

**TONY GOLDMAN**  
26794 CR 47,  
Greeley, CO 80634  
P: (970) 534-1591

March 26, 2021

## **Proposal: Goldman Subdivision Engineering and Surveying Proposal & Scope of Work**

Dear Mr. Goldman,

We are pleased to provide you with this proposal for engineering and surveying services on your upcoming residential subdivision project located approximately 1400 East 24<sup>th</sup> Street in Greeley, Colorado (SW ¼ of Section 15, T5N, R65W, 6<sup>th</sup> PM). The proposed project will be on two parcels of land totaling approximately 92 acres. A rough conceptual subdivision plan (see attached) has been agreed upon and will be the basis of our subdivision plan.

As we understand, the development will need to follow the basic project outline for final approval of the subdivision with the City of Greeley:

1. **Annexation Application** - One of the parcels will need to be annexed into the City of Greeley
2. **Re-Zone Application** - The parcels need to be re-zoned to conform to the conceptual plan
3. **Preliminary Subdivision Application** - Preliminary review and acceptance of the subdivision
4. **Final Subdivision Application** – Final review and acceptance of the subdivision

This proposal is for engineering and surveying services up to the final subdivision approval and will provide some of the required professionally certified engineering and surveying documents needed to complete the application processes above.

### **SCOPE OF WORK**

The scope of work will include the following engineering and surveying services required for Greeley's Annexation Application process, Preliminary Subdivision Application process and Final Subdivision Application process:

1. Annexation Application
  - Annexation Plat
  - Site Analysis Map
  - Exhibit A
2. Re-Zone Application
  - Property Boundary Map
  - Site Analysis Map
  - Zone Suitability Map
  - Conceptual Traffic Study
  - Conceptual Drainage Plans and Drainage Report
  - Re-Zone Report
3. Preliminary Subdivision Application
  - Preliminary Subdivision Plat
  - Preliminary Perimeter Landscape Plan

- Preliminary Engineering Plans
  - Preliminary Utility Plans temporary
  - Preliminary Contour Map
  - Preliminary Drainage Plans and Drainage Report
  - Preliminary Signing and Striping Plan
4. Final Subdivision Application
- Final Subdivision Plat
  - Final Perimeter Landscape Plan
  - Final Engineering Plans
  - Final Utility Plans
  - Water and Sanitary Sewer Hydraulic Report
  - Final Drainage Plans and Drainage Report
  - Dust Abatement and Traffic Control Plan
  - Final Signing and Striping Plan
  - Final Storm Water Management Plan

Please note that the above items are only a portion of the required items needed for Greeley's Annexation Application process, Re-Zone Application process, Preliminary Subdivision Application process and Final Subdivision Application process (each of the application's checklists are attached with this proposal). Other checklist items are either services not currently provided by UELS or are items that do not require a registered professional engineer or surveyor to complete. Application fees, attending project meetings, and project coordination/project management are not included in the scope of work. If requested, these additional services can be provided in a separate project management proposal.

Also note, that there may be additional engineering, surveying, or drafting design work for existing county road improvements or existing utility main improvements that may be required as the project develops. This unseen "additional required work" is outside the scope of this proposal and can be provided as needed during the length of the project. Additional required work will be "change order" items. If requested and within our professional expertise, the additional required work can be provided and will be quoted at the time of request.

Engineering and surveying services beyond the application process such as changes to the final approved plat and drawings, construction staking, and as-built drawings are not included in this scope of work. If requested, these additional services can be provided in a separate proposal.

## **DELIVERABLES**

This proposal covers 25 of the engineering and surveying documents required in the application process. The documents are listed below in the Compensation section of this proposal. As stated above, these deliverables are only a portion of the required items for application to Greeley for the 4 different development processes. Deliverables will fall in the following engineering and surveying categories:

1. Survey Plats and Maps - An electronic PDF copy via email will be sent. Hard copies will be provided upon request. The final plans will be stamped by a Colorado registered licensed Professional Land Surveyor.
2. Engineering Plans and Reports - Electronic PDF copy via email and hardcopies for submittal upon request. The final plans and reports will be stamped by a Colorado registered licensed Professional Engineer.

**COMPENSATION**

We propose the following cost to complete the project as detailed above:

**ANNEXATION APPLICATION**

ANNEXATION PLAT	\$4,400
SITE ANALYSIS MAP	\$2,500
EXHIBIT A	\$1,000
<i>SUB TOTAL</i>	<b>\$7,900</b>

**RE-ZONE APPLICATION**

PROPERTY BOUNDARY PLAT	\$3,100
SITE ANALYSIS MAP	\$4,300
ZONE SUITABILITY MAP	\$1,300
CONCEPTUAL TRAFFIC STUDY	\$3,000
CONCEPTUAL DRAINAGE PLANS AND DRAINAGE REPORT	\$3,100
RE-ZONE REPORT	\$4,900
<i>SUB TOTAL</i>	<b>\$19,700</b>

**PRELIMINARY SUBDIVISION APPLICATION**

PRELIMINARY SUBDIVISION PLAT	\$8,100
PRELIMINARY PERIMETER LANDSCAPE PLAN	\$6,100
PRELIMINARY ENGINEERING PLANS	\$12,200
PRELIMINARY UTILITY PLANS	\$8,600
PRELIMINARY CONTOUR MAP	\$18,700
PRELIMINARY DRAINAGE PLANS AND DRAINAGE REPORT	\$12,200
PRELIMINARY SIGNING AND STRIPING PLAN	\$3,700
<i>SUB TOTAL</i>	<b>\$69,600</b>

**SUBDIVISION APPLICATION**

FINAL SUBDIVISION PLAT	\$6,400
FINAL PERIMETER LANDSCAPE PLAN	\$3,700
FINAL ENGINEERING PLANS	\$7,400
FINAL UTILITY PLANS	\$6,100
WATER AND SANITARY SEWER HYDRAULIC REPORT	\$6,100
FINAL DRAINAGE PLANS AND DRAINAGE REPORT	\$4,900
DUST ABATEMENT AND TRAFFIC CONTROL PLAN	\$3,700
FINAL SIGNING AND STRIPING PLAN	\$2,500
FINAL STORM WATER MANAGEMENT PLAN	\$6,100
<i>SUB TOTAL</i>	<b>\$46,900</b>

**TOTAL PROJECT COST: \$144,100**

Additional required work will be a "change order" item. Cost associated with the change orders will be quoted at the time of request and agreed upon by both parties before work will begin.

