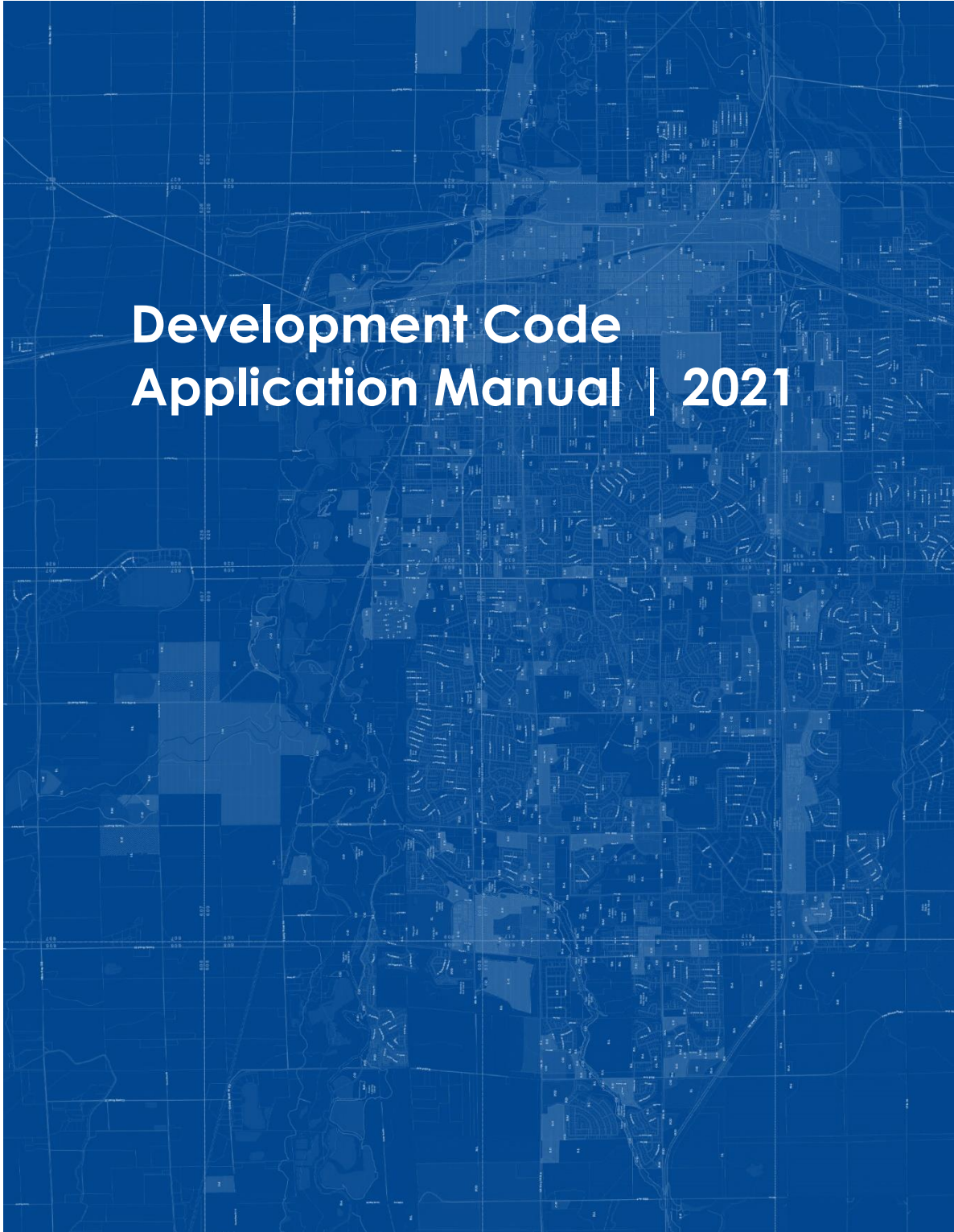




Development Code Application Manual | 2021



Greeley Development Code Application Manual | 2021

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1. Introduction to the Development Code

This manual is a guide to the Greeley Development Code (Development Code), and helps applicants prepare clear and complete applications. Following the recommendations and requirements of this manual may also help reduce review time or the number of resubmittals.

The Development Code is used to ensure that new development projects meet all applicable city standards, and it guides long-term growth and redevelopment towards 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:

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| <p>Chapter 1 <i>General Provisions</i></p> | <p>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 general applicability of the development standards arises.</p> |
| <p>Chapter 2 <i>Procedures</i></p> | <p>The Procedures provide the applicability, review steps, decision-making criteria, and effects of decisions made under the development code. This Chapter is useful for anyone who may become involved in a development application, including applicants, city staff, public officials, or impacted residents and property owners.</p> |
| <p>Chapter 3 <i>Subdivision Standards</i></p> | <p>The Subdivision Standards provide standards for coordinating development across different areas and over time. This Chapter ensures that all lots and parcels fit into the bigger picture and are served by public services. It addresses development patterns, urban design characteristics, and engineering and infrastructure requirements. It is most useful to anyone considering dividing land, development professionals responsible for design and construction of large-scale projects, and city staff and public officials that review development applications in relation to long-range plans and impacts.</p> |
| <p>Chapter 4 <i>Zoning Districts & Uses</i></p> | <p>The Zoning Districts & Uses provide standards for what land uses are permitted and where. This Chapter organizes the community into distinct areas and addresses issues of compatibility in the scale and type of uses. It provides a general link to the long-range land use categories in the comprehensive plan. It is most useful to landowners and developers pursuing individual projects and city staff and public officials reviewing projects for potential impacts on adjacent areas.</p> |

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| <p>Chapter 5 Residential Development Standards</p> | <p>The Residential Development Standards provide specific standards for the design and construction of residential development. This Chapter includes lot and building standards for various types of residential buildings, including lot size, building heights, setbacks, open space, and accessory building standards. It also includes design standards to allow a variety of building types to fit in to various neighborhoods, including standards for streetscape and lot frontages, building design, and open spaces. It is useful to anyone considering specific improvements to residential property, and designers who deal with details of how a project fits into its surroundings.</p> |
| <p>Chapter 6 Non-residential Development Standards</p> | <p>The Non-residential Development Standards provide specific standards for the design and construction of nonresidential development. This Chapter includes lot and building standards for nonresidential districts, including lot size, building heights, setbacks, open space, and accessory building standards. It also includes design standards that focus on how projects relate to their specific district, block and site, including frontage design standards, building design standards, and open space standards based on the building's placement relationship to the streetscape. It is useful to anyone considering specific improvements to nonresidential property, and specifically designers who deal with details of how a project fits into its surroundings.</p> |
| <p>Chapter 7. Access & Parking Standards</p> | <p>The Access & Parking Standards provide standards to improve access to sites by various modes of transportation, including pedestrian, bicycle, and vehicles. This Chapter balances potential competing interests associated with streetscape design, access (curb-cuts and driveways), parking (vehicles and bicycles), and internal circulation (vehicles, bicycles, and pedestrians), and ensures that all elements are designed in a way to reduce negative impacts on streetscapes and adjacent property. It is most useful to designers who deal with details of how a project fits into its surroundings or engineers who are responsible for site layout and mitigating impacts of development.</p> |
| <p>Chapter 8 Landscape Standards</p> | <p>The Landscape Standards provide specific standards for the design of unbuilt portions of sites, primarily addressing living landscape and aesthetic hardscape. This Chapter organizes sites into distinct components including streetscapes, frontages, parking areas, perimeter treatments, open space, and other unbuilt portions of the site. It includes different standards for each particular area to promote better relationships of projects to their surroundings. It is most useful to designers who deal with details of how a project fits into its surroundings or landscape architects who are responsible for site design, installation specifications, and survival of landscape areas.</p> |

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| <p>Chapter 9 <i>Signs</i></p> | <p>The Sign standards provide standards for any sign on property that is potentially visible from the right-of-way or adjacent sites. This Chapter organizes signs into a few general sign types and allows property owners to allocate their signs within specific allowances for each type. It includes basic standards for each type (size, quantity, location) and specific design standards for certain sign types. It is most useful for business owners considering how to manage their property and identity, or to anyone considering posting a message on their property.</p> |
| <p>Chapter 10 <i>Special Purpose Districts & Areas</i></p> | <p>The Special Purpose Districts & Areas provide standards applicable only in certain areas of the City, and which 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 any of these special districts or areas.</p> |
| <p>Chapter 11 <i>Supplemental Standards</i></p> | <p>The Supplemental Standards include topic-specific standards that apply city-wide regardless of the particular zoning district the proposal is in. These topics often have more complex or issue-specific regulations and/or procedures that do not integrate well with the other generally applicable districts, standards, or procedures. This Chapter is most useful to anyone considering or impacted by a project addressing one of these specific topics.</p> |
| <p>Chapter 12 <i>Metropolitan Districts</i></p> | <p>This Chapter is reserved for potential future incorporation of the City's Metropolitan District Standards currently located elsewhere in the Greeley Municipal Code</p> |
| <p>Chapter 13 <i>Definitions & Terms</i></p> | <p>This Chapter provides a "glossary" for all the chapters in this code (except for a few sections that have topic-specific definitions). It is organized under defined terms (terms with a specific given meaning); description of uses (descriptions of the type, scale, and nature of general land uses); and a glossary of architecture and design terms (used to interpret and apply some of the discretionary or design-oriented standards). It is useful for anyone considering how to interpret a specific provision in the development code.</p> |

2. Overview: Common Questions

Before beginning a land development application, some preliminary questions will help orient applicants and stakeholders to the necessary procedures and standards 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. Subdivided property is denoted by a lot number and a subdivision name.
- 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 easement 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 particular topics that require 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 that are not allowed in the applicable zoning district require rezoning. This is a discretionary review process requiring public hearings, with a recommendation by Planning Commission and a decision by the City Council, to determine if rezoning is advisable under the comprehensive plan, adequate public facilities, and other criteria 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 level of development, or scale of the project.

- ### 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 limited by the extent or type of deviation that is 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 of the 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 context, 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 is a type of rezoning, and requires public hearings and formal review to establish the parameters for any particular area or project. *[See Section 24-205 Planned Unit Development, Development Code,*
- ❑ **Variances.** Variances are a type of project-scale relief from Development Code numeric standards. Variances are not a tool for flexibility in the standards; rather 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 that are generally allowed “by right” under applicable regulations and standards. Essentially the property has been platted and the proper zoning is in place, but review is still required to make sure 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 change the boundaries, ownership, development patterns (platting). Public hearings are often required by state statutes and require notice to specific property owners and give 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. **Is the project at a significant scale and scope where advanced planning specific to the project may be needed?** The following questions on the scale and scope of a project can determine if conceptual plans, master planning, or other advanced plans are necessary or helpful for approval of the project.
- Are multiple zoning districts existing or proposed within the project?
 - Does the project affect 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 components of the project?
 - 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 some additional time before a project is ultimately built.
 - Projects that are denied may have options for appeals of the decision.
 - If construction documents and plans are not submitted or completed, or if a decision is not appealed, some approvals lapse and require a new application to be submitted prior to any development.

