



**City of Greeley**  
**Community Development Department**  
**Division of Planning**  
**1100 10<sup>th</sup> Street, Suite 202**  
**Greeley, Colorado 80631**  
**970.350.9780**

## **PRELIMINARY SUBDIVISION**

The purpose of this guide is to provide general information about the Preliminary Subdivision process. This guide is not intended to be all inclusive. Additional information may be requested during the application process.

---

<b><u>APPLICATION</u></b>	<b><u>FEE</u></b>	<b><u>MEETINGS/HEARINGS</u></b>	<b><u>TIME</u></b>
Preliminary Sub. (base fee for first 50 lots; \$500.00 fee for each additional block of 50 lots)	\$1,000	Administrative Review Team	Typically 14-21 days
		Planning Commission Hearing	Typically 45-60 days

---

The Preliminary Subdivision process is intended to provide for the detailed planning and review of a preliminary subdivision plat and related supporting documents. The Preliminary Subdivision process is the first step of a two-part subdivision application process. This first step of the process requires a complete application, an administrative review, (typically a resubmittal and review), and Planning Commission approval before a project can progress to the second step or Final Subdivision process. The City Council does not review a preliminary subdivision request unless the Planning Commission decision is appealed by a party-in-interest.

The submittal requirements of a Preliminary Subdivision application can be found at Section 18.04.400 of the City of Greeley Subdivision Regulations. A pre-application conference with the Planning Division is required before staff will review the preliminary subdivision application. Each piece of land is unique and may pose unusual or atypical development constraints. Additional information, documents or studies, not referenced in the Subdivision Regulations, may be required to ensure a complete, comprehensive and timely review of the proposed preliminary plat. Incomplete applications will not be processed.

## Pre-Application Conference Information Sheet

Planner \_\_\_\_\_ Phone No. \_\_\_\_\_ Date \_\_\_\_\_

Applicant/Representative(s) \_\_\_\_\_

Type of Application \_\_\_\_\_

Location \_\_\_\_\_

Comments: \_\_\_\_\_

The following is a list of referral offices and agencies that may either be required to review the application or have an interest. The City's planner shall determine during the pre-application conference which ones are to receive plans for review and comment.

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ Current Planning</p> <p>_____ Natural Resources Planning</p> <p>_____ Neighborhood Planning</p> <p>_____ Building Inspection</p> <p>_____ PW Transportation</p> <p>_____ PW Traffic</p> <p>_____ PW Design Review</p> <p>_____ PW Drainage</p> <p>_____ PW Stormwater</p> <p>_____ PW Streets</p> <p>_____ UCFRA (Fire Prevention)</p> <p>_____ Parks Department</p> <p>_____ City Forestry Division</p> <p>_____ Water and Sewer Engineering</p> <p>_____ Water and Sewer Permitting</p> <p>_____ Police Department</p> <p>_____ Cultural Affairs Department<br/>(Historic Preservation)</p> <p>_____ City Attorney's Office</p> <p>_____ Recreation Department</p> <p>_____ City Clerk's Office</p> <p>_____ City Manager's Office</p> | <p>_____ Weld County Planning</p> <p>_____ City of Evans</p> <p>_____ Greeley-Weld County Airport</p> <p>_____ Public School Districts</p> <p>_____ Colorado Department of<br/>Transportation</p> <p>_____ Colorado Department of Natural<br/>Resources</p> <p>_____ Colorado State Engineer</p> <p>_____ Colorado Division of Wildlife</p> <p>_____ Atmos Energy (Natural Gas)</p> <p>_____ Qwest Telecommunications</p> <p>_____ Xcel Energy</p> <p>_____ Poudre Valley REA</p> <p>_____ Rail Road</p> <p>_____ Irrigation and Ditch Companies</p> <p>_____ Comcast Cable</p> <p>_____ Northern Colorado Water<br/>Conservancy District</p> <p>_____ U.S. Army Corps of Engineers</p> <p>_____ Other interested agencies &amp;<br/>offices</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\_\_\_\_\_ Total