## LIMITATIONS AND EXCLUSIONS

The following documents are not included in this proposal:

- Title Report
- Geotechnical Report
- Payment of Application Fees
- Final Traffic Study
- Preliminary and Final Development Phasing Plans (Assumed Not Needed)
- Filling Out and Submitting the Various Applications
- Paying Application Fees
- Proof of Ownership and Paid Taxes
- Various Required Subdivision Petitions, Certifications, Agreements, Affidavits, & Narratives
- List of Variances and Deviations from Greeley's City Code
- Attending Project Meetings
- Project Coordination & Project Management
- Survey & Design to Upgrade and/or Extend Existing Utility Main Lines
- Survey & Design to Upgrade and/or Relocate Existing Sewer Lift Station
- Survey & Design to Upgrade Existing County Road

## CONCLUSION

Thank you for the opportunity to propose our services for this project. We know we can be a great asset to this project and hope that this project will become a success to you and the Greeley community. Please contact me on my cell, (435) 790-3937 if you have any questions.

Thank You,



**PAUL HAWKES, PE, PLS**  
PROJECT MANAGER

## UELS, LLC

85 South 200 East  
Vernal, UT 84078  
O: (435) 789-1017  
M: (435) 790-3937

**Proposal: Goldman Subdivision Engineering and Surveying Proposal & Scope of Work**

**AGREEMENT & TERMS INSTRUCTIONS**

To execute this proposal, please sign and complete the authorization information below.

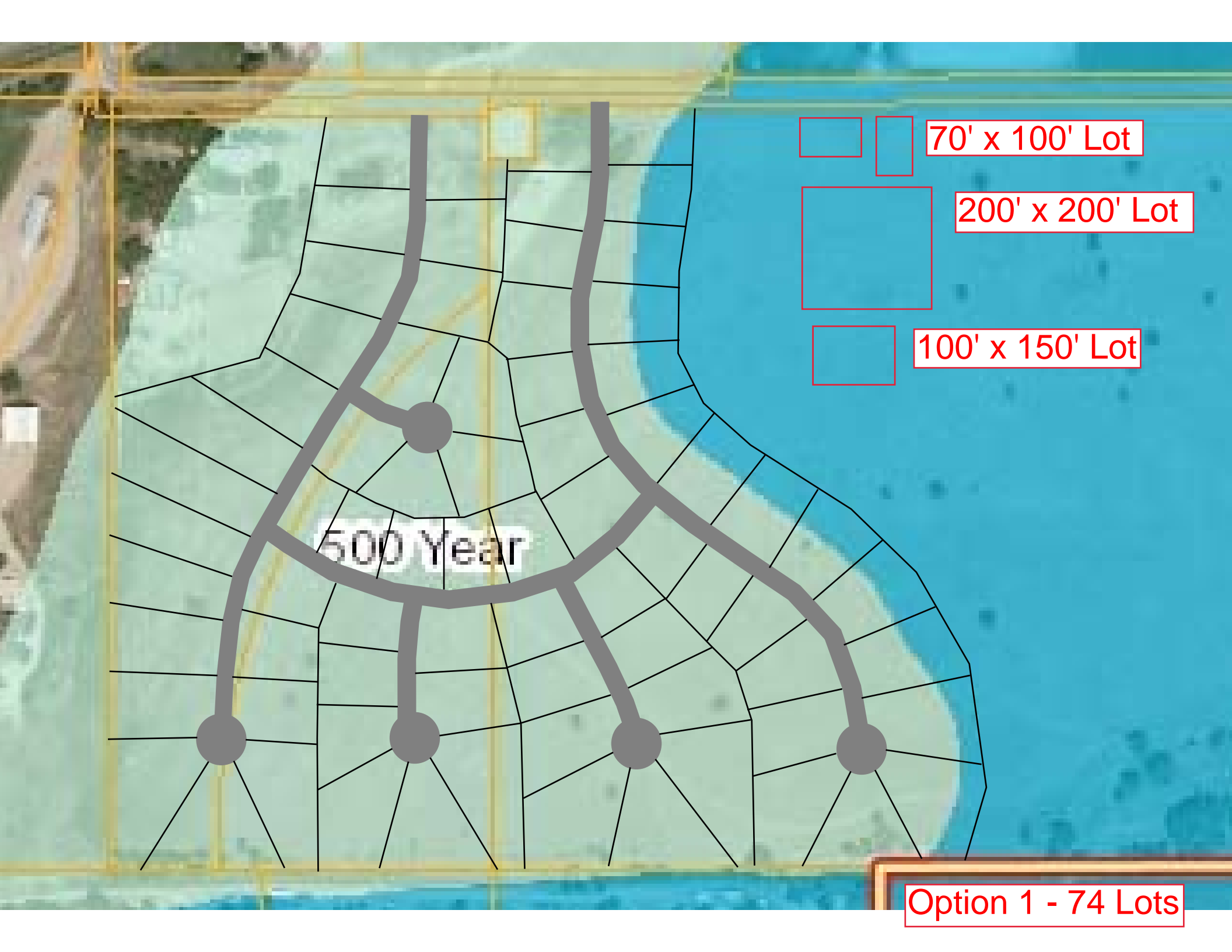
_____		_____	
Authorized By (Please Print)		Signature	
_____		_____	
Title		Firm / Organization	
_____			
Address			
_____	_____	_____	_____
City	State	Zip Code	Telephone
_____		_____	
Date		Purchase Order No. or AFE Tracking No. (if applicable)	

**CONDITIONS AND TERMS OF SERVICE:**

- 1) UELS will provide the services described in the "Scope of Work" from its Vernal, Utah office under the direction of Paul Hawkes, PE, PLS. Services are NOT continuous or exclusive and will be done alongside UELS's current priority list and workload.
- 2) Schedule – Work will commence at a mutually agreed upon time after signing the Agreement. Although the engineering and surveying services will take approximately 20 weeks to complete, it is anticipated that this project could span 9 months or longer depending on Greeley's approval processes and project coordination with involved government and private parties.
- 3) Cancellation – Upon written "Stop Work Notice", UELS will stop work on the project. All work up to the Stop Work Notice will be invoiced. Partially completed work items will be invoiced at UELS's current rates (available upon request) for all work completed up to the SWN.
- 4) Compensation – For services rendered, UELS will receive compensation, as detailed in the Compensation section of this proposal. ***This invoice fee shall be paid in full prior to any of the final certified stamped "Deliverables" being released.*** UELS may invoice at any time during the length of the project for any services rendered. UELS shall receive payment for invoices within 20 days of the date of the invoice. Any sum not paid within terms shall thereafter bear interest at the rate of ***2% per month*** until satisfied and ***all work on the project will be stopped until terms are met.***

Additional required work will be treated as a "Change Order" item and will be agreed upon by both parties. Change Orders will be requested in writing and invoiced at the agreed upon cost.