3. Development Procedures

The general path for approval of a development project, the specific submittal requirements, and detailed procedures are determined by 3 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 location 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 few steps and have basic submittal requirements; a large-scale or complex project, where land needs to be subdivided or 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, 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.
- ❑ Property due diligence (review property for relationship to the comprehensive plan, current zoning, platting status, and other opportunities and constraints)

Step 2 - Idea Discussion: Schedule a Conceptual or Exploratory Meeting

- ❑ Staff-level preliminary or conceptual project discussion
- ❑ Discuss options for project area
- ❑ Call Planning Tech to assist with scheduling a meeting with the Planning and Engineering Development Review team
- ❑ Prior to meeting, submit:
 - Project description, property address, specific questions
 - Rough concept plan to scale things to your property, such as proposed building footprints, parking and circulation, open space, and other landscape areas.
 - Existing conditions (analyze property for opportunities and constraints, and potential relationships to adjacent areas)

Step 3 - Pre-application: Prepare Pre-Application Materials & Schedule Pre-application Meeting

- ❑ Contact the Planning Tech to schedule pre-application meeting with the Planning and Engineering Development Review team
- ❑ Prepare pre-application meeting materials
- ❑ 1 week prior to meeting, provide (please note, if materials are not provided 1 week in advance of the Pre-Application Meeting, the meeting will be rescheduled):
 - Project description, property address, specific questions
 - Preliminary site plan or sketch of proposal including proposed building footprints, parking and circulation, open space, and other landscape areas.
 - Existing conditions (analyze property for opportunities and constraints, and potential relationships to adjacent areas)
- ❑ 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]
- ❑ Staff will provide meeting notes & next steps [available in eTRAKiT]

Step 4 - Formal Application: Submit Completed Plans

- ❑ Follow submittal checklist requirements provided at Pre-application Meeting.
- ❑ Staff reviews application for completeness [Application Checklist provided during pre-application meeting]
- ❑ 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*]
- ❑ Neighborhood Meeting (if required). A neighborhood meeting should be held prior to a formal application so that input and concerns of potentially impacted property may be considered in the initial application. For complex projects that may impact adjacent property owners, a neighborhood meeting may also be required for any project that requires formal review beyond staff.

Step 5 - Technical Review: *Coordinate with City and Other Review Agencies*

- ❑ Technical internal review by city departments
- ❑ Referral agencies review and comment (where applicable)
 - School District
 - Colorado Department of Transportation (CDOT)
 - Weld County Planning
 - U.S. Post Office
 - Natural Gas Companies
 - Electric Power Companies
 - Telephone & Communications Companies
 - Ditch & Irrigation Companies
 - Railroad Companies
 - Cable Television Companies
 - U.S. Army Corps of Engineers
 - Greeley-Weld County Airport
 - Northern Colorado Water Conservancy District
 - Adjacent municipalities
 - Colorado Geological Survey
 - Colorado Parks & Wildlife
 - Other interested agencies & offices
- ❑ 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 6 is the formal review and decision process. This is dependent on the particular application. See application flow charts in Section 3.B and Chapter 2, Procedures of the Development Code.]

Step 7 - Post-Decision Actions

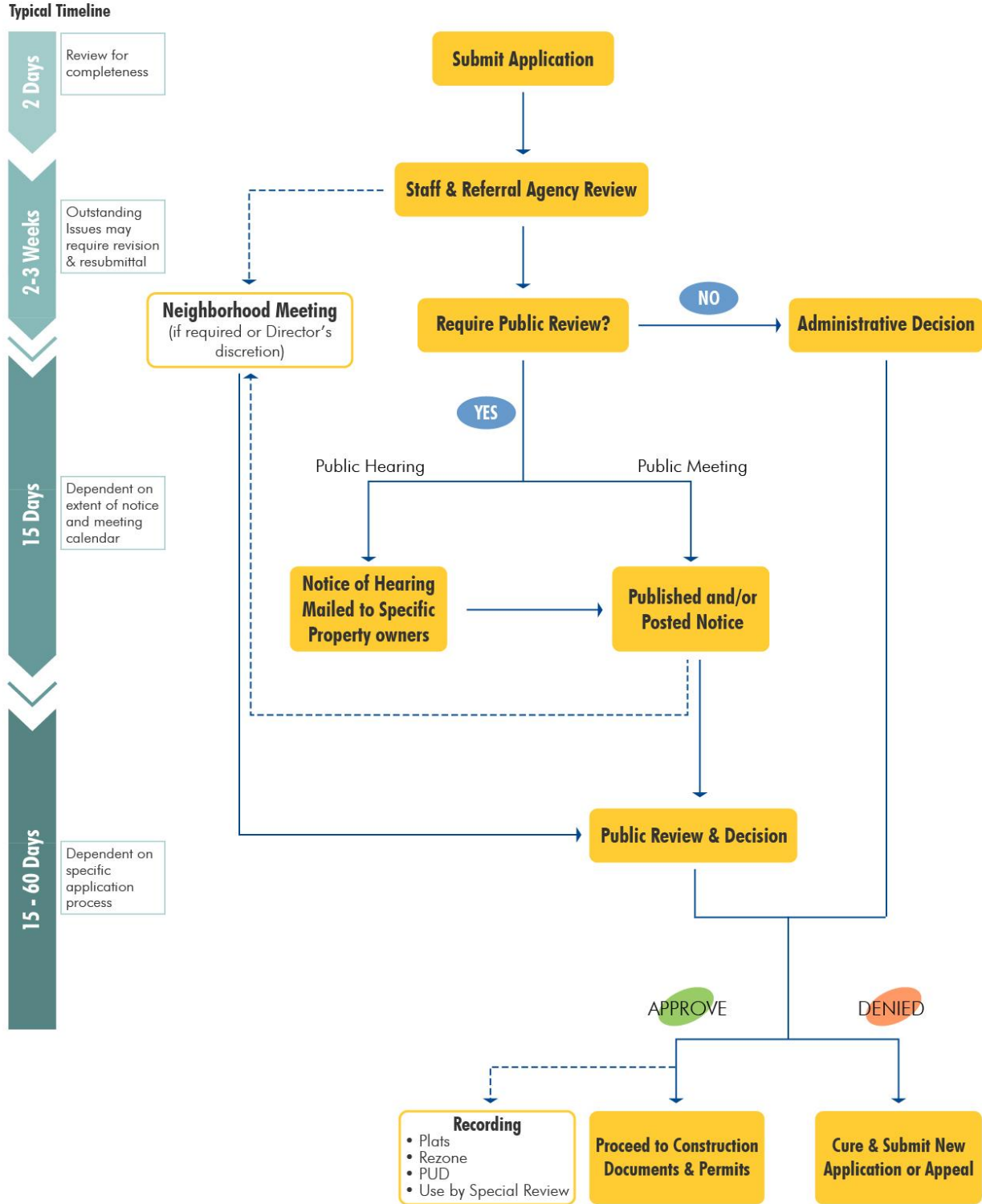
- ❑ Appeal of denied decision
- ❑ Waiting period for eligible protests (if applicable)
- ❑ Routing approved plans for signatures
- ❑ Recording (if required)
- ❑ Approval of Final Civil Construction Documents
- ❑ Subdivision Improvement Agreement or Development Agreement or other assurances and financial guarantees for public improvements (if required)

- Technical permit submittals *[see list of required permits in Section C. of the Appendix]*

Step 8 - Interim & Post Approval Inspections

- Pre-construction meetings (for public improvements)
- Preliminary inspection (if needed)
- Final inspection
- Bond / security release (if applicable)
- Certificate of Occupancy

B. Application Process Flowchart



C. Application Requirements, Application Form & Submittal Checklist

The Community Development Department has specific application requirements, for the following applications. Requirements for each of the project types are provided in the manual, but are also available individually on the City's website. Multiple applications may apply to a single project, but can be submitted and reviewed concurrently.

All applications must include a completed **Development Application** form and must include all information identified in the **Submittal Checklist** provided at the time of the Pre-Application meeting.

[Land Use Application](#)

- Submittal Checklist (provided at the time of the Pre-Application meeting; includes required planning and engineering submittal materials). Typical application submittal materials include:

Application Fees (paid through eTRAKIT – electronic check or credit card; electronic check preferred)

Application - Completed

Letter of Authorization (Letter of Authorization from property owner)

Project Narrative (A summary of the project information including size, scale, timing, density, design, and compatibility with surrounding area. Also, which explains how the project meets the development code requirements and describes consistency with the Comprehensive Plan)

Title Commitment or Ownership & Encumbrances Report (current within 90 days)

Materials Board (electronic materials board)

Surveyor's Closure Calculations (plats, rezonings, PUD's)

Plan Set (see Application Requirements for project-specific requirements)

Neighborhood Outreach (summary of neighborhood meeting, copy of mailing list, copy of meeting notice letter)

Engineering Reports and Studies:

- **Drainage Report (Conceptual, Preliminary, Final, Memo)**
- **Traffic Impact Study (Conceptual, Preliminary, Final, Memo)**
- **Hydraulic Analysis (Conceptual, Preliminary, Final)**
- **Geotechnical Report**
- **Biological Report**

Civil Construction Drawings (see requirements in Design Criteria and Construction Specification Manual Volumes I-III)

Landscape Plan

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)

The City has submittal requirements for each of the application types:

- [Administrative Easement](#)
- [Annexation](#)
- [Appeals](#)
- [Entertainment Establishment](#)
- [Metropolitan District](#)
 - [2018 Model Multiple District Service Plan](#)
- [Minor Easement Encroachment](#)
- [Planned Unit Development](#)
- [Rezoning](#)
- [Right-of-Way Action \(Dedication or Vacation\)](#)
- [Site Plan](#)
- [Subdivisions](#)
 - [Preliminary Plat](#)
 - [Final Plat](#)
 - [Replats](#)
 - [Minor Subdivisions](#)
 - [Condominium Plat](#)
- [Use by Special Review](#)
- [Variance](#)

Administrative Easement

ADMINISTRATIVE EASEMENT [DEDICATION/VACATION]

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 dedication, vacation, or recordation of easements may occur as a replat as provided in Chapter 3 – Subdivision Regulations, or by separate instrument. Easement dedication and vacation applications must comply with the standards and follow the process found in the City of Greeley Subdivision Regulations.

The Community Development Department is responsible for processing the application and determining if it meets City standards. The request cannot be detrimental to the public health, safety, or welfare. The request will be referred to the Planning Commission for consideration if a request is found to be detrimental.

Review the City of Greeley Development Code for complete application and procedural requirements.

Administrative Easement Requirements

1. A scaled drawing or illustration at least eleven (11) inches by seventeen (17) inches in size, which accurately shows the proposed dedication or vacation.
2. If dedicating an easement include a legal description of the proposed dedication, prepared by a land surveyor licensed in the State.
3. If vacating an easement or portion of an easement include a copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form.
4. Narrative describing the project, purpose of the easement request, beneficiaries of the easement, and easement holder.

ANNEXATIONS

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.

Annexation applications must comply with the standards and follow the processes created by state law and city code. City staff reviews the annexation application to determine if it meets statutory requirements. If the petition meets those requirements staff prepares a resolution. The City Council resolution proclaims that the application meets those requirements and sets the date that they will hear the petition. Planning staff evaluates the application using the annexation criteria provided in the development code. The Planning Commission reviews the request and staff's evaluation, holds a public hearing and makes a recommendation to City Council. The City Council will hold a public hearing during the second reading of the annexation ordinance. The Council may deny, approve, or table the petition until another date.

Eligibility Criteria for Annexations

1. Not less than one-sixth (1/6) of the perimeter area proposed to be annexed is contiguous with the City of Greeley;
2. A community of interest exists between the territory being proposed to be annexed and the City of Greeley;
3. The territory sought to be annexed is urban or will be urbanized in the near future;
4. The territory sought to be annexed is integrated or is capable of being integrated with the City of Greeley.