## - CHAPTER 18.04 - SUBDIVISION REGULATIONS Division 4 - Preliminary Plat

---

### *Article IV Preliminary Plat*

#### **18.04.400 Purpose.**

The preliminary plat stage of land subdivision is intended to provide for the detailed planning and review of a preliminary subdivision plat and related supporting documents. To avoid delay in processing the application, the subdivider shall provide the Community Development Department staff with all information essential to determine the character and general acceptability of the proposed plat, as specified in this Article. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

#### **18.04.410 Compliance with zoning and other regulations.**

The subdivision shall comply with all other City ordinances and/or requirements as added or amended and as required by the City, including the Development Code and any applicable performance options as provided in Chapter 18.38. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

#### **18.04.420 Preliminary plat filing.**

(a) Ten (10) copies (or as determined at the pre-application conference) of the preliminary plat and applicable number of copies of required supporting data and documents prepared in accordance with requirements as set forth in Section 18.04.430 of this Chapter shall be filed with the Community Development Department staff, along with related application fees. Additional copies of the plat and supporting data and a digital file of the plat may be requested by staff and upon request, shall be provided by the subdivider.

(b) The submittal shall be checked by Community Development Department staff for completeness. If incomplete as to those requirements set forth in Section 18.04.430, the submittal shall be returned and the subdivider notified in writing.

(c) The information required as part of the preliminary plat submittal shall be shown graphically or by note on plans and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same engineering scale, said scale having not more than one hundred (100) feet to one (1) inch, and shall be provided on drawings measuring twenty-four (24) inches by thirty-six (36) inches.

(d) Community Development Department staff shall process and coordinate the review of the preliminary plat and supporting data and documents and shall provide comments to the subdivider within a reasonable time after a complete submittal is made to Community Development Department staff. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

#### **18.04.430 Required information.**

(a) All preliminary plats shall contain the following information:

- (1) Proposed name of subdivision, legal description and acreage.
- (2) Name and address of subdivider, engineer, surveyor and owners of subject property.
- (3) Location and boundaries of the subdivision, tied to two (2) legal survey monuments according to Colorado regulatory law.

- (4) Date of preparation and all subsequent revisions, scale and north arrow.
  - (5) Boundary lines of subdivision, location and dimensions of all existing streets, alleys, trails, paths, easements (including recording information for all existing easements), watercourses, irrigation ditches and structures on and within one hundred fifty (150) feet of the subdivision, and the common names of all such items.
  - (6) Location and dimensions of all proposed streets, alleys, trails, paths, easements, lot lines, building envelopes and other areas to be reserved or dedicated for parks, schools, parking areas or other public uses. Boundary and street closures will be checked at this stage.
  - (7) If applicable, the location and dimensions of all known oil and gas production facilities on site and within one thousand (1,000) feet of the site or as determined by applicable state standards, including well heads, flow lines, transmission lines, gathering lines and tank batteries, as well as access roads to the site for determining high density classification for oil and gas regulation purposes.
  - (8) If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 18.56.
  - (9) If applicable, sight distance triangles on all affected lots or building envelopes.
  - (10) If applicable, cross-easements, including, but not limited to access, parking, landscaping and drainage.
  - (11) Location, character and proposed disposition of existing natural features and size of vegetative cover, including trees having a caliper greater than two and one-half (2½) inches and shrubs of at least five-gallon size.
  - (12) Designation of areas subject to flooding, including floodplain, floodway and base flood elevations.
  - (13) Land use breakdown, including number and size of lots and building envelopes in square footage.
  - (14) Proposed location and size of sites for multi-family, business, industrial, church, open space or other nonpublic areas.
  - (15) Zoning on and adjacent to the subdivision.
  - (16) Names of abutting subdivisions or the names of the owners of abutting unplatted property.
  - (17) A location map of the area surrounding the site within a distance of at least one-half (½) mile, showing zoning districts, transportation systems, major public facilities and location of existing municipal boundary lines.
- (b) In addition to the preliminary plat, the following supporting documents and data shall be submitted:
- (1) One (1) eleven-inch-by-seventeen-inch (11" x 17") reduction of the preliminary plat, perimeter landscape plan.
  - (2) A written listing of all variances and/or deviations from City standards proposed on the plat, referencing applicable sections of this Chapter and information supporting such request.
  - (3) Current written evidence of ownership and written evidence of notice to all ownership or lienholder interests, including, but not limited to a warranty deed, contract or property tax notice of the subject property.
  - (4) Preliminary engineering plans (eight [8] copies), prepared by a professional engineer registered in the State, containing:

- a. Alignment and dimensions of all proposed roadways, parking lots where available and sidewalks;
  - b. Maximum and minimum grades for all proposed roadways and sidewalks;
  - c. Proposed street sections for all classifications included in the development or construction; and
  - d. Preliminary hydraulic report (two [2] copies).
- (5) Preliminary utility plan (eight [8] copies), prepared by a professional engineer registered in the State, containing:
- a. Alignment of all existing and proposed utility lines;
  - b. Location and dimension of existing and proposed easements (including recording information for all existing easements);
  - c. Size of existing and proposed water and sewer lines;
  - d. Location of existing and proposed fire hydrants and water meter pits; and
  - e. Location of all proposed improvements within the public right-of-way.
- (6) Preliminary drainage plan and report (three [3] copies), prepared by a professional engineer registered in the State. (Refer to the City's *Storm Water Drainage Design Criteria Manual* for further information.) The following information shall be included:
- a. Designation of any area subject to inundation;
  - b. Location of existing watercourses, floodway and flood fringe locations and any applicable permits;
  - c. Details of proposed over-lot grading, including significant features such as retaining walls and grades matching adjacent properties;
  - d. Direction of stormwater flow;
  - e. Points of diversion; and
  - f. Types and locations of existing and proposed storm drainage structures and stormwater detention facilities.
- (7) Soils report (three [3] copies) containing:
- a. Description of soils existing on the site, accompanied by analysis as to the suitability of such soils for the intended construction;
  - b. Description of the hydrologic conditions of the site with analysis of water table fluctuation and a statement of site suitability for the intended construction; and
  - c. Location and extent of recoverable gravel areas, if applicable.
- (8) Contour map (three [3] copies) showing existing and proposed two-foot contour elevations.
- (9) Traffic impact study (three [3] copies) unless waived by the Public Works Director, prepared by a registered traffic engineer in accordance with requirements available from the Public Works Transportation Services Department, containing:
- a. Projected traffic generated as a result of the proposed development;
  - b. Review of existing traffic volumes in the area of the proposed development; and

c. Impact analysis of build out, and twenty-year site and background traffic on site and surrounding streets; and

d. Proposed traffic improvements.

(10) Project narrative (three [3] copies), consisting of a written description of the proposed subdivision and how the subdivision complies with applicable zoning and comprehensive planning criteria.

(11) If applicable, preliminary development phasing plan (three [3] copies), consisting of an overall plan of the subdivision and written description of the proposed phasing schedule for all public improvements and utility installation.

(12) Preliminary perimeter treatment plan (eight [8] copies) for those subdivisions which border arterial or major collector streets, showing materials, techniques and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, berms, screening walls or a combination of such items, and addressing the subdivider's responsibility to establish a mechanism and timing, acceptable to the City, for the installation and maintenance of such materials placed between the back of curb and property line. The plan shall also show off-site water and sewer lines within ten (10) feet of the perimeter of the site, water meter pits, fire hydrants and sanitary sewer manholes. For further information, refer to Chapter 18.44.

(13) Preliminary signing and striping plan to included turn lanes into and out of the site, and all driveways within one hundred fifty (150) feet of the site, where available.

(14) Certification that written notice was mailed to mineral rights owners and lessees at the last known address of record and that a legal notice was placed in a local newspaper by the applicant regarding the proposal.

(15) Applicable fee for processing and reviewing the plat.

(16) Biologist's report (three [3] copies), in compliance with Chapter 18.48, unless waived by the Community Development Director.

(17) Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed preliminary plat. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

#### **18.04.440 Preliminary plat review.**

(a) Upon determination by Community Development Department staff that the preliminary plat submittal is complete, the staff shall furnish the following agencies and offices with a copy of such plat and related supporting documents for review and comment:

- (1) Building Inspection Department.
- (2) Public Works Department.
- (3) Fire Department (or other applicable fire district).
- (4) Water and Sewer Department.