- 5) Law - this Statement of Work will be governed by the law of the State of Utah, USA.



70' x 100' Lot

200' x 200' Lot

100' x 150' Lot

500 Year

Option 1 - 74 Lots



# Annexation

The purpose of this guide is to provide general information about the annexation process. This guide is not intended to be all inclusive. Please refer to Section 18.26 of the Greeley Development Code for additional information. Additional submittal information may be requested during the application process.

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## FEES:

\$1000 + \$10/acre

\$500 Fire District Withdrawal

\*Typical development review process takes 3-4 months

## TIMELINE:

2-3 weeks per review cycle\*

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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 a resolution is prepared. 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.

The following criterion is used to determine if an area is eligible for annexation:

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 integrated or is capable of being integrated with the City of Greeley.

The following criteria shall be used to evaluate annexation requests after it has been determined that the 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.



**ANNEXATION SUBMITTAL CHECKLIST  
AND PROCEDURAL FLOWCHART**

**SUBMITTED**

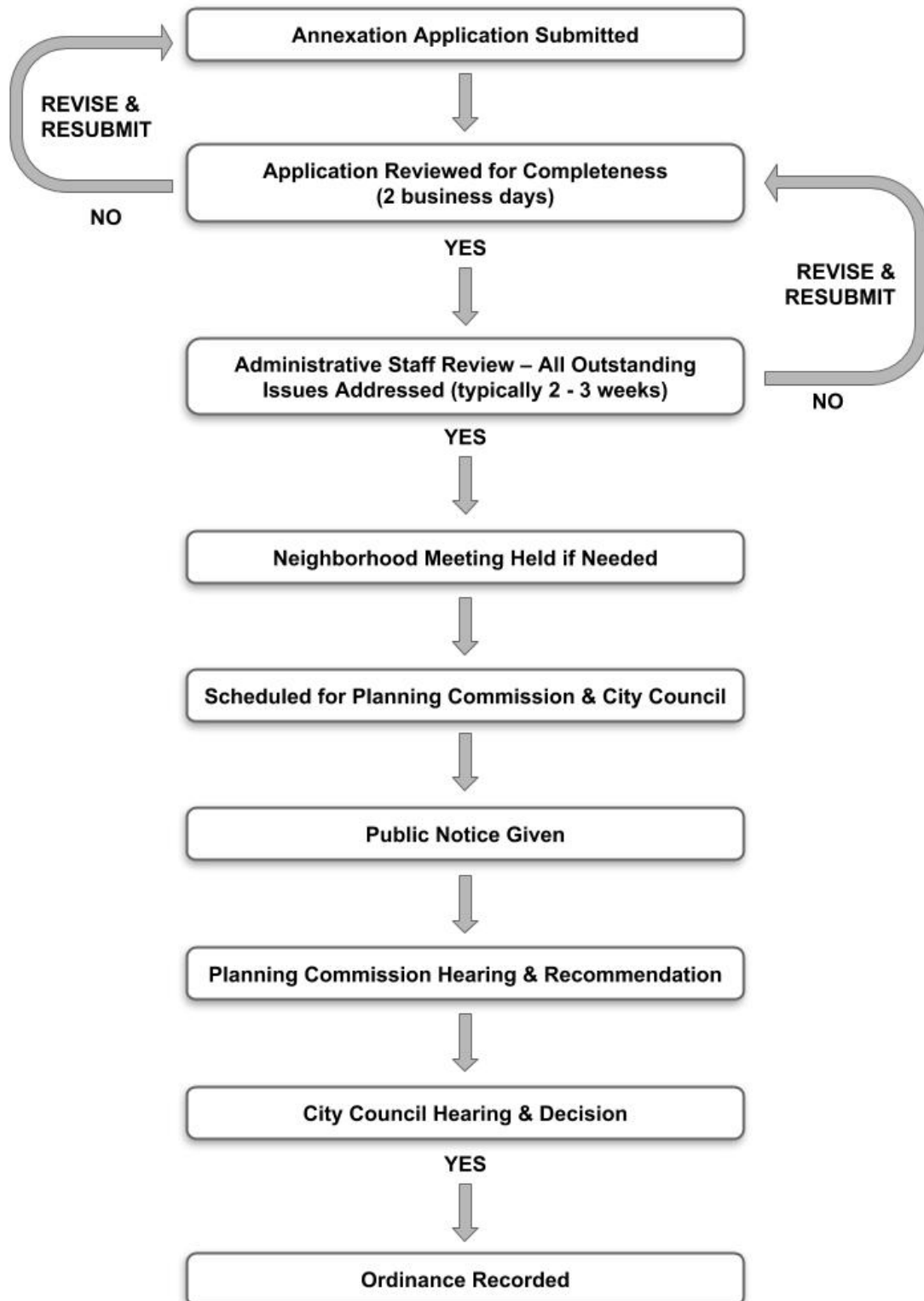
**REQUIREMENTS**

- |                          |                                   |   |   |
|--------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> | <b>Pre-application Conference</b> | <hr style="border: 0; border-top: 1px solid black;"/> | <hr style="border: 0; border-top: 1px solid black;"/> |
|                          |                                   | <b>Date</b>   | <b>Planner</b>  |
- 
- Application Form\* (Attached)**
  - Required Fees**
  - Petition for Annexation. (Attached)** 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.
  - Affidavit of Circulator. (Attached)** Signed and notarized affidavit.
  - Exhibit A.** Typed 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.
  - Annexation Information Sheet. (Attached)** This information sheet must be completed and is attached to the petition. Additional sheets may be attached.
  - 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.
  - Annexation Plat. One (1) 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.