Evaluation Criteria after Determination that Petition Meets State Eligibility Requirements

1. The proposed annexation is in conformance with the City's Comprehensive Plan.
2. The proposed annexation promotes geographical balance of the City's land use pattern.
3. Adequate services are or will be available to support the development expected to result from the proposed annexation.
4. The proposed annexation provides for a continual and rational boundary.
5. The proposed annexation is needed to accommodate future land use requirements.

Submittal Requirements

1. Petition for Annexation. The petition shall be signed by persons comprising more than fifty (50) percent of the landowners in the area to be annexed and owning more than fifty (50) percent of the land area.

2. Affidavit of Circulator. Signed and notarized affidavit.
3. Exhibit A. Typed .doc legal description (8½" x 11") of the area of annexation as it appears on the annexation plat including the identification of the person responsible for preparing it.
4. Annexation Information Sheet. This information sheet must be completed and is attached to the petition. Additional sheets may be attached.
5. Narrative. Statement addressing the following:
 - a. Conformance with the City's Comprehensive Plan;
 - b. Intent to include the property in the Northern Colorado Water Conservancy District and Subdistrict; and
 - c. Information on ecological or land use conditions which may be hazardous, including oil and gas operations, dumps and landfills, underground storage tanks, steep slopes, wetlands, irrigation ditches, bodies of water and flood areas.
6. Annexation Plat. One (1) digital .pdf copy of 24" x 36" and one (1) copy 11" x 17" plat showing the boundary of the area proposed to be annexed and including the following:
 - a. Location of ownership tracts and platted lots;
 - b. Written legal description of the boundaries of the area;
 - c. The contiguous boundary of the City limits next to the boundary of the area proposed for annexation and boundary map showing special districts;
 - d. Vicinity map showing proposed annexation and surrounding area;
 - e. Title of the annexation; and
 - f. Surveyor's Certificate, City Acceptance Blocks and Notary Block as provided in Appendix A of the Subdivision Regulations
7. Site Analysis Map. One (1) digital .pdf copy 24" x 36" and one (1) copy 11" x 17" of a map drawn to scale, showing the boundary of the area proposed to be annexed and including the following:
 - 1) Area of property in square feet and/or acres;
 - 2) Property boundaries and complete dimensions;
 - 3) Boundaries of adjacent properties;
 - 4) Topography at two-foot intervals;
 - 5) Existing rights-of-way, streets, roadways, and probable access points; and
 - 6) Existing utilities and easements;
 - a. Irrigation ditches, head gates, waste ditches;
 - b. Natural drainage patterns, bodies of water, water courses, flood plains, flood way;
 - c. Significant vegetation, including trees;
 - d. Areas of Ecological Significance, including wetlands, steep slopes, etc.;
 - e. Existing structures and land uses; and
 - f. Existing oil and gas facilities and setbacks to such facilities.
8. Fire District Petition and Fee. (Attached) A copy of the authorization to exclude the property from the existing Fire District.

9. Public Agreements. Copies of all agreements, including proposed annexation agreement, between the applicant and governmental entities, quasi-public entities and special districts that may affect the applicant's property, addressing such things as access, irrigation, fire protection and sanitation.
10. Private Agreements. Private agreements addressing topics subject to governmental approval, such as signage, oil and gas operations and building permits.
11. Evidence of Ownership. Copies of deed(s) and/or title insurance policies for all properties owned by the petitioner(s) included in the annexation.
12. Establishment of Zoning.

Appeals

APPEALS 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.

Appeals must comply with the standards and follow the process of the City of Greeley Development Code. The Community Development Department, Division of Planning, is responsible for processing the application. City staff reviews the application to determine if it meets City requirements. Once determined, the Planning Commission, City Council or Zoning Board of Appeals will hold a public hearing and may deny, approve, or table the request until a later date.

There are three types of decisions that may be appealed:

- 1) A final decision by the Community Development Director regarding code interpretations, permitted uses, final plats, minor subdivisions, and easement dedications or vacations may be appealed to the Planning Commission. The decision of Planning Commission shall be final, unless the applicant elects to appeal by a party-in-interest to City Council.
- 2) A final decision by the Planning Commission regarding uses by special review or preliminary plats may be appealed to City Council by a party-of-interest.
- 3) A final decision by the Zoning Board of Appeals regarding variances may be appealed to City Council by a party-of-interest.

The appellant shall submit a written appeal to the Community Development Department within ten (10) working days of the date of the final decision by either the Community Development Director, Planning Commission or the Zoning Board of Appeals. The appeal shall be in writing and shall include the basis for appeal; decision of either the Community Development Director, Planning Commission or the Zoning Board of Appeals; the related sections of the Development Code or Subdivision Regulations; and applicable fee. The appeal shall be placed on the next available meeting agenda for consideration.

Application Checklist

- Application form and required fees
- Narrative. A detailed description of the proposed operation and/or use. The narrative should include the basis for appeal; decision of either the Community Development Director, Planning Commission or the Zoning Board of Appeals, and the related sections of the City of Greeley Development Code. The appellant shall submit a written appeal to the Community Development Department within ten (10) working days of the date of the final decision by either the Community Development Director, Planning Commission or the Zoning Board of Appeals.
- Additional information may be required as the application is reviewed.

Appeals **must** be submitted in writing **within ten (10) working days** of the date of the final decision by the Community Development Director, Planning Commission or Zoning board of Appeals.

Process

SUBMIT

- Submit written appeal **within ten (10) working** days of the date of final decision by Staff, Planning Commission, or Zoning Board of Appeals.

NOTICE

- City provides notice according to the City of Greeley Development Code.

HEARING

- Planning Commission considers appeal request, staff recommendation, along with citizen input and makes a decision (may be appealed to City Council).
- Planning Commission meets on the 2nd and 4th Tuesdays of the month.
- City Council considers appeal request, staff recommendation, along with citizen input and makes a final decision.
- City Council meets on the 1st and 3rd Tuesdays of the month.

FINISH

- Applicant may proceed to further development or building permit review phases (if appeal is approved).

Entertainment Establishment

ENTERTAINMENT ESTABLISHMENTS

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.

Entertainment Establishment Requirements

Entertainment Establishments require a permit and approval.

Entertainment Establishment shall mean:

1. Any commercial establishment which shares a common wall or zero lot line property boundary with a residential land use or that is within 100' of an occupied residential land use as measured from building to building, and:
 - a. Dispenses alcoholic beverages on the premises and where amplified or live entertainment is provided; OR
 - b. Does not dispense alcoholic beverages but provides amplified or live entertainment either independent of or in conjunction with any other uses except where amplified sound is provided only as background entertainment and at levels not to interrupt normal conversation at or beyond the property line;
 - c. Lawfully established commercial uses that meet the definition of a and b above, shall not be required to come into compliance with the Entertainment Establishment Land Use Designation Requirements if, subsequent to establishment and after March 7, 2006 (ordinance adoption), a residential use is established within 100' of its property boundary as measured from building to building or that shares a common wall or zero lot line boundary, unless such commercial use has been abandoned for a period of twelve consecutive months or longer prior to the time the residential use is established.

Entertainment Establishments Permit shall include the following:

- Application Form and any required fees.
- **Proof of Ownership** (e.g., Warranty Deed; Title Commitment; Ownership & Encumbrances (O&E) report)
- **Project Narrative:** A detailed description of the proposed operation and/or use. The narrative should address the design review criteria for the proposal and indicate how the proposal addresses them. Note the number of employees, general nature of the business (e.g., establishment serving alcohol, sports bar, work-out facility, etc.), number of seats, hours of operations and any changes in operation based on time of day or day of week.
- **Vicinity Map:** A scaled City map extending at least 500' radius from property boundary showing zoning districts, transportation systems, major public facilities, location of nearest residential use, and location of existing municipal boundary lines. Identify and highlight proposed site locations. Provide an 8 ½" x 11" reduction.

- **Basic Site Plan:** Provide a drawing of the appropriate size, showing detail of the proposal, drawn to scale and provide an 11" x 17" (or an appropriate size that show all necessary information) reduction which includes: a title, scale of the drawing (e.g., 1" = 10') and all necessary dimensions and distances, north arrow, existing and proposed site information necessary for staff to analyze and address applicant's request (e.g., property lines, building and structures, uses and principal site development features). It is important that the site plan address design review criteria for the proposal. (Refer to the attached checklist.)
 1. **A Security and Property Maintenance Plan:** Applicant shall demonstrate how patrons, employees and users of the business will be managed to assure minimal conflict with or impact to adjacent properties and the surrounding area. Include building occupancy limit, ratio of staff to patrons, (average and at peak hours). Complete the attached Property Security Plan form and return with the application.

Note: If such information has been prepared to accompany a liquor license application, it may also be used to meet the information requested above.

Noise Management Plan

Where there is a common wall between the establishment and an adjacent property owner or where the property is within 100' of an adjacent habitable structure, submit evidence from a professional source that can verify that the sound generated by the business will be contained at reasonable levels so as not to interfere with normal conversations at or beyond the property line or in other ways be in conformance with City of Greeley noise standards.

In addition, compliance with all other elements of the Development Code is required, including:

- **Building Elevations**
- **Photometrics**
- **Landscaping**
- **Parking**
- **Setbacks, etc.**

Planning staff will determine which of these above elements apply; property in the downtown GID is exempt from some minimum requirements.

Additional information may be required as the application is reviewed. Please note that incomplete applications will delay the review process.

Standards the City will review for the Entertainment Establishment Permit include:

Operating characteristics of the Entertainment Establishment shall be compatible with the predominant nature and characteristics of the surrounding area. For the purposes of this section, operating characteristics shall include, but not be limited to:

1. Hours of Operation;
2. Lighting;
3. Signage; and
4. Parking

An Entertainment Establishment shall not create unreasonable off-site environmental impacts such as noise, odor, smoke, vibration, heat or glare.

FOR OFFICE USE ONLY:

The application has been reviewed and approved by the:

City Clerk's Office (attach evidence of approval)
Greeley Police Department (attach evidence of approval)
Greeley Fire Department (attach evidence of approval)
and with conditions of approval as described in the attached Approval Document

Signature of Administrative Official or Designee

Date

Amplified Sound Study Vendors

Audio Denver

4880 E. Pacific Place
(303) 757-8400

Audio Analysts

3286 N. El Paso Street
Colorado Springs, CO
80907 (719) 632-8855

Barbizon

2390 Ulster Street
Denver, CO 80238
(303) 394-9875

Ceavco

6240 W. 54th
Avenue
Arvada, CO 80002
(303) 539-3500

Dowlen Custom Audio

5865 Marion Drive
Denver, CO 80216
(303) 232-3540

Full Compass

greg@fullcompass.com
(608) 227-3001

Jacob's Audio

804 S. Lincoln Street
Longmont, Co 80501
(303) 651-1286

Opera Shop

2570 31st Street
Denver, CO 80239
(303) 455-1888

Richter Scale

5500 Havana Street
Denver, CO 80239
(303) 680-3555

Riffactory Music

220 10th Street
Windsor, CO 80550
(970) 576-2818
www.riffactory.com
bobfoss@riffactory.com

Shaped Music

202 Air Park Drive
Fort Collins, CO 80524
(970) 221-2315

Point Source Audio

2104 6th Ave
Greeley, CO 80631
(720) 233-4773
tim@pscolo.com

**CITY OF GREELEY ENTERTAINMENT ESTABLISHMENT APPLICATION
SUPPLEMENTAL INFORMATION: PROPERTY SECURITY PLAN**

Applicant: Complete the following information and submit with your application for permission to operate an Entertainment Establishment. Approval of the Entertainment Establishment may not be granted before an acceptable Property Security Plan is accepted by the City.