(b) If the Community Development Department staff determines that other agencies and offices may be affected by or interested in the proposed preliminary plat, the staff may furnish the following agencies and offices with a copy of such plat and related supporting documents for review and comment:

- (1) Parks and Recreation Department.
- (2) Police Department.

- (3) City Attorney's Office.
- (4) Public school districts.
- (5) Colorado Department of Transportation.
- (6) Weld County Planning Department.
- (7) U.S. Post Office.
- (8) Natural gas companies.
- (9) Electric power companies.
- (10) Telephone and communications companies.
- (11) Ditch and irrigation companies.
- (12) Railroad companies.
- (13) Cable television companies.
- (14) U.S. Army Corps of Engineers.
- (15) Greeley-Weld County Airport.
- (16) Northern Colorado Water Conservancy District.
- (17) Adjacent municipalities.
- (18) Other interested agencies and offices.

(c) All such reviewing agencies and offices will be requested to review the application within two (2) weeks from the date of distribution of the plat and required supporting documents to make any objections or comments to Community Development Department staff. This time period may be extended due to case load and complexity of applications. Community Development Department staff shall include a summary of all comments received on the preliminary plat, along with the staff recommendation, in a report which shall be presented to the Planning Commission for consideration with the preliminary plat. See the illustration on below for a description of the preliminary plat process.

(d) In taking action on a preliminary plat, the Planning Commission shall consider any comments received from agencies or offices receiving copies of the preliminary plat, as well as the staff recommendation. The Commission shall also consider if the proposed preliminary plat meets the following standards in taking action to approve, approve with conditions, deny or table the plat for future consideration:

- (1) All requirements of the zoning district in which the subject property is located have been met, and street width or other performance options, if applicable, have been approved by the Public Works Department.
- (2) All requirements of this Chapter have been met, or variances have been requested from the Planning Commission.
- (3) The proposed preliminary plat is in conformance with any approved development concept master plan for the property.

(e) The decision of the Planning Commission on a preliminary plat shall be considered final unless appealed by the applicant or subdivider to the City Council. Appeals must be filed, in writing, with the Community Development Department within ten (10) working days of the decision of the Planning Commission. Appeals shall meet all provisions of Article XIII of this Chapter.

(f) Approval of a preliminary plat shall be valid for a period of three (3) years from the date of approval by the Planning Commission. Within this three-year period, the subdivider shall proceed by filing a final plat with the Community Development Department. Upon written application and for good cause, the Community Development Director shall extend the preliminary approval period for two (2) consecutive six-month periods. Any additional six-month extensions may be approved, if at all, by the Planning Commission. A request for extension of preliminary approval must be submitted by the subdivider prior to the date of expiration. Failure to submit a written request within the specified time period shall cause forfeiture of the right to extension of preliminary approval. If no final plat is filed with the Community Development Department within such time, the right to submit the final plat shall be forfeited. In the event that the final plat covers only a portion of the territory covered by the preliminary plat, such approval of the preliminary plat shall be automatically renewed for additional periods of three (3) years following the approval of each final plat.

(Ord. 14, 2003 §1; Ord. 51, 1998 §1)

#### **18.04.450 Combined preliminary and final plat submittal.**

(a) The Community Development Department staff shall use the following guidelines in determining when a combined preliminary and final plat submittal shall be permitted:

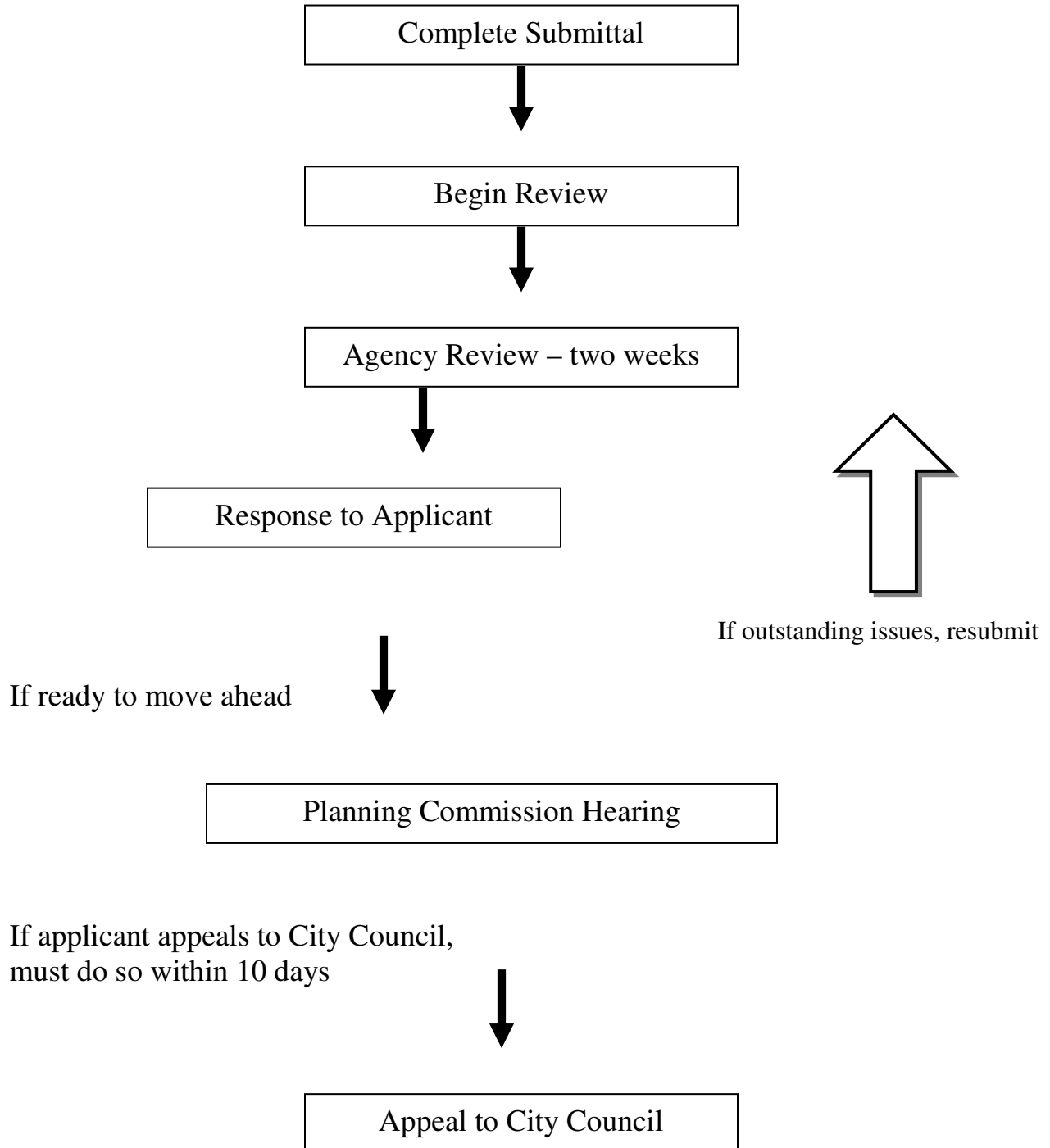
- (1) The tract of land proposed for subdividing is not larger than five (5) acres nor does it propose more than fifteen (15) lots, building envelopes or dwelling units; and
- (2) The tract of land proposed for subdividing does not include the design or construction of any new public streets or other public improvements or facilities; and
- (3) The tract of land proposed for subdividing does not include any areas relative to the site considerations as specified in Section 18.04.1120 of this Chapter.

(b) Combined preliminary and final plat submittals shall be reviewed by the Community Development Director and shall be accepted or rejected as a combined submittal by the Director. If rejected, the subdivider shall have the option to submit a preliminary plat which shall be processed under the provisions of Sections 18.04.420 and 18.04.440.

(c) Combined preliminary and final plat submittals shall provide all information and supporting data and documents required in Sections 18.04.430 and 18.04.530, except in no case shall the subdivider be required to submit separate plats and documents containing such information.

(d) Combined preliminary and final plat submittals shall be processed and reviewed as a preliminary plat under the provisions of Section 18.04.440 and upon approval, shall be deemed a final plat for the purposes of the provisions of Section 18.04.550. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

# *Preliminary Plat*



## **WELCOME TO THE CITY OF GREELEY ADMINISTRATIVE REVIEW TEAM (ART)**

The Administrative Review Team (ART) is made up of representatives from various City departments involved with development and land use activities within the City and its long-range planning areas. The Engineering Development Review Manager coordinates the meetings.