- ❑ **Site Analysis Map. One (1) 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:
  - (a) Area of property in square feet and/or acres;
  - (b) Property boundaries and complete dimensions;
  - (c) Boundaries of adjacent properties;
  - (d) Topography at two-foot intervals;
  - (e) Existing rights-of-way, streets, roadways, and probable access points; and
  - (f) Existing utilities and easements;
  - (g) Irrigation ditches, head gates, waste ditches;
  - (h) Natural drainage patterns, bodies of water, water courses, flood plains, flood way;
  - (i) Significant vegetation, including trees;
  - (j) Areas of Ecological Significance, including wetlands, steep slopes, etc.;
  - (k) Existing structures and land uses; and
  - (l) Existing oil and gas facilities and setbacks to such facilities.
  
- ❑ **Fire District Petition and Fee. (Attached)** A copy of the authorization to exclude the property from the existing Fire District.
  
- ❑ **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.
  
- ❑ **Private Agreements.** Private agreements addressing topics subject to governmental approval, such as signage, oil and gas operations and building permits.
  
- ❑ **Evidence of Ownership.** Copies of deed(s) and/or title insurance policies for all properties owned by the petitioner(s) included in the annexation.

**\*Application Note: Incomplete applications will delay the review process.**

# Annexation Review Process





valuation in excess of \$200,000 for ad valorem tax purposes for the year next preceding the filing of the written petition for annexation, has/have been included within the territory proposed to be annexed without the written consent of the land owner or land owners.

5. The territory proposed to be annexed does not include any area which is the same or substantially the same area in which an election for an annexation to the City of Greeley was held within the twelve months preceding the filing of this petition.
6. The territory proposed to be annexed does not include any area included in another annexation proceeding involving a city other than the City of Greeley.
7. The territory proposed to be annexed is not presently a part of any incorporated city, city and county, or town.
8. The property owned by each petitioner is described on each separate signature sheet and, when needed, described more fully in the exhibits attached hereto and incorporated herein by reference.
9. The signer(s) of this petition comprise(s) more than fifty percent (50%) of the land owners and owning more than fifty percent (50%) of the property, excluding public streets and alleys, and any land owned by the annexing municipality, and are, in fact, owners of one hundred percent (100%) of the property set forth in Exhibit A attached hereto and incorporated herein by reference.

Accompanying this petition are the original and four copies of an annexation plat map containing the following information:

- A. A written legal description of the boundaries of the area proposed to be annexed.
- B. A map showing the boundary of the area proposed to be annexed.
- C. Within the annexation boundary map, an identification of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks. Also within the boundary map, identification of any special districts the area proposed to be annexed may be part of.
- D. Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality and the contiguous boundary of any other municipality abutting the area proposed to be annexed.

- E. A surveyor's certificate prepared by a registered land surveyor that attests to the preparation of the map and certifies at least one-sixth (1/6) contiguity to the City of Greeley.
  - F. Acceptance block describing the acceptance action of the City of Greeley in form and substance as provided in Appendix A of the Subdivision Regulations of the City of Greeley and providing for the effective date and City Clerk and Mayor attest signatures.
10. Except as otherwise provided, no part of the territory sought to be annexed is more than three miles from a point on the municipal boundary, as such was established more than one year before this annexation will become effective.
  11. As an expressed condition of annexation, land owner(s) consent(s) to inclusion into the Northern Colorado Water Conservancy District and the municipal subdistrict pursuant to Section 37-45-136 (3.6) C.R.S. Land owner(s) acknowledge(s) that, upon inclusion into the district and subdistrict, land owner's (s') property will be subject to the same mill levies and special assessments as are levied or will be levied on other similarly situated property in the district and subdistrict at the time of inclusion of land owner's(s') lands. Land owner(s) agree(s) to waive any right to an election which may exist to require an election pursuant to Article X, Section 20, of the Colorado Constitution before the district and subdistrict can impose such mill levies and special assessments as it has the authority to impose. Land owner(s) also agree(s) to waive, upon inclusion, any right which may exist to a refund pursuant to Article X, Section 20, of the Colorado Constitution.

THEREFORE, the undersigned respectfully petition(s) and requests the City Council of the City of Greeley, to approve annexation of the territory described and referred to in Exhibit A to the City of Greeley in accordance with and pursuant to the statutes of the State of Colorado.

<u>Land Owner(s) Name(s) and Signature(s)</u> <u>Signing</u>	<u>Mailing Address</u>	<u>Date of</u>

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Land Owned

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If necessary, attach separate sheet.





**CITY OF GREELEY ANNEXATION INFORMATION SHEET**

The following information is required to process the annexation of land into the City of Greeley. This sheet must be attached to a completed annexation petition.

**TO BE COMPLETED BY APPLICANT**                      Date \_\_\_\_\_

- 1. Name of Annexation \_\_\_\_\_
- 2. Name of Property Owner(s) \_\_\_\_\_
- 3. Street or Road Addresses of All Properties to be Annexed (Attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4. Person to Contact (Name, Address and Phone)
- \_\_\_\_\_
- \_\_\_\_\_

- 5. Size (in acres) \_\_\_\_\_

Sites larger than 10 acres require (as per C.R.S. 31-12-108.5, amended) an annexation impact report. The annexing body and the County Commissioners may agree to waive such report, but a letter to that effect must accompany this petition.

Check One:     Land Owner-Initiated  
                   Municipally Owned (C.R.S. 31-12-106)  
                   Enclave (C.R.S. 31-12-106)

- 6. Attach a list of all special districts (including school districts) of which the territory proposed for annexation is part.
- 7. Attach a list of all residents (and their addresses) of the territory proposed for annexation who are not land owners.

8. Attach a description of the intended use and development of the territory proposed for annexation. Such a description should be as complete as possible and include:

- The location of existing streets and utility lines.
- Existing and proposed land use patterns and existing zoning.
- Size of commercial or industrial facilities.
- Estimated number of school students generated.
- Number of dwelling units.