1. Proposed Building Occupancy:

2. Ratio of staff to patrons (average and at peak hours):

3. Will on premises security and patron management be managed by business staff or by a private licensed security service (provide name & contact information of security service):

4. Will either the business staff or the private security service be armed? If so, please describe:

5. Will the business utilize "door staff" to manage patron admission or behaviors?

6. Describe how the business property will be monitored (e.g. patrolled by staff or security, if cameras will be used, etc.):

7. Describe how patrons will be managed to limit problems with or impacts to adjacent properties:

8. If alcohol will be served, describe the protocol that will be used to prevent underage serving, over-serving of guests and other related management practices related to alcohol:

9. Describe how the business will manage patron and employee conformance with no smoking laws, noise and other nuisance behaviors (e.g. trash, intimidation of other parties, etc.) while on the business premises:

10. Describe special promotions or activities that may attract larger than typical attendance and any additional or special management practices that will be employed to handle such increased attendance:

11. Describe an emergency building exiting plan:

Metropolitan District

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:

<https://greeleygov.com/docs/default-source/community-development/land-use-applications/2018-model-multiple-district-service-plan.pdf>

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.

Minor Easement Encroachment

MINOR EASEMENT ENCROACHMENT

October 1, 2021

The approval for an easement encroachment granted herein is considered to be **minor** in nature. Minor encroachments include but are not limited to concrete slabs, retaining walls, driveways, and roof overhangs. All other encroachments considered to be **major** will not be approved with this form and will only be allowed after approval of an easement vacation. The decision as to whether an easement encroachment is minor or major is solely up to any of the agencies listed below.

The approval for an easement encroachment granted herein is considered to be **minor** in nature. Minor encroachments include but are not limited to concrete slabs, retaining walls, driveways, and roof overhangs. All other encroachments considered to be **major** will not be approved with this form and will only be allowed after approval of an easement vacation. The decision as to whether an easement encroachment is minor or major is solely up to any of the agencies listed below.

I hereby request approval for an easement encroachment at: _____

Applicant: _____

Address: _____

Description and dimensions of encroachment: _____

The following agencies have reviewed the above request and are hereby giving their approval for issuance of the building permit. If any of these agencies fail to sign this form, the request is denied.

| | |
|--|-------|
| _____ | _____ |
| City of Greeley - Water & Sewer Department | Date |
| _____ | _____ |
| City of Greeley - Stormwater Management | Date |
| _____ | _____ |
| City of Greeley - Public Works Engineering | Date |
| _____ | _____ |
| Atmos Energy | Date |
| _____ | _____ |
| Xcel Energy/Poudre Valley REA | Date |

Comcast Cable _____ Date _____

CenturyLink _____ Date _____

Be it understood that the owner retains responsibility for any damages done to the property due to installation, repair, or service to utilities within said easement.

Owner Name (print): _____

Owner Signature: _____ Date: _____

Planned Unit Development

Planned Unit Development

Application Requirements

October 1, 2021

The 2021 Development Code revised the Planned Unit Development (PUD) process by allowing PUD's to be processed in one step. Rather than two steps – Preliminary PUD & Final PUD - the new PUD process is a one-step process and is similar to a rezoning application. 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.

Planned Unit Development 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 provided in .pdf format.
3. 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 detailed project **Narrative** that describes how this proposed PUD request is consistent with the goals, policies, and strategies described in the City's Comprehensive Plan, how the proposed PUD meets PUD approval criteria, how this PUD request is consistent with the existing, surrounding uses, and clearly describe and provide justification for any requested deviations from the zone district standards, design standards, or street standards.
6. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.
7. Required signature and certification blocks can be found in Appendix A of the Application Manual.

Required Sheets

1. Cover Sheet
2. Existing Conditions Map
3. Master Development Plan
 - Project Boundary
 - General Layout
 - Public & Community Facilities
 - Statement of Commitments
 - Specific Regulations & Deviations from Conventional Zone District Standards
 - Phasing or Implementation
4. Detail Plans

Cover Sheet – Sheet 1 of X

Title block for a new Planned Unit Development (example)

SUCH AND SUCH PLANNED UNIT DEVELOPMENT

Legal Description if Platted

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

XXXXX Acres

Project Number: PUD2021-XXXX

Title block for a Planned Unit Development/Amendment (example)

SUCH AND SUCH PLANNED UNIT DEVELOPMENT

Legal Description if Platted

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

XXXXX Acres

Project Number: PUD2021-XXXX (Amendment to: PUD2020-XXXX; include Planning Area if applicable)

Include the following Certification Blocks:

Certification of Ownership (property owner – must match title work)

Community Development Director

Planning Commission

City Council

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 Planned Unit Development Amendments, also include an amendment history, including previous project numbers, approval dates, and any applicable reception numbers.
4. 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.
5. Include legal description for entire PUD area. If a PUD amendment, include planning area legal description.
6. For a PUD Amendment, include an amendment history with case numbers and approval dates.

Planned Unit Development Standard Notes:

Include the following Standard Notes:

1. Approval of site construction plans by the City of Greeley shall be required (as

- applicable) prior to issuance of building permits.
2. Signage shown on this plan is for illustrative purposes only. A separate sign permit shall be submitted to the city for review and approval.
 3. All existing and proposed utilities shall be installed underground.
 4. 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 (Chapter 3).
 5. All elevations shown on these plans are tied to NAVD 88 datum.

Existing Conditions Map – 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 project boundary area, all property lines and lot dimensions (bearing and distance).
4. Include existing zoning.
5. Delineate all existing and proposed adjacent right-of-way dimensions and streets.
6. Delineated to scale, the existing easements on the site, their use and titleholder or rightholder to that easement, and reception numbers.
7. Show topography at 10 foot contour levels. Delineate areas of 20% or greater slope. Show existing contours 20-feet beyond the property line in all directions.
8. Include the area within the PUD area as well as all planning areas (square feet and acres).
9. Label adjacent zoning, subdivision name (lots & tracts), and uses.
10. Label and dimension all existing (to remain on site); all structures to remain on site must be clearly labeled as "Existing – to Remain".
11. Label any structures to be removed as "Existing – to be Removed"; separate demolition permit is required.
12. Label the width and direction of flow of all watercourses and any area inundated by the 100- year frequency flood.
13. Show all floodplains and/or floodways.
14. Show location, size, and grades of existing water and sewer lines.
15. Show location of all existing dry utilities. Label any existing overhead utilities accordingly. No new overhead utilities are permitted.
16. 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.
17. If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 11 of the Development Code.
18. Show location of nearest fire hydrant(s).
19. Label all sanitary sewer mains and stormwater facilities.

Master Development Plan & General Layout – Sheet 3 of X

Project Boundary

1. Clearly depict the entire PUD boundary area.
2. Include metes and bounds description of entire PUD area.

3. Clearly delineate and label all proposed planning areas.
4. Include perspectives and/or cross-sections to demonstrate compatibility.
5. Include a Site Summary Table:

| Site Summary | | | | | |
|--------------|-----|-------|---|-------------|-----------------|
| Area | Use | Acres | Dwelling Units – OR – Amount of Commercial / Industrial | Density/FAR | % of Acreage |
| PA-1 | | | | | |
| | | | | | |
| TOTAL | | | | | 100% |

6. Provide a Development Standards Table. Include densities, uses, FAR, minimums and maximums, and other performance standards for overall PUD and specific details for each planning area.

| Development Standards | |
|---|--|
| DESCRIPTION | PROPOSED |
| PLANNING AREA [insert planning area] | |
| Permitted Uses | [insert proposed land use – i.e. general categories based on zone districts - residential, commercial, industrial] |
| Uses not allowed | [list any uses not permitted – deviations from allowances of the Development Code zone district uses] |
| Minimum lot area | [provide any minimum lot requirements] |
| Density | [insert maximum density] |
| Building coverage | [insert: sq.ft. & ac.] |
| Drive, parking, and walks | [insert: sq.ft. & ac] |
| Open space | [insert: sq.ft. & ac] |
| Maximum lot coverage | [insert: % & sq.ft.] |
| Parking | [insert: total spaces & list any deviations/reductions from Development Code standards] |
| Minimum setbacks | Front Side Rear Corner Adjacent to Open Space |
| Accessory Structure Setbacks | Front Side Rear Corner Adjacent to Open Space |
| Encroachments | [list encroachments that deviate from the Development Code standards] |
| Building height | Principal structure Accessory structure |
| Sign Standards | [list any deviations from City's sign code requirements] |

| | |
|---|--|
| Other | [list any deviations or requirements specific to this planning area] |
| PLANNING AREA [insert planning area and include specific information pertaining to that planning area] | |
| Provide Information for each planning area | |

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

7. For a PUD Amendment, include:

| ZONING TABLE | | | |
|---|--|---|-------------------|
| Specific Regulations & Deviations from Conventional Zone District Standards | | | |
| DESCRIPTION | PUD AMENDMENT [INSERT CASE #] | EXISTING PUD REQUIREMENTS [INSERT CASE #] | |
| ZONING | [insert: Zoning information] | [insert: Zoning information] | |
| PRIMARY LAND USE | | | |
| PLANNING AREA(S) | | | |
| SITE AREA | | [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 <i>(list specific deviations from parking requirements)</i> | [insert: required total spaces] | [insert: total spaces] | |
| MINIMUM SETBACKS <i>(add additional rows as needed to capture all sides (front, rear, side) for all structures)</i> | | | |
| [insert: setback direction] | [insert: required feet] | [insert: feet] | |
| FLOOR AREA RATIO <i>(Commercial projects only)</i> | [insert: required F.A.R.] | [insert: F.A.R.] | |
| 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] |
|-------------------------|-------------------------|----------------|

Detail Plans & Public & Community Facilities - Sheet 4 of X

1. Show location of all proposed open and civic spaces, whether public, common or private, required by Section 24-302.
2. Include proposed street network.
3. Include requirements and information related to perimeter, common, and street landscape designs on a conceptual street network, open space, and landscape plan. Provide general plan layout for entire PUD as well as Planning Areas.
4. Clearly delineate and label planning area boundaries.
5. Include use-specific information for each planning area.
6. Provide details for and depict the general location of all public and community facilities.

Statement of Commitments - Sheet 5 of X

1. Include all improvements and performance and maintenance guarantees required by Section 24-304.
2. Include any additional improvements or dedications to other public entities needed by the adequate facility analysis in Section 24-305.
3. Include a Commitments Matrix.

| Commitments Matrix | | | | | |
|---|--|---|------------------------------------|-----------------------------------|------------------|
| Improvement or Commitment | Plan Preparation & Approval | Construction Timing | Construction Responsibility | Maintenance Responsibility | Ownership |
| [insert commitment or improvement – i.e. ROW dedication; trail construction; detention facility construction; etc.) | [insert timing – i.e. preliminary plat, final plat, prior to submittal of first building permit; prior to issuance of the first building permit; etc.] | [include timing of construction of improvement] | [list responsible party] | [list responsible party] | [list owner] |

Rezoning

Rezoning Applications 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.

Rezoning

The rezoning process provides review of changes to the boundary of zoning districts that may be necessary to implement the Comprehensive Plan, to account for changed conditions in the general area, or to reflect a change in policies with respect to future development.

Rezoning 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. 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** which describes the rezoning request, the rezoning approval criteria including justification for the rezoning request, the consistency with the goals, policies, and strategies in the City's Comprehensive Plan, and the consistency with the existing, surrounding zoning.
6. Include the full legal description of the project boundary area, in a **Word** document.
7. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.
8. Required signature and certification blocks can be found in Section 3 of the Application Manual.