The ART meets on an as need basis with the time to be determined. It is an informal way to talk about technical and procedural issues affecting your proposal for development. You are given the opportunity to discuss your request and receive technical assistance from the City staff present. Other referral agencies may be invited to attend on occasion. Your attendance at this meeting is important.

All submittal information needs to be provided to the Community Development Department no later than Friday at 5:00 p.m. for a subsequent meeting, if one is needed, typically two to three weeks out, in order for staff to evaluate the proposal.

### **TYPICAL REVIEW PROCESS**

<b>FRIDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>
5 P.M. Deadline for Submittal.	Staff Reviews Submittal for Completeness.	Staff Reviews Submittal for Completeness.

<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>
ART Group Determines Meeting Date <i>(Typically 2 weeks)</i>			DEPARTMENTAL REVIEWS	

<b>WEDNESDAY</b>	<b>THURSDAY</b>
Department Comments Distributed to Developer	Applicant Reviews Comments. A meeting will be scheduled with City Staff if necessary.

\* Staff will review submittal with applicant(s) to determine if the request is complete and able to be scheduled for the next available City staff meeting. If deficient, staff will advise applicant on what is needed.

We encourage you to meet with City staff before proceeding to preliminary site design and engineering studies. On informal inquiries, we need some basic items to review so that City staff meetings can be constructive for everyone.

1. A cover letter fully explaining the request or proposal with contact numbers including fax numbers.
2. An accurate location map for the subject property and/or legal description.
3. A reduced conceptual or draft site plan proposal (8 ½ x 11" or 8 ½ x 14" or 11" x 17") when appropriate.
4. Site information you feel is important, such as identification of adjacent zoning and land uses.

Formal requests require compliance with checklist items provided separately to applicants (code requirements).

Please feel free to contact the following participants in order to clarify information or to help you solve technical problems:

<b>Planning Review</b>	Brad Mueller, Planning Manager	350-9786
	Carlin Barkeen, Planner II	350-9276
	Mike Garrott, Planner II	350-9784
	Darrell Gesick, Planner I	350-9822
	Brandon Gossard, Planner I	350-9824
<b>Engineering Design Review</b>	Derek Glosson, Development Coordinator	350-9798
	Ryan Hollinshead, Staff Engineer	336-4145
	Rocky Keeth, Staff Engineer	336-4175

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the meeting. They include:

Atmos Energy	Jerry Adams	304-2075
Colorado Department of Transportation	Gloria Hice-Idler	350-2148
Xcel Energy	Mel Koshio	395-1236
School District #6	Wayne Eads	348-6405
Qwest	Carson Ortega	350-2941
Comcast Cable	Justin Van Patten	534-1108/336-6013

# LAND USE APPLICATION

**NOTE TO APPLICANT:** Please print or type all required information. This form is **NOT** the complete submittal. Additional application materials, as well as the fee, are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

**CITY OF GREELEY**  
**COMMUNITY DEVELOPMENT DEPT.**  
**1100 10<sup>TH</sup> STREET, SUITE 202**  
**GREELEY, CO 80631**  
**(970) 350-9780**



## GENERAL INFORMATION

**Name of Owner(s)** \_\_\_\_\_

**Complete Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Applicant/Contact** \_\_\_\_\_

**Complete Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

## PROJECT INFORMATION

**Type of Application** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Address/Location** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Legal Description** \_\_\_\_\_  
 \_\_\_\_\_

**Present Zoning** \_\_\_\_\_ **Requested Action** \_\_\_\_\_

**Existing Site Use(s)** \_\_\_\_\_

**Proposed Site Use(s)** \_\_\_\_\_

**Site Area (Acres or Square Feet)** \_\_\_\_\_

### CERTIFICATION(S)

This application must be signed by EACH owner of record or authorized officer, if a corporation; current proof of ownership, such as a warranty deed, will be requested. Corporations: Evidence of who is authorized to bind the corporation may be requested.

**I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).**

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Planner: \_\_\_\_\_ Case Number: \_\_\_\_\_

Application Complete: YES NO Comments: \_\_\_\_\_