Exhibit "A"  
(Legal Description)

**AUTHORIZATION TO WITHDRAW FROM FIRE DISTRICT**

The undersigned hereby request and authorize the City of Greeley to petition for the withdraw of territory described herein on Exhibit A from the \_\_\_\_\_ Fire Protection District upon successful annexation of the same property into the City of Greeley.

**Fee \$500.00**

Land Owner(s) Name(s) and Signature(s)                      Mailing Address                      Date of Signing

\_\_\_\_\_  
\_\_\_\_\_

Assessor's Tax ID # \_\_\_\_\_

Assessor's Parcel(s) # \_\_\_\_\_

Land Owner(s) Name(s) and Signature(s)                      Mailing Address                      Date of Signing

\_\_\_\_\_  
\_\_\_\_\_

Assessor's Tax ID # \_\_\_\_\_

Assessor's Parcel(s) # \_\_\_\_\_

Land Owner(s) Name(s) and Signature(s)                      Mailing Address                      Date of Signing

\_\_\_\_\_  
\_\_\_\_\_

Assessor's Tax ID # \_\_\_\_\_

Assessor's Parcel(s) # \_\_\_\_\_

# City Review Team Contact Information

Every project is assigned to a planner and an engineer, who will contact you after the project has been assigned. If you have general questions in the meantime, please contact the Administrative Assistant at 970-350-9780 who will connect you to the appropriate person.

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	970-304-2075
Colorado Department of Transportation	Tim Bilobran	970-350-2163
Xcel Energy	Pat Kreager	970-395-1270
Poudre Valley REA	Terry Willis	970-282-6432
Weld School District #6	Wayne Eads	970-348-6405
Century Link	Carson Ortega	970-392-4837
Comcast Cable	Bill Blair	720-490-3891



# Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

**Project Name:**

**Land Use Request:**

Address/Location:

	<b>Existing</b>		<b>Proposed (if different)</b>	
Zoning				
Site Use				
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:

3

**Owner**

**Submittal Contact (if different)**

Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

*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:

Name:

Signature:

Signature:

Date:

Date:



# Development Assistance Packet

## Note Regarding Development Assistance Packets

Development Assistance Packets are meant to facilitate applicants in land use review procedures, submittal requirements, and overall process for evaluation of land use applications in the City of Greeley, Colorado.

Although the packets contain information regarding land use review processes, they are not a complete summary of the City of Greeley's Development Code, nor are they intended to be. Applicants are highly encouraged to familiarize themselves with the requirements of the City of Greeley's Development Code and all amendments thereto.

### City of Greeley Development Code:

[https://library.municode.com/co/greeley/codes/municipal\\_code?nodeId=TIT18DECO](https://library.municode.com/co/greeley/codes/municipal_code?nodeId=TIT18DECO)

## eTRAKiT Electronic Development Review System

### Online Access 24 Hours a Day / 7 Days a Week

Greeley's New Online Portal for:

Land Use & Development Applications

Permits

Inspections

Code Compliance Cases

Citizen Inquiry & Reporting Portal

▪ Applications ▪ Payments ▪ Scheduling ▪ Uploads/Downloads ▪ View Documents ▪

eTRAKiT website: <https://trakit.greeleygov.com/etrakit/>

The City of Greeley has implemented a new online system – eTRAKiT – to facilitate the best access possible for all development related activities. All development projects, permits, and inspections must be submitted and requested through this portal. For additional information on our new system and helpful tips, please visit the eTRAKiT help page at <http://greeleygov.com/services/etrakit/about>.



# Rezone Procedure

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

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## **FEES:**

\$1000 - Establishment of Zoning  
\$1472 + \$32/acre - All other than Establishment  
of Zoning

\* Typical development review process takes 3-4 months

## **TIMELINE:**

2-3 weeks per review cycle\*

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For the purpose of establishing and maintaining sound, stable, and desirable development within the City, the rezoning of land is to be discouraged and allowed only under circumstances provided for in this section. This policy is based on the opinion of the City Council that the City's zoning map is the result of a detailed and comprehensive appraisal of the City's present and future needs regarding land-use allocation and other zoning considerations and, as such, should not be amended unless to correct errors or because of changed or changing conditions in a particular area of the city in general. The City Council may, from time to time, amend by ordinance the number, shape, or area of districts on the zoning map, as well as any part of the written regulations set forth within the text of this Code.

Please refer to Chapter 18.30 for complete rezone processes and criteria.



**1** The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Rezone 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. Please review Chapter 18.16 and Chapter 18.30 of the City of Greeley Development Code for complete application and procedural requirements.

## **2** APPLICATION SUBMITTAL REQUIREMENTS

Application form (*attached*).

Application fee consistent with the City of Greeley's *Fee Schedule*.

Proof of ownership or legal instrument identifying the applicant's interest in the property.

Project Narrative describing the proposed project and how the request complies with applicable zoning and comprehensive plan criteria.

Property Boundary Map (*see requirements below*).

Site Analysis Map (*see requirements below*).

Zoning Suitability Map (*see requirements below*).

Conceptual Traffic Impact Study – A general description and designation of the area streets, anticipated connections to area streets, and relationship to the City of Greeley's Transportation Master Plan.

Legal Description – Typed, 8½” x 11” of the proposed zone district(s) as it appears on the Property Boundary Map including the identification of the person responsible for preparing it.

Written description of how pedestrian access, circulation, and connectivity will be addressed.

Deed Restrictions or Covenants –A copy of any existing or proposed deed restrictions or covenants on the property.

Conceptual Drainage Report & Plan – A general description and location of existing drainage basins to which the site is expected to drain, and relationship to Master Drainage Plan.

Written description of the proposed zoning with respect to compatibility with surrounding uses, location in special districts, unique aspects of property, and its setting.

Written description of relationship of the proposed Zoning Suitability Plan to goals and policies of the land use chapter of the City's Comprehensive Plan.

*Optional* – A Development Concept Master Plan may be submitted at the time of a rezone request or in conjunction with a subdivision action in order to provide a more comprehensive level of permitted uses, and site and building design for a property. Once submitted and approved by City Council, the Development Concept Master Plan becomes binding with the land.