Required Sheets

1. Cover Sheet
2. Existing Conditions & Site Analysis Map
3. Zoning Suitability Map (include surrounding zoning and uses)
4. Project Boundary Map
5. General Layout
Include:
Arrangement & Character of streets and open spaces
Anticipated Scale, Intensity, and Character of the Proposal
Public & Community Facilities
6. Phasing or Implementation Plan

7. Detail Plans

Cover Sheet – Sheet 1 of X

Title block for a new Rezoning or Initial Zoning Application (example)

SUCH AND SUCH REZONING

Legal Description if Platted

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

XXXXX Acres

Project Number: ZON2021-XXXX

Include the following Certification Blocks:

Certification of Ownership (property owner – must match title work)

Community Development Director

Planning Commission

City Council

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.
4. 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.
5. Include legal description for entire Rezoning area, in addition to the separate **Word** document (general requirements above).

Rezoning Development Standard Notes:

Include the following Standard Notes:

1. Approval of site construction plans by the City of Greeley shall be required (as applicable) prior to issuance of building permits.
2. All existing and proposed utilities shall be installed underground.
3. 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 (Chapter 3).
4. All elevations shown on these plans are tied to NAVD 88 datum.

Existing Conditions Map – 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 project boundary area, including the entire property area in square feet and acres.
4. Label and dimension all property lines (bearing and distance).
5. Include existing zoning.
6. Delineate all existing and proposed adjacent right-of-way dimensions and streets.
7. Delineated to scale, the existing easements on the site, their use and titleholder or rightholder to that easement, and reception numbers.
8. Show topography at 10-foot contour levels. Delineate areas of 20% or greater slope. Show existing contours 20-feet beyond the property line in all directions.
9. Include the area within the PUD area as well as all planning areas (square feet and acres).
10. Label adjacent zoning, subdivision name (lots & tracts), and uses.
11. Label and dimension all existing (to remain on site); all structures to remain on site must be clearly labeled as "Existing – to Remain".
12. Label any structures to be removed as "Existing – to be Removed"; separate demolition permit is required.
13. Depict and label all existing oil and gas facilities along with all setbacks to these facilities.
14. Show all Areas of Ecological Significance, including wetlands, and steep slopes.
15. Label the width and direction of flow of all watercourses and any area inundated by the 100- year frequency flood.
16. Show all floodplains and/or floodways.
17. Show location, size, and grades of existing water and sewer lines.
18. Show location of all existing dry utilities. Label any existing overhead utilities accordingly. No new overhead utilities are permitted.
19. Show location of nearest fire hydrant(s).
20. Label all sanitary sewer mains and stormwater facilities.

Zoning Suitability Map – Sheet 3 of X

1. Clearly depict the entire Rezoning boundary area.
2. Include metes and bounds description of entire Rezoning area.
3. If within a proposed Mixed-Use Zone District (MU-L or MU-H), clearly delineate and label all proposed zoning areas. Include metes and bounds description for proposed zoning areas.
4. Include a Site Summary Table:

| Zoning Summary | | |
|--|------------------|------------------|
| Existing Zoning: | Proposed Zoning: | Area [s.f. & ac] |
| TOTAL | | 100% |
| If MU Zone District, include information related to various use areas. | | |
| Use Area | Allowed Uses | Area [s.f. & ac] |
| Use Area | Allowed Uses | Area [s.f. & ac] |
| TOTAL | | 100% |

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

Project Boundary Map – Sheet 4 of X

1. Include the entire project boundary area, with distances and bearings.
2. Include entire site area, in square feet and acres.

General Layout – Sheet 5 of X

1. Include conceptual site plan, if known to include the following:
 1. General site arrangement and character of streets and open spaces
 2. Proposed street network.
 3. Anticipated scale, intensity, and character of the proposal
 4. Proposed public & community facilities
 5. Include information for each of the use areas, if within a proposed Mixed-Use Zone District

Phasing or Implementation – Sheet 6 of X

1. Include a phasing and implementation plan.
2. Include phases and commitments for each phase.
3. Identify which improvements are intended to be constructed with each phase.

Detail Plans – Sheet 7 of X

1. Include all relevant details for the rezoning application.

Right-of-Way Action (Dedication or Vacation)

RIGHT-OF-WAY ACTION (Dedication or Vacation) 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.

Right-of-way dedication and vacation applications must comply with the standards and follow the process found in the City of Greeley Subdivision Regulations Chapter 3. The Community Development Department is responsible for processing all dedication and vacation applications. City staff evaluates the application to determine if it meets City standards. The request cannot be detrimental to the public health, safety, or welfare and cannot deprive any parcel of adequate access to a public road or street right-of-way. The Planning Commission reviews the request and staff's evaluation, holds a public hearing, and makes a recommendation to City Council. The City Council will hold a public hearing and may deny, approve, approve with conditions, or table the request until another date.

Application Requirements

1. Application form
2. Application fee consistent with the City of Greeley Fee Schedule.
3. A copy of the deed or legal instrument identifying the applicant's interest in the property under consideration.
4. Project Narrative – Describing the reason for the proposed vacation or dedication.
5. Include the amount of right-of-way being dedicated or vacated.
6. A scale drawing or illustration at least eleven (11) inches by seventeen (17) inches in size, which accurately shows the proposed dedication or vacation.
7. If dedicating right-of-way – A legal description of the proposed dedication, prepared by a land surveyor licensed in the State.
8. If vacating right-of-way – A copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form (below).

Utility Company Consent of Vacation (see next page)

**UTILITY COMPANY CONSENT OF
VACATION**

Vacation of: Public Right-of-Way Utility Easement

DATE: _____

APPLICANT:

LEGAL DESCRIPTION OF EASEMENT TO BE VACATED:

This is to certify that the following departments and/or utility companies have reviewed and approved this application for the vacation of dedicated easement.

City of Greeley Public Works Department

City of Greeley Water & Sewer Department

City of Greeley Stormwater Management

Atmos Energy

Xcel Energy

Comcast Cable

CenturyLink

Site Plan

SITE PLAN 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.

Site Plan 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 Site Plan set, a grading and utility plan sheet is required as part of the Site 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. Building Elevations
6. Photometric Plan (required for any exterior lighting)

Cover Sheet – Sheet 1 of X

Title block for a new Site Plan (example)

SUCH AND SUCH SITE PLAN

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: SPR2021-XXXX

Title block for a Site Plan 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: SPR2020-XXXX)

Include the following Certification Blocks:

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

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 Site Plan 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.

Site Plan Standard Notes:

Include the following Standard Notes:

1. Failure to obtain a building permit within twelve (12) months after the date of Site Plan approval shall cause the unbuilt portion of this Site Plan 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 all future phases, the applicant shall submit a separate Site Plan 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 Site Plan and civil construction plans.

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 | | | |
| 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 | | | |

| SITE DATA | | |
|--|--|-----------------------------------|
| REAR | | |
| | Required | Provided |
| CORNER | | |
| PARKING SETBACK | | |
| Building Design Elements | Required | Provided |
| FLOOR AREA RATIO <i>(Commercial projects only)</i> | [insert: required F.A.R.] | [insert: F.A.R.] |
| 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. & %] |

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)

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. Include the following note:
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 | <i>[insert total square feet of annual planting beds]</i> | | | | | |
| Groundcover | <i>[insert total square feet of area covered]</i> | | | | | |
| Mulch | <i>[insert total square feet of area covered]</i> | | | | | |

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

1. Provide black and white line drawings of all buildings (all elevations).
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. Label and dimension all building features (building height; length; doors; windows; % transparency; % windows; architectural features). Refer to the City Code for calculating building height.
4. Show all proposed wall-mounted lighting.
5. Show all building mounted utility boxes/meters.
6. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet or screen wall.
7. All vents, appurtenances, utility boxes, and meters shall be screened, or color matched to the adjacent building façade.
8. Show all gutters and downspouts, none of which shall drain onto a pedestrian way or adjacent property.
9. Show all projecting elements such as cantilevered floor area, balconies, bay windows, etc.
10. Show actual roofline and the top of the parapet (for flat roofs). Provide the parapet height.
11. 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.
2. Include a copy of the manufacturers' catalog sheet, product number, and Illuminating Engineering Society of North America type description.

Subdivisions

PRELIMINARY PLATS, FINAL PLATS, & MINOR SUBDIVISIONS

Application Standards

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.

Subdivision Requirements

1. The City of Greeley will not accept copyrighted plans. Copyright restrictions shall not be included on any of the plan sheets.
2. Include a project **Narrative** that describes the project details including lot sizes, number of lots or tracts, or outlots, the purpose of the subdivision (commercial, residential, industrial), the consistency with the approval criteria, availability and adequacy of services (water, sewer, parks, schools, public facilities) and consistency with the City's street standards.
3. All plats must be full-sized plan sheets, 24 x 36 inches in .pdf format.
4. Page numbering format for the plan set is: Sheet/Page 1 of X. Pages and Sheets shall be numbered consecutively.
5. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
6. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.
7. Required signature and certification blocks and standard notes can be found in Appendix A of the Application Manual.
8. Preliminary and final plat applications for major subdivisions may be reviewed concurrently. However, the preliminary plat must be approved by Planning Commission before the final plat can be approved.
9. All final plats and minor subdivisions shall contain the following information:
 - a) Proposed name of subdivision, legal description and acreage.
 - b) Name and address of subdivider, engineer, surveyor and owners of subject property.
 - c) All subdivision plats shall conform to all requirements as stated in the Colorado Revised Statutes, Title 38, Property Real and Personal, articles 50—53, inclusive (C.R.S. title 38, arts. 50—53 et seq.).
 - d) Date of preparation and all subsequent revisions, scale and north arrow.
 - e) Location and description of all monuments.
 - f) Boundary lines of subdivision, right-of-way lines and dimensions of existing and proposed streets, driveways, easements (including recording information for all existing easements), alleys and other rights-of-way, trails, sidewalks, paths, irrigation ditches, block and lot lines or building envelopes with accurate bearings and distances within 350 feet of the property.
 - g) Identification of blocks and each lot or building envelope by a number and area in square feet.
 - h) If applicable, 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.

- i) If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 24 of the Development Code.
- j) If applicable, sight distance triangles on all affected lots or building envelopes.
- k) If applicable, cross-easements, including, but not limited to, access, parking, landscaping and drainage.
- l) The following statements and notes shall be shown on the plat
Dedication statement:

_____, being the sole owner(s) in fee of _____ (insert legal description), City of Greeley, Weld County, Colorado, shown on the attached map as embraced within the heavy exterior lines thereon, has (have) subdivided the same into lots and blocks (or building envelopes) as shown on the attached map; and does (do) hereby set aside said portion or tract of land and designate the same (name of subdivision and statement that is a subdivision or addition to the City of Greeley, Weld County, Colorado); and does (do) dedicate to the public, the streets and all easements over and across said lots (or building envelopes) at locations shown on said map; and does (do) further certify that the width of said streets, the dimensions of the lots and blocks (or building envelopes) and the names and numbers thereof are correctly designated upon said map.

