessary.
- m. Opportunities to improve designs or coordinate the preliminary concepts with other private or public investments in the area.
- n. Describe the spectrum of affordability intended for the project including affordable, market rate, and executive.

4. **Basic Site Plan.** This is a view from the top of the entire site. It is important that the site plan address design review criteria for the proposal. Provide a scaled drawing of the appropriate dimensions, ensuring detailed representation of the proposal. The drawing must be formatted to a 24"x36" sheet that includes all the necessary information below:

- a. a title;
- b. scale of the drawing (e.g. 1" =10') and all necessary dimensions and distances;
- c. north arrow;
- d. vicinity map;
- e. label cross streets and address
- f. label adjacent properties (zoning, uses, ownership, subdivision name)
- g. existing and proposed lot coverage information (open space,

- parking, etc.)
- h. Existing and proposed site information necessary for staff to analyze and answer applicant's request (e.g. city limits, property lines, buildings and structures, uses and principal site development features (streets, lots, driveways, sidewalks, and curbs, location of oil & gas facilities within 1000 feet, any existing wireless communication facilities);
- i. Drainage features;(existing and proposed detention ponds, water quality, etc.) Provide information on where the storm flows convey.
- j. Water, wastewater, stormwater, and power utilities;(existing and proposed infrastructure)
- k. Emergency vehicle access on site;
- l. Easements (dimension);
- m. Lighting (location, total height of poles or wall packs, Photometric demonstrating foot candles)
- n. Signs (location and dimensions) including traffic control and directional signs
- o. Fire hydrant locations]
- p. Trash receptacles and enclosure detail
- q. Open space areas
- r. Landscape areas
- s. Building elevations plans (demonstrating all sides and identifying the following)
  - i. Title, scale, direction
  - ii. Building height(s)
  - iii. Siding materials
  - iv. Roofing materials
  - v. Roof pitch
  - vi. Colors
  - vii. Doors, windows, and other architectural details
  - viii. Exterior stairs and balconies
  - ix. Material board (including proposed colors)

**5. Landscape Plan** (demonstrating the following)

- a. Title, north arrow, scale, property address
- b. Show existing and proposed landscape to include the adjacent Streetscape as applicable.

- c. Basic improvements as shown on the site plan
- d. Location of plants and materials including ground cover quantity
- e. Size
- f. Species type
- g. Method of irrigation
- h. Open space areas
- i. Hydrozone areas
- j. Irrigation plan

## **RESOURCES**

Planner On-Call Services

Call 970-350-9780

Email [Planning@Greeleygov.com](mailto:Planning@Greeleygov.com)

Engineer On-Call Services

Email: [edr.comdev@Greeleygov.com](mailto:edr.comdev@Greeleygov.com)

## **PLANNING RESOURCES**

[City of Greeley Development Code](#)

[Supporting Documents for Section 6 Landscape and Irrigation Criteria](#)

[Plants for Greeley website](#)

## **ENGINEERING RESOURCES**

**After the Scoping review is complete and at the time of formal submittal of the proposed project, a Title Commitment dated within 90 days of the submission date will be required.**

**A civil engineer will be required to design the site including grading, streets, water, sewer, stormwater, detention, and erosion control.**

**You will be required to provide horizontal control. Consult with your civil engineer to determine whether a survey is necessary.**

**Prior to formal application submittal, you must complete a Transportation Base Assumptions form and hold a scoping meeting with the Public Works Department. Coordinate with your civil engineer or traffic engineer to complete the form and conduct a Traffic Impact Study (TIS), if required.**

Transportation Master Plan: [Mobility | City of Greeley](#)

Traffic impact study may be required. See document for [TIS criteria](#):

[Traffic count](#)

**In addition to civil plans, you may be required to provide a Drainage Report, Hydraulic Report (water and sanitary sewer), MS4 Stormwater Management Program Report, Operations & Maintenance Report with your project application first submittal. Coordinate with your civil engineer.**

[City adopted Criteria for Water and Sewer, Stormwater, and Streets](#)

[General information on Stormwater Quality and Ponds](#)

[Adequate Public Facility Maps](#)

GIS map link: [Greeley Property Facts!](#)