# Rezone Submittal Checklist

3

## PROPERTY BOUNDARY MAP

Prepared by a Professional Land Surveyor.

All elements shall be drawn to scale to adequately demonstrate the boundary of the area.

Title block indicating the name, address, and phone number of person responsible for preparing it.

Written legal description of the boundaries of the proposed zone district(s) including the identification of the person responsible for preparing it.

Location of ownership tracts, platted lots and boundaries of proposed zone district(s).

4

## SITE ANALYSIS MAP

Drawn to the same scale as the Property Boundary Map.

Property boundaries and complete dimensions, including the area of property in square feet and/or acres.

Existing utilities and easements, rights-of-ways, private streets, and probable access points.

Existing structures and land uses.

Irrigation ditches, head gates, waste ditches, natural drainage patterns, bodies of water, water courses, flood plains, floodway.

Significant vegetation, including trees.

Topography at two-foot intervals.

Boundaries of adjacent properties.

Existing oil and gas facilities and setbacks to such facilities.

Areas of Ecological Significance, including wetlands, steep slopes, etc.

5

## ZONING SUITABILITY MAP

Drawn to the same scale as the Property Boundary Map.

Approximate location and acreage of land for existing and proposed residential uses, including density, and/or institutional, commercial and industrial uses and square footage.

Existing and proposed collector and arterial streets, and proposed access points for the property.



# Rezone Submittal Checklist

## 5

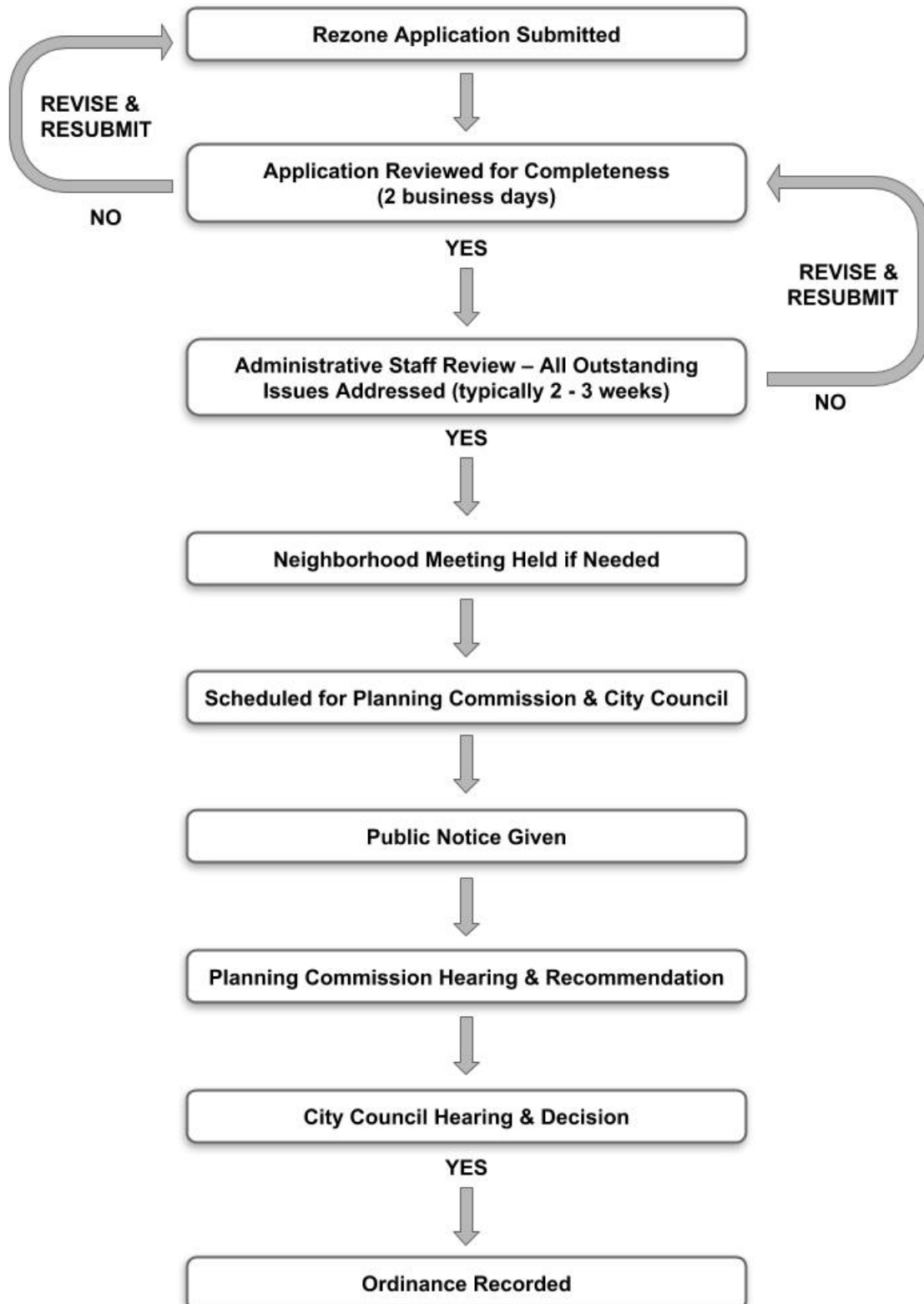
### **ZONING SUITABILITY MAP**

Drainage patterns and proposed detention ponds.

Proposed open space and trails areas.

Existing, proposed, or relocated oil and gas facilities and setbacks to such facilities.

# Rezone Process





# Land Use Application

**1** Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

**2**

Project Name: \_\_\_\_\_

Land Use Request: \_\_\_\_\_

Address/Location: \_\_\_\_\_

		<b>Existing</b>		<b>Proposed (if different)</b>	
Zoning					
Site Use					
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:	

**3**

		<b>Owner</b>	<b>Submittal Contact (if different)</b>
Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

**4** This application must be signed by **all owner(s)** of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

*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:	Name:
Signature:	Signature:
Date:	Date:



# Development Assistance Packet

## Note Regarding Development Assistance Packets

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# Preliminary Subdivision Procedure

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

---

## **FEES:**

\$3,000 + \$10/lot - Preliminary Sub, Amendment

## **TIMELINE:**

2-3 weeks per review cycle\*

\* Typical development review process takes 3-4 months

---

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. City Council does not review Preliminary Subdivision requests 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 18.04.430 of the City of Greeley Subdivision Regulations. 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.