- 6. Other applicable Certification Blocks found in the Application Manual.
- 7. Include the following Standard Notes, as applicable:
 - a) Street maintenance. It is mutually understood and agreed that the dedicated roadways shown on this plat will not be maintained by the city until and unless the streets are constructed in accordance with the subdivision regulations in effect at the date construction plans are approved, and, provided that construction of said roadway is started within one year of the construction plan approval. The owner, developer and/or subdividers, their successors and/or assigns in interest, shall be responsible for street maintenance until such time as the city accepts the responsibility for maintenance as stated above.
 - b) Drives, parking areas and utility easements maintenance. The owners of this subdivision, their successors and/or assigns in interest, the adjacent property owner, homeowners' association or other entity other than the city is responsible for maintenance and upkeep of any and all drives, parking areas and easements (cross-access easements, drainage easements, etc.).

- c) Drainage maintenance. The property owner shall be responsible for maintenance of all drainage facilities installed pursuant to the development agreement. Requirements include, but are not limited to, maintaining the specified stormwater detention/retention volumes, maintaining outlet structures, flow restriction devices and facilities needed to convey flow to said basins. The city shall have the right to enter properties to inspect said facilities at any time. If these facilities are not properly maintained, the city shall notify the property owner in writing and shall inform the owner that corrective action by the owner shall be required within ten working days of receipt of notification by the city, unless an emergency exists, in which case corrective action shall be taken immediately upon receipt of notification by the city. If the owner fails to take corrective action within ten working days, the city may provide the necessary maintenance and assess the maintenance cost to the owner of the property.
- d) Drainage liability. The city does not assume any liability for drainage facilities improperly designed or constructed. The city reviews drainage plans but cannot, on behalf of any applicant, owner or developer, guarantee that final drainage design review and approval by the city will relieve said person, his successors and assigns, from liability due to improper design. City approval of a final plat does not imply approval of the drainage design within that plat.
- e) Landscape maintenance. The owners of this subdivision, their successors and/or assigns in interest, the adjacent property owner, homeowners' association or entity other than the city is responsible for maintenance and upkeep of perimeter fencing or walls, landscaping and landscaped areas and sidewalks between the property line and any paved roadways. The owners of this subdivision, their successors and/or assigns in interest or an entity other than the city, agree to the responsibility of maintaining all other open space areas associated with this development.
- f) Sight distance. The clear vision zone of a corner lot shall be free from shrubs, ground covers, berms, fences, signs, structures, parked vehicles or other materials or items greater than 36 inches in height from the street level.
- g) Public safety. Access, whether for emergency or nonemergency purposes, is granted over and across all access ways for police, fire and emergency vehicles. If any or all of the access ways in this subdivision are private, the homeowners' association will be responsible for ensuring that such access ways are passable, at all times, for police, fire and emergency vehicles.

- h) Drainage master plan. The policy of the city requires that all new development and redevelopment shall participate in the required drainage improvements as set forth below:
 - m) Design and construct the local drainage system as defined by the final drainage report and plan and the stormwater management plan.
 - n) Design and construct the connection of the subdivision drainage system to a drainage way of established conveyance capacity, such as a master planned outfall storm sewer or master planned major drainage way. The city will require that the connection of the minor and major systems provide capacity to convey only those flows (including off-site flows) leaving the specific development site. To minimize overall capital costs, the city encourages adjacent developments to join in designing and constructing connection systems. Also, the city may choose to participate with a developer in the design and construction of the connection system.
 - o) Equitable participation in the design and construction of the major drainage way system that serves the development as defined by adopted master drainage way plans or as required by the city and designed in the final drainage report and the stormwater management plan.
- i) Maintenance easements. A maintenance easement is required for developments with zero side setbacks, if one structure is built on the lot line. In order to maintain the structure with the zero side setback, a maintenance easement may be required on the adjacent lot to enable maintenance to be performed on said structure from the adjoining property. Each lot owner agrees to allow adjacent lot owners access across their lot, within five feet of the common lot line, as may be needed to maintain and repair the adjacent owner's principal structure. Each adjacent owner agrees to repair any damage which may be caused to the lot owner's property from the adjacent owner's use of this maintenance easement and to take all necessary steps to avoid causing such damage.
- j) Street lighting. All lots are subject to and bound by tariffs which are now and may in the future be filed with the public utilities commission of the state relating to street lighting in this subdivision, together with rates, rules and regulations therein provided and subject to all future amendments and changes thereto. The owners or their successors and/or assigns in interest, shall pay, as billed, a portion of the cost of public street lighting in the subdivision in accordance to applicable rates, rules and regulations, including future amendments and changes on file with the public utilities commission.

- k) Water or sewer main easements. There shall be no permanent structures, fences, detention ponds, landscaping (plantings or berms) greater than three feet, tall mature growth, or other encumbrances located in water or sewer main easements.
- l) Water or sewer mains in private roads or easements. For public water and sewer mains located in private roads or easements, future repair of paving or other improved surfaces subsequent to the repair of a water or sewer main shall be the responsibility of the homeowners' or condominium association. The water and sewer department will safely backfill the trench to the surface, but not rebuild any surface improvements.

Preliminary Plat

Cover Sheet – (Sheet 1 of 3)

Title block:

SUCH AND SUCH SUBDIVISION

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, Number of lots and outlots/tracts
 If w/in a PUD – Include Planning Area and Project Number: PUDXXXX-XXXX
 Project Number: SUB2021-XXXX

1. Mineral estate owner notice 30 days prior to the first public hearing.
2. Surveyor's certification block
3. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
4. Scale – engineering scale - (BOTH written and graphic) not smaller than 1"=50' with 1"=20' being the desired scale
5. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
6. Include legend for all symbols, line styles, and line weights.
7. Provide a metes and bounds legal description including monumentation, by a registered land surveyor, and the total number of acres to be subdivided.
8. Standard notes and surveyor notes.

Plat – Sheet 2 of 3

1. Clearly show the proposed lot layouts
2. Include the dimensions for each lot and tract
3. Include each lot area (square feet and acres)
4. Include all lot numbers
5. Include all tracts or outlots (denoted by letters)
6. Show all existing and proposed contours, width and direction of flow of all watercourses

7. Show the location of any area within a floodplain
8. Show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication
9. Label the names of existing and proposed streets
10. Include the average lot size (residential subdivisions)
11. Provide the names, locations and property lines of adjacent subdivisions, and the locations, and property lines of abutting unplatted tracts and public lands
12. Identify and label any City boundary limits, if applicable
13. Include reception numbers for all existing easements and for those easements to be dedicated by separate instrument
14. Include the existing zoning and uses on the subject property and all abutting property
15. Label and dimension the building outline of all existing permanent structures located on the subject property to be retained
16. Show the location, size, type, and where applicable grades of all adjacent and included existing utilities and easements, and all new utilities and easements proposed for the subject property, including fire hydrant locations and postal facilities
17. Label the location of bridges, culverts, catch basins, and all other provisions for collecting and discharging surface and subsurface drainage
18. Include the location, area, and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools, or other public uses.
19. 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.
20. If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 11 of the Development Code.
21. Label and dimension all sight distance triangles on all affected lots or building envelopes.
22. Include all existing cross-easements, including, but not limited to, access, parking, landscaping and drainage and provide reception numbers. Include information for all proposed cross-easements.
23. Land use summary chart

| Land Use Summary Chart | | | |
|-------------------------------|--------------------|---------------------|---------------------------------|
| Type | Area (s.f.) | Area (acres) | Percentage of Total Area |
| <i>Lot 1</i> | | | |
| <i>Lot 2</i> | | | |
| <i>Tract A</i> | | | |
| <i>ROW</i> | | | |
| TOTALS | | | 100.00% |

24. Easement Table

| Easement Type | Use | Easement Grant To | Surface Maintenance |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| Drainage Easement (D.E) | Drainage Facilities &/or Conveyance | City of Greeley | Property Owner |
| Utility Easement (U.E.) | Dry Utilities | Utility Provider or City of Greeley | Property Owner |
| Public Use Easement (P.U.E.) | Public Use | City of Greeley | Property Owner |

25. Tract Table (if applicable):

| Tract Table | | | | |
|--------------------|----------------------------------|------------------|--------------------|---------------------------|
| Tract | Purpose | Ownership | Maintenance | Size (sf & ac) |
| <i>Tract A</i> | <i>Open Space & Drainage</i> | | | |
| <i>Tract B</i> | <i>Open Space</i> | | | |
| <i>Tract C</i> | <i>Park</i> | | | |
| <i>Tract D</i> | <i>Roadways</i> | | | |
| <i>Tract E</i> | <i>Drainage</i> | | | |
| | | | | Total: |

Sheet 3 of 3 – Landscaping

1. Include overall landscaping plan for all perimeter landscaping, common areas, neighborhood amenities, sidewalks, parks, and trails. Include details for common elements such as signage, monument entryway signage (separate sign permit is required), lighting, trash receptacles, dog waste stations, etc.

Final Plat

Cover Sheet (Sheet 1 of X)

Title block (for new subdivisions/unplatted property):

SUCH AND SUCH SUBDIVISION
 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: SUB2021-XXXX

Title block (for amendments to subdivisions/platted property):

SUCH AND SUCH SUBDIVISION, REPLAT
 Being a resubdivision of Such and Such Subdivision, Lot 2

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: SUB2021-XXXX

1. City certification blocks (Community Development Director; Engineering Development Review Manager)
2. Property owner certification block(s) - Include the certification of dedication and ownership if easements or property are dedicated by the plat.
3. Surveyor's certification block
4. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
5. Scale – engineering scale - (BOTH written and graphic) not smaller than 1"=50' with 1"=20' being the desired scale
6. Include legend for all symbols, line styles, and line weights.
7. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
8. Provide a metes and bounds legal description including monumentation, by a registered land surveyor, and the total number of acres to be subdivided.
9. Standard notes and surveyor notes.

Plat – Sheet 2 of 2

1. Clearly show the proposed lot layouts
2. Include the dimensions for each lot and tract
3. Include each lot area (square feet and acres)
4. Include all lot numbers
5. Include all tracts or outlots (denoted by letters)
6. Show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication
7. Label the location of all watercourses and any areas within a floodplain; clearly delineate the floodplain.
8. Label the names of existing and proposed streets
9. Include the average lot size (residential subdivisions)
10. Provide the names, locations and property lines of adjacent subdivisions, and the locations, and property lines of abutting unplatted tracts and public lands
11. Identify and label any City boundary limits, if applicable
12. Include reception numbers for all existing easements and for those easements to be dedicated by separate instrument
13. Include the location, area, and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools, or other public uses
14. 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.
15. If applicable, setbacks for existing oil and gas production facilities on the site, as

required in Chapter 11 of the Development Code.

16. Include all existing cross-easements, including, but not limited to, access, parking, landscaping and drainage and provide reception numbers. Include information for all proposed cross-easements.

17. Land use summary chart:

| Land Use Summary Chart | | | |
|-------------------------------|--------------------|---------------------|---------------------------------|
| Type | Area (s.f.) | Area (acres) | Percentage of Total Area |
| <i>Lot 1</i> | | | |
| <i>Lot 2</i> | | | |
| <i>Tract A</i> | | | |
| <i>ROW</i> | | | |
| TOTALS | | | 100.00% |

18. Easement Table

| Easement Type | Use | Easement Grant To | Surface Maintenance |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| Drainage Easement (D.E) | Drainage Facilities &/or Conveyance | City of Greeley | Property Owner |
| Utility Easement (U.E.) | Dry Utilities | Utility Provider or City of Greeley | Property Owner |
| Public Use Easement (P.U.E.) | Public Use | City of Greeley | Property Owner |

19. Tract Table if applicable.

| Tract Table | | | | |
|--------------------|----------------------------------|------------------|--------------------|---------------------------|
| Tract | Purpose | Ownership | Maintenance | Size (sf & ac) |
| <i>Tract A</i> | <i>Open Space & Drainage</i> | | | |
| <i>Tract B</i> | <i>Open Space</i> | | | |
| <i>Tract C</i> | <i>Park</i> | | | |
| <i>Tract D</i> | <i>Roadways</i> | | | |
| <i>Tract E</i> | <i>Drainage</i> | | | |
| | | | | Total: |

Minor Subdivision

Cover Sheet (Sheet 1 of X)

Title block (for new subdivisions/unplatted property):

SUCH AND SUCH SUBDIVISION

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: SUB2021-XXXX

Title block (for minor subdivisions):

SUCH AND SUCH MINOR SUBDIVISION

Being a resubdivision of Such and Such Subdivision, Lot 2
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: SUB2021-XXXX

Title block (for replats):

SUCH AND SUCH SUBDIVISION, REPLAT

Being a resubdivision of Such and Such Subdivision, Lot 2
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: SUB2021-XXXX

1. City certification blocks (Community Development Director; Engineering Development Review Manager)
2. Property owner certification block(s) - Include the certification of dedication and ownership if easements or property are dedicated by the plat,
3. Surveyor's certification block
4. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
5. Scale – engineering scale - (BOTH written and graphic) not smaller than 1"=50' with 1"=20' being the desired scale
6. Include legend for all symbols and line styles & weights.
7. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
8. Provide a metes and bounds legal description including monumentation, by a registered land surveyor, and the total number of acres to be subdivided.

9. Standard notes and surveyor notes.

Plat – Sheet 2 of 2

1. Clearly show the proposed lot layouts
2. Include an intent or purpose statement for any replats, lot consolidations, or lot line adjustments.
3. Include the dimensions for each lot and tract
4. Include each lot area (square feet and acres)
5. Include all lot numbers
6. Include all tracts or outlots (denoted by letters)
7. If a Replat, the number and naming convention is:
 - a. Subdividing Lot 1 into 2 lots – Lot 1 becomes Lot 1 A and Lot 1B
 - b. Subdividing Tract/Outlot A into 2 Tracts/Outlots – Tract A becomes Tract A1 and Tract A2
 - c. Consolidating two lots into one lot – Lots 1 & 2 become Lot 1A.
8. Show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication
9. Label the location of all watercourses and any areas within a floodplain; clearly delineate the floodplain
10. Label the names of existing and proposed streets
11. Include the average lot size (residential subdivisions)
12. Provide the names, locations and property lines of adjacent subdivisions, and the locations, and property lines of abutting unplatted tracts and public lands
13. Identify and label any City boundary limits, if applicable
14. Include reception numbers for all existing easements and for those easements to be dedicated by separate instrument
15. Include the location, area, and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools, or other public uses
16. 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.
17. If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 11 of the Development Code.
18. Label and dimension all sight distance triangles on all affected lots or building envelopes.
19. Include all existing cross-easements, including, but not limited to, access, parking, landscaping and drainage and provide reception numbers. Include information for all proposed cross-easements.
20. Land use summary chart:

| Land Use Summary Chart | | | |
|-------------------------------|--------------------|---------------------|---------------------------------|
| Type | Area (s.f.) | Area (acres) | Percentage of Total Area |
| Lot 1 | | | |

| Land Use Summary Chart | | | |
|-------------------------------|--|--|----------------|
| Lot 2 | | | |
| Tract A | | | |
| ROW | | | |
| TOTALS | | | 100.00% |

21. Easement Table

| Easement Type | Use | Easement Grant To | Surface Maintenance |
|------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| Drainage Easement (D.E) | Drainage Facilities &/or Conveyance | City of Greeley | Property Owner |
| Utility Easement (U.E.) | Dry Utilities | Utility Provider or City of Greeley | Property Owner |
| Public Use Easement (P.U.E.) | Public Use | City of Greeley | Property Owner |

22. Tract Table if applicable.

| Tract Table | | | | |
|--------------------|-----------------------|------------------|--------------------|---------------------------|
| Tract | Purpose | Ownership | Maintenance | Size (sf & ac) |
| Tract A | Open Space & Drainage | | | |
| Tract B | Open Space | | | |
| Tract C | Park | | | |
| Tract D | Roadways | | | |
| Tract E | Drainage | | | |
| | | | | Total: |

Condominium Plat

Cover Sheet (Sheet 1 of X)

Title block (for new condominium plats):

SUCH AND SUCH CONDOMINIUM PLAT

A Condominium Located on 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
 Building Number (if applicable)
 Number of Units
 If w/in a PUD – Include Planning Area and Project Number: PUDXXXX-XXXX
 Project Number: SUB2021-XXXX

1. Condominium applications shall be prepared and submitted in compliance with

- Title 38, Article 33 of the Colorado Revised Statutes, condominium ownership act.
2. City certification blocks (Community Development Director; Engineering Development Review Manager)
 3. Property owner certification block(s) - Include the certification of dedication and ownership if easements or property are dedicated by the plat
 4. Surveyor's certification block
 5. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
 6. Scale – engineering scale - (BOTH written and graphic) not smaller than 1"=50' with 1"=20' being the desired scale
 7. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
 8. Number the units as follows: Lot Number, Building Number, Unit Number (unit under individual ownership)
 9. Include a project narrative describing the overall intent and extent of the condominium plat.
 10. Include an overall site plan for all buildings
 11. Include floor plans
 12. Include a map and description of all common facilities
 13. Provide dimensioned building elevations
 14. Include all condominium declarations and by-laws

Use by Special Review

Use by Special Review 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.

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. Include a project **Narrative** that describes the project details (proposed use(s), lot size, the building size, building height, number of employees, the hours of operation), consistency with the approval criteria, surrounding uses, and any other project details.
3. All plans must be full-sized plan sheets, 24 x 36 inches in .pdf format.
4. 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.
5. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
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.

Required Sheets

1. Cover Sheet
2. Site Plan
3. Overall Grading & Utility plan (in addition to civil construction documents)
4. Landscape Plan
5. Building Elevations
6. Photometric Plan (required for any exterior lighting)

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: USR2021-XXXX

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

SUCH AND SUCH USE BY SPECIAL REVIEW – 1st 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: USR2021-XXXX – (Amendment to: USR2020-XXXX)

Include the following Certification Blocks:

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

6. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site).
7. Include names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
8. 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.
9. 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:

5. 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.
6. Approval of site construction plans by the City of Greeley shall be required (as applicable) prior to issuance of building permits.
7. For an expansion of the 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.
8. Signage shown on this plan is for illustrative purposes only. A separate sign permit

- shall be submitted to the city for review and approval.
9. All existing and proposed utilities shall be installed underground
 10. 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 (Chapter 3).
 11. All elevations shown on these plans are tied to NAVD 88 datum.
 12. 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.

Site Plan Exhibit – Sheet 2 of X

23. North arrow.
24. Include scale – engineer's scale only – (both written and graphic) not smaller than 1"=50' with 1"=20' desired.
25. Show all property lines and lot dimensions (bearing and distance).
26. 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.
27. Label existing and proposed ingress and egress locations.
28. Show all existing and proposed adjacent right-of-way dimensions, streets, internal drives, parking areas, sidewalks, and trails. Include surface type.
29. Include the lot area (square feet and acres).
30. Label adjacent zoning, subdivision name (lots & tracts), and uses.
31. 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.
32. 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".
33. Label any structures to be removed as "Existing – to be Removed"; separate demolition permit is required.
34. 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.
35. If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 11 of the Development Code.
36. Label and dimension parking spaces. Include number of stalls in each row (**Chapter 7**).
37. 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**).
38. 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).

39. Label and dimension all sight distance triangles.
40. Show location of all freestanding light fixtures.
41. Show and dimension all landscaped areas and islands.
42. Show all detention and water quality ponds.
43. Label all existing and proposed fire hydrants.
44. Site Data Table:

| SITE DATA | | | |
|---------------------------|---|---------------------------|----------------------|
| DESCRIPTION | | | |
| ZONING | [insert: zoning information] | | |
| PRIMARY LAND USE | [insert: primary use] | | |
| ACCESSORY LAND USE | [insert: accessory use] | | |
| | REQUIRED (MUNICIPAL CODE OR PUD PLAN) | PROVIDED | |
| SITE AREA | | [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 | | | |

| SITE DATA | | |
|--|---|--|
| REAR | | |
| CORNER | | |
| PARKING | | |
| Building Design Elements | Required | Provided |
| FLOOR AREA RATIO (<i>Commercial projects only</i>) | [insert: required F.A.R.] | [insert: F.A.R.] |
| 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. & %] |
| HOURS OF OPERATION | | [insert hours of operation] |
| NUMBER OF EMPLOYEES | | [insert maximum number of employees per shift] |
| OTHER USE SPECIFIC INFORMATION | [include performance standards or USR criteria] | [include any use specific information] |

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

Grading and Utility Plan – Sheet 3 of X

- 15. 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.
- 16. Label the width and direction of flow of all watercourses and any area inundated by the 100- year frequency flood.
- 17. Show all floodplains and/or floodways.
- 18. Show location and volume of storm water facilities.
- 19. Label and dimension all water quality features.
- 20. 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.
- 21. Show location, size, and grades of existing and proposed utility lines.
- 22. Show location of all existing and proposed dry utilities. Label any existing overhead utilities accordingly. No new overhead utilities are permitted.
- 23. Show location of nearest fire hydrant(s).
- 24. Show all existing and proposed cross-access easements.
- 25. 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.

26. 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.
27. Label all sanitary sewer mains and stormwater facilities.
28. 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 ___ of X (Chapter 8)

10. Label and dimension all sight distance triangles.
11. Show existing (dashed) and proposed contours (solid), of not greater than two (2) feet.
12. All sites shall include a fully-functioning, automatic irrigation system. Include irrigation maintenance responsibility as a note on the landscape plan.
13. Include seed mixture and soil preparation for all areas to be seeded.
14. Include planting details.
15. 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).
16. Include the following note:
If any transformers, ground-mounted HVAC units, utility pedestals, and similar features are not shown on the USR, 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.
17. 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.
18. 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 | <i>[insert total square feet of annual planting beds]</i> | | | | | |
| Groundcover | <i>[insert total square feet of area covered]</i> | | | | | |
| Mulch | <i>[insert total square feet of area covered]</i> | | | | | |

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

12. Provide black and white line drawings of all buildings (all elevations).
13. 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).
14. Label and dimension all building features (building height; length; doors; windows; % transparency; % windows; architectural features). Refer to the City Code for calculating building height.
15. Show all proposed wall-mounted lighting.
16. Show all building mounted utility boxes/meters.
17. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet or screen wall.
18. All vents, appurtenances, utility boxes, and meters shall be screened, or color matched to the adjacent building façade.
19. Show all gutters and downspouts, none of which shall drain onto a pedestrian way or adjacent property.
20. Show all projecting elements such as cantilevered floor area, balconies, bay windows, etc.
21. Show actual roofline and the top of the parapet (for flat roofs). Provide the parapet height.
22. 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

4. 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).
5. Provide dimensioned detail of pergolas, gazebos, decks, etc., including manufacturers' colors and materials.
6. 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)

8. 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.
9. Show summary of photometric study, including min/max ratio and average number of foot-candles.
10. Show the location of all freestanding and wall mounted exterior lighting.

11. Provide information about the type of lighting (light source).
12. All lighting shall be full-cutoff in conformance with Section 24-603.e.
13. A lighting inspection may be required prior to issuance of a Certificate of Occupancy.
14. 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.
2. Include a copy of the manufacturers' catalog sheet, product number, and Illuminating Engineering Society of North America type description.