# Preliminary Subdivision Submittal Checklist

**1** The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Preliminary Subdivision 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. Please review Section 18.04.430 of the City of Greeley Development Code for complete application and procedural requirements.

## **2** APPLICATION SUBMITTAL REQUIREMENTS

Application form (*attached*).

Application fee consistent with the City of Greeley *Fee Schedule*.

Proof of ownership or legal instrument identifying the applicant's interest in the property.

Evidence that all property taxes are current and paid.

Project Narrative – Describing the proposed subdivision, including a description of any proposed phasing of improvements and utility installation.

Preliminary Plat (*see requirements below*).

Perimeter Landscape Plan (*see requirements below*).

Written list of all variances and/or deviations from the City standards proposed on the plat and/or perimeter landscape plan.

Preliminary Engineering Plans (*see requirements below*).

Preliminary Utility Plans (*see requirements below*).

Preliminary Drainage Plan & Report (*see requirements below*).

Soils Report (*see requirements below*)

Contour Map – Showing existing and proposed two-foot contour elevations.

Traffic Impact Study (*see requirements below*).

Preliminary Signing and Striping Plan – Including turn lanes into and out of the site, and all driveways within one hundred fifty (150) feet of the site, where available.

Certification that written notice was mailed to mineral rights owners and leases at the last known address of record and that a legal notice was placed in the local newspaper regarding the proposal.

Preliminary Development Phasing Plan – Describing the proposed phasing schedule for all public improvements and utility installation (*if applicable*).



## 3

### PRELIMINARY PLAT REQUIREMENTS

All elements shall be drawn to scale at no more than one hundred (100) feet to one (1) inch. or fifty (50) feet to one (1) inch for large scale developments.

Proposed name of subdivision, legal description, and acreage.

Name and address of subdivider, engineer, surveyor, and owners of subject property.

Date of preparation and all subsequent revisions, scale, and north arrow.

Location and boundaries of the subdivision, tied to two (2) legal survey monuments according to Colorado regulatory law.

Boundary lines of subdivision, rights-of-way lines and dimensions of existing and proposed streets, easements (including recording information for all existing easements), alleys and other rights-of-ways, block and lot lines or building envelopes with accurate bearings and distances.

The location and dimensions of all known oil and gas production facilities on site, including well heads, flow lines, transmission lines, gathering lines, tank batteries, and access roads within one thousand (1,000) feet of the subject property for determining high-density classification for oil and gas regulation purposes (*if applicable*).

Setbacks for existing oil and gas production facilities on site, as required by Chapter 18.56 Oil & Gas Operations (*if applicable*).

Sight distance triangles on all affected lots or building envelopes (*if applicable*).

Cross easements, including, but not limited to access, parking, landscaping, and drainage (*if applicable*).

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 (2 1/2) inches and shrubs of at least five-gallon size.

Designation of areas subject to flooding, including floodplain, floodway, and base flood elevations.

Land use breakdown, including number and size of lots, and building envelopes in square feet.

Zoning on and adjacent to the subdivision.

Names of abutting subdivision or the names of the owners abutting the unplatted property.

A location map of the area surrounding the site within a distance of at least one-half (1/2) mile, showing zoning districts, transportation systems, major public facilities, and locations of existing municipal boundary lines.



# Preliminary Subdivision Submittal Checklist

4

## **PERIMETER LANDSCAPE PLAN REQUIREMENTS**

Subdivisions which border arterial or major collector streets, show materials, techniques, and size of proposed perimeter treatment, such as landscaping, fencing, berms, screen walls, or a combination of such items.

Identify the subdivider's responsibility to establish a mechanism and timing for installation and maintenance of such materials being placed between the back of the curb and property line.

Show all off-site water and sewer line within ten (10) feet of the perimeter of the site, water meter pits, fire hydrants, and sanitary sewer manholes.

5

## **PRELIMINARY ENGINEERING PLAN REQUIREMENTS**

Prepared by a professional engineer registered in the State of Colorado.

Alignment and dimensions of all proposed roadways, parking lots and sidewalks.

Maximum and minimum grades for all proposed roadways and sidewalks.

Proposed street sections for all classifications included in the development.

Preliminary Hydraulic Report.

6

## **PRELIMINARY UTILITY PLAN REQUIREMENTS**

All elements shall be drawn to the same scale as the minor plat.

Dimensions and locations of all existing and proposed easements, including recording information for all existing easements.

Size of existing and proposed water and sewer lines.

Location of existing and proposed fire hydrants and water meter pits.

Location of all proposed improvements within the public right-of-way.



# Preliminary Subdivision Submittal Checklist

7

## **PRELIMINARY DRAINAGE PLANS & REPORT REQUIREMENTS**

*Summary of requirements below. See City's Storm Drainage Design Criteria for complete requirements.*

Prepared by a professional engineer registered in the State of Colorado.

Designation of any area subject to inundation.

Location of existing watercourses, floodway and flood fringe locations, and any applicable permits.

Details of proposed over-lot grading, including significant features such as retaining walls, and grades matching adjacent properties.

Direction of stormwater flow.

Points of diversion.

Types and locations of existing and proposed storm drainage structures, and stormwater detention facilities.

8

## **SOILS REPORT REQUIREMENTS**

Descriptions of soils existing on the site, accompanied by analysis as to the sustainability of such soils for the intended construction.

Descriptions of the hydrologic conditions of the site with analysis of water table fluctuation and a statement of the site suitability for the intended construction.