Variance

VARIANCES 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 City of Greeley's Development Code, Title 24 of the Municipal Code, sets development standards for physical construction of a property. Specifically, the Development Code sets certain minimum standards for the location, size and height of structures and improvements on a property. Where exceptional circumstances exist, a variance or deviation from these standards may be granted. A variance is a process to provide relief from a strict interpretation of the zoning and development standards of this code, which when applied to a particular property and in a specific context would create practical difficulties or unnecessary hardship on all reasonable use of the property. Variances shall only apply to the design, dimension, and other site development standards of this code; variances shall not be used to authorize a use that is prohibited by the applicable zoning district.

See Section 24-209 of the Development Code for additional information on variance requirements and procedures. Minor variances can be granted by Community Development staff and are limited to:

1. Variance to a setback, building location, or building height requirement by up to 10% of the requirement. Where this would be less than 1 foot, the Director may approve a variance up to 1 foot.
2. Variance to a lot or open space area or dimension requirement of up to 5% of the requirement.
3. Variance to a building coverage requirement by up to 10% of the requirement.

All other variances must be considered by the Zoning Board of Appeals (ZBA), which is a seven-member board, appointed by the City Council.

Variance Exhibit Requirements

9. 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.
10. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
11. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.

Please review Section 24-209 of the City of Greeley Development Code for complete application and procedural requirements.

Application Submittal Requirements:

1. Application form.
2. Application fee. See City of Greeley's Fee Schedule.
3. Proof of ownership or legal instrument identifying the applicant's interest in the property.
4. **Narrative** describing the grounds on which the claim is justified. Address the specific criteria in Section 24-209.
5. Basic site plan (dimensioned and/or to scale), site photos, building elevations or other supporting documentation, following the Exhibit Requirements below.

Variance Exhibit – Sheet 1 of X

Title block for a new variance request (example)

SUCH AND SUCH VARIANCE REQUEST

Lot 1 of Scenic View Subdivision Filing No. 1
 City of Greeley, County of Weld, State of Colorado
 Project Number: VAR2021-XXXX

6. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site).
7. Include names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
8. Include the legal description for the property – subdivision, block, lot.
9. 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.
10. Include an intent statement and clearly describe the variance request. Include a North arrow.
11. Include a scale – (both written and graphic) not smaller than 1"=50' with 1"=20' desired.
12. Show all property lines and lot dimensions (bearing and distance).
13. Label all setback lines; tie all building and site improvements to the lot lines.
14. Label adjacent zoning, subdivision name (lots & tracts), and uses.
15. Include a Variance Request Table:

| VARIANCE REQUEST | | | | |
|---|----------------------------------|---|--|--|
| | ZONE DISTRICT REQUIREMENT | REQUESTED VARIANCE | LOCATION ON SITE PLAN | JUSTIFICATION |
| [insert: description of variance request; provide a separate row for each | [insert: code requirement] | [insert: description of proposed requirement] | [insert: sheet number and/or location as found in the plans] | [insert: rationale and reasoning as to why the new requirement is better or will create a better development than the zone district requirement] |

| | | | | |
|------------------------|--|--|--|--|
| requested variance] | | | | |
|------------------------|--|--|--|--|

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

Minor Variances are reviewed and approved administratively by Community Development staff. An appeal of a staff decision may be made and proceeds to the Zoning Board of Appeals as described above. See Section 24-209 of the Development Code for additional information. Minor Variances must conform to the same Application Submittal Requirements outlined above.

D. Public Notice Requirements

Notice shall be provided for each application as indicated in Table 24-2-1. Consistent with the provisions in Table 24-2-1, and in addition to the general publication of meeting agendas, required notice may include the following:

1. Published Notice

For applications requiring published notice, the City shall post the notice on the public notice portion of the City's official website at least 15 days prior to the meeting or hearing. The notice shall include:

- (a) A general description of the subject property by reference to streets and address;
- (b) The zoning classification, specific use or action requested;
- (c) The date, time and place of the public meeting; and
- (d) A statement that additional information about the request is available at the Community Development Department, or other links to relevant information.

2. Posted Notice

For applications requiring posted notice, the **Applicant** shall post notice on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:

- (a) The City shall supply the sign(s)
- (b) The applicant shall pay a fee of **\$25.00** per sign for the label printing associated with the application. This fee is nonrefundable.
- (c) The applicant shall post the signs on the property, as designated on the sign posting map provided by the Planning Division.
- (d) The **Applicant** shall provide a signed statement asserting that that all signs are posted as indicated on the provided sign posting map and within the time frame specified in the notice requirements. Such signs shall remain posted for at least 15 days prior to the public hearing.
- (e) The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings.
 - (a) The applicant shall return all signs within 2 weeks of the public hearing. Signs not returned within this time period will be assessed a **\$100.00** fee for each sign not returned within 2 weeks of the public hearing. This fee will be applied to the applicant's account.

3. Mailed Notice

For projects requiring mailed notice, a courtesy letter shall be sent to all record landowners within **500** feet of the property. However, where the project is very large or intense, or where land ownership patterns would result in few owners being notified, the Director may extend this up to **1,000** feet from the property.

- (a) The city shall supply the list of owners, and the applicant is responsible for mailing notice the notices and providing a statement of mailing.
- (b) The notice shall be mailed at least 15 days prior to the public meeting.
- (c) Mailed notice shall state the following:
 - 1) A general description of the subject property by reference to streets and address;

- 2) The zoning classification, specific use or action requested, and a general description of the project;
 - 3) A legal description or abbreviated legal description of the property;
 - 4) The date, time and place of the public meeting;
 - 5) Whether the meeting is a public hearing, where participants will have a right to speak, present testimony or evidence, and establish a record for the decision, or whether it is a public meeting without that right; and
 - 6) A statement that additional information about the application is available at the Community Development Department.
- (d) The applicant shall submit a copy of the notice with the application, and evidence and a signed statement verifying notice was sent to all landowners prior to the public meeting or hearing.

4. Mineral Estate Notice

Surface Development Notice. Where mailed notice is required by state statutes for any project related to mineral estate owners identified on the county tax assessor's records or who have filed in the office of the county clerk and recorder a request for notification, the applicant shall be responsible for notice. The applicant shall certify that notice has been provided as required by this code and Colorado law prior to a public hearing, public meeting, or administrative decision, in accordance with Chapter 2 of the Development Code.

No less than thirty days before the date scheduled for the **initial public hearing**, the applicant shall send notice, by **certified mail, return receipt requested, or by a nationally recognized overnight courier** to a mineral estate owner identified in the county tax records, or who has filed a request for notification with the clerk and recorder. § 24-65.5-103(1), C.R.S.

This is an obligation imposed on the applicant who has submitted an application for development. An "application for development" means:

- (a) Preliminary Plats
- (b) Final Plats
- (c) Minor Subdivisions
- (d) Planned Unit Developments
- (e) Use by Special Review Applications, and
- (f) Establishment of Zoning or Rezoning to a planned unit development that would change or create lot lines where such applications are in anticipation of new surface development

Appendix – Technical Requirements

A. Signature Blocks & Certifications

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

SITE PLAN APPROVAL CERTIFICATE

THIS SITE PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH THE CITY OF GREELEY DEVELOPMENT CODE REGULATIONS.

- 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 Site Plan and the City of Greeley Development Code.

(for Corporate or LLC owner)

(print Corporation/LLC name)

By: _____
(signature) By:

Title: _____

Date: _____

ATTEST: (if corporation)

Secretary/Treasurer

(For Individual Owner)

Owner Name

(signature of owner(s)) Date

For an Amendment to existing site plan:

Add:

This **Administrative Amendment to an existing Site Plan** (project number and approval date) amends the following: (list specific elements: building addition, changes to parking, lighting, landscaping, façade changes, etc.).

Include: CD Director, EDR Manager, Fire Marshal, and Initial Block for pages 2 through X

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

Include: CD Director Signature Block

*** Will be recorded**

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

Include: CD Director Signature Block

*** Will be recorded**

PLANNED UNIT DEVELOPMENT CERTIFICATION BLOCK

THIS PLANNED UNIT DEVELOPMENT (PUD) HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH THE CITY OF GREELEY DEVELOPMENT CODE REGULATIONS.

(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

**Include: PC recommendation, CC approval, and CD Director
* Will be recorded**

Owner Dedication Statement

Dedication statement:

I, _____, being the sole owner(s) in fee of _____ (insert legal description), Weld County, Colorado, shown on the attached map as embraced within the heavy exterior lines thereon, has (have) subdivided the same into lots and blocks (or building envelopes) as shown on the attached map; and does (do) hereby set aside said portion or tract of land and designate the same (name of subdivision and statement that is a subdivision or addition to the City of Greeley, Weld County, Colorado); and does (do) dedicate to the public, the streets and all easements over and across said lots (or building envelopes) at locations shown on said map; and does (do) further certify that the width of said streets, the dimensions of the lots and blocks (or building envelopes) and the names and numbers thereof are correctly designated upon said map.

Signature of Owner Date

Witness my hand and seal this ____ day of _____, A.D. ____.

STATE OF COLORADO)

CITY OF GREELEY)

WELD COUNTY)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____.

My commission expires: _____.

WITNESS my Hand and Official Seal.

Notary Public

Surveyor Certification Block

Certificate and seal of registered land surveyor:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of this land, including all existing rights-of-way and easements, and that the corner monuments shown thereon were properly placed under my supervision, in accordance with the regulations of the State of Colorado.

Registered Land
Surveyor

(SEAL)

Registration Number

TITLE COMPANY OR TITLE ATTORNEY

I/we _____, (include one of the following: qualified title insurance company, title company, title attorney, or attorney at law), duly qualified, insured or licensed by the State of Colorado, do hereby certify that I/we have examined the title of all lands depicted and described hereon and that title to such land is owned in fee simple by _____ at the time of this application.

(Notarized Signature)

Name of Authorized Official

(date)

Name of Company:

OR

(Signature) Registration No.)

(date)

Name of Attorney

City of Greeley Signature Blocks:

CITY COUNCIL APPROVAL

Approved by the Greeley City Council on this _____ day of _____
(leave 2" blank for month), 20_____.

PLANNING COMMISSION RECOMMENDATION

Recommended / not recommended by the City of Greeley Planning Commission, this _____ day
of _____ (leave 2" blank for month), 20_____.

PLANNING COMMISSION APPROVAL

Approved by the City of Greeley Planning Commission on _____ day of _____
(leave 2" blank for month), 20_____.

For USR's

ZONING BOARD OF APPEALS APPROVAL

Approved by the City of Greeley Zoning Board of Appeals on _____ day of _____
(leave 2" blank for month), 20_____.

COMMUNITY DEVELOPMENT DIRECTOR

Director of Community Development

Date

ENGINEERING DEVELOPMENT REVIEW AND CIVIL INSPECTIONS MANAGER
CONSTRUCTION MUST BE IN ACCORDANCE WITH APPLICABLE CITY OF GREELEY CONSTRUCTION STANDARDS. THE CITY'S ACCEPTANCE SHALL NOT RELIEVE THE DESIGN ENGINEER'S RESPONSIBILITY FOR ERRORS, OMISSIONS, OR DESIGN DEFICIENCIES FOR WHICH THE CITY IS HELD HARMLESS

EDR & Civil Inspections Manager

Date

CITY OF GREELEY FIRE MARSHAL

City of Greeley Fire Marshal

Date

B. 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](#)

C. 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 \(Biologist's Report\)](#)