9

## **TRAFFIC IMPACT STUDY REQUIREMENTS**

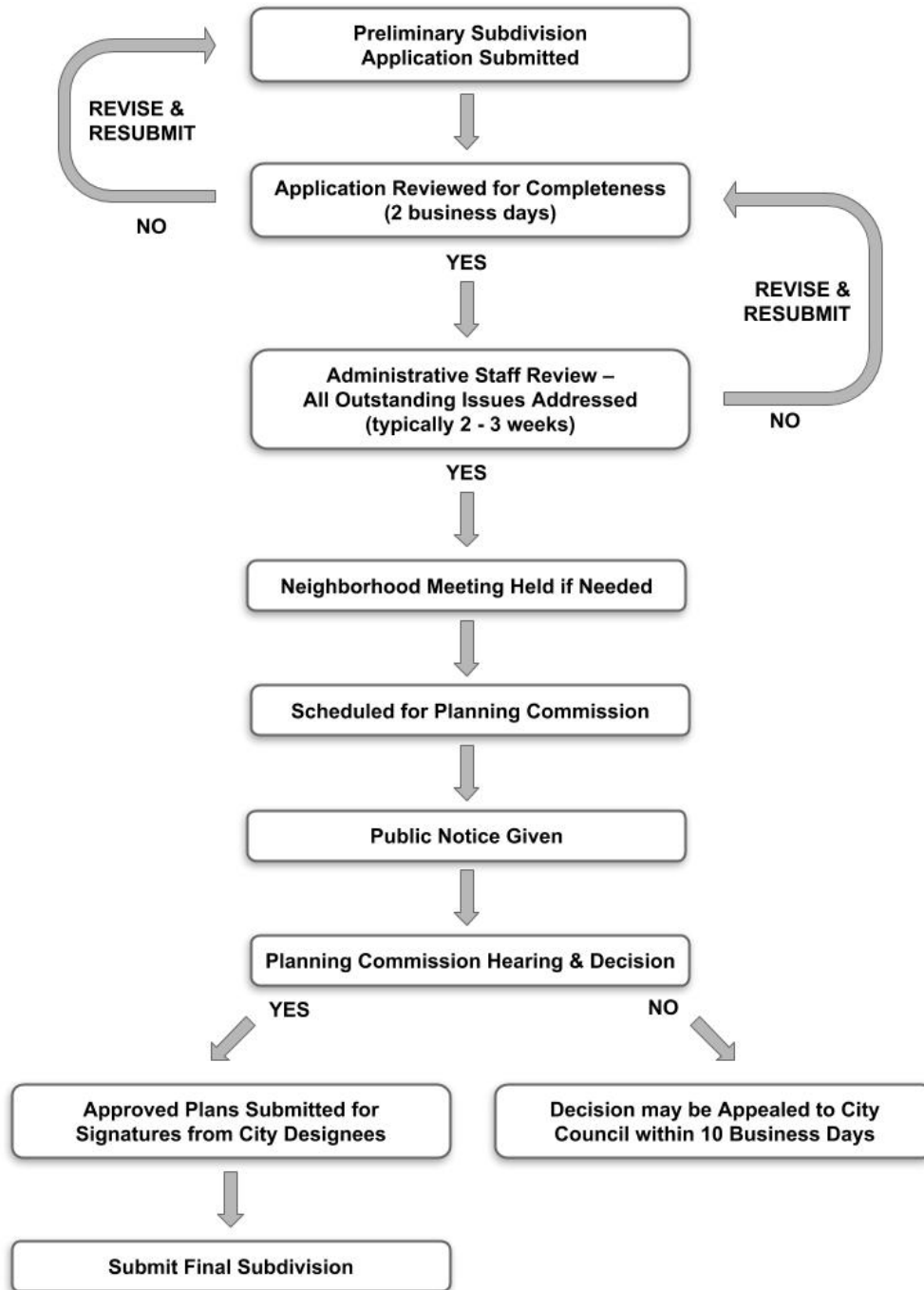
Projected traffic generated as a result of the proposed development.

Review of the existing traffic volumes in the area of the proposed development.

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

Proposed traffic improvements.

# Preliminary Subdivision Process





# Land Use Application

**1** Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

**2** Project Name: \_\_\_\_\_

Land Use Request: \_\_\_\_\_

Address/Location: \_\_\_\_\_

		Existing		Proposed (if different)	
Zoning					
Site Use					
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:	

**3**

		Owner	Submittal Contact (if different)
Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

**4** This application must be signed by **all owner(s)** of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

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Signature:	Signature:
Date:	Date:



# Development Assistance Packet

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# Final Subdivision Procedure

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

---

## **FEES:**

\$2,722 - Final Plat, Amendment

## **TIMELINE:**

2-3 weeks per review cycle\*

\* Typical development review process takes 3-4 months

---

The Final Subdivision process is intended to provide for the detailed planning and review of a final subdivision plat and related supporting documents. The Final Subdivision process is the second step of a two-part subdivision process (Preliminary & Final Subdivision). The Final Subdivision plat must be designed in substantial conformance with the approved Preliminary Plat and any conditions added at the time of Preliminary Plat approval. Concurrent review of a Preliminary and Final Plat may be possible if such request is found acceptable by the Community Development Director.

The Final Plat is reviewed and approved administratively. The decision of the Director of Community Development is considered final unless appealed by the applicant to the Planning Commission.



# Final Subdivision Submittal Checklist

**1** The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Final Subdivision 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. Please review Section 18.04.530 of the City of Greeley Development Code for complete application and procedural requirements.

## **2** APPLICATION SUBMITTAL REQUIREMENTS

Application form (*attached*).

Application fee consistent with the City of Greeley's *Fee Schedule*.

Proof of ownership or legal instrument identifying the applicant's interest in the property.

Project Narrative describing how the final plat conforms with the approved preliminary plat and any conditions added at the time of preliminary plat approval.

Development Agreement – Including attachments and legal description(s). Attachments shall include the timetable for construction and improvements, any special conditions of construction and cost estimates at 100% of the total cost of all required improvements.

Written list of all variances and/or deviations from City standards proposed on the plat and/or perimeter landscape plan.

If vacating easements or rights-of-way, a completed "Utility Company Consent of Vacation" form, available from the Community Development Department.

Final Plat (*see requirements below*).

Utility Plans (*see requirements below*).

Perimeter Landscape Plan (*see requirements below*).

Water and Sanitary Sewer Hydraulic Report.

Traffic Impact Study (*see requirements below*).

Drainage Plans & Report (*see requirements below*).

Dust Abatement and Construction Traffic Plan – Written description of the methods to control dust, and routes planned for construction traffic to access and exit the construction site.

Storm Water Management Plan – Plans for erosion and sediment control. (May be included in the Drainage Plan).

Final Development Phasing Plan – Describing the proposed phasing schedule for all public improvements and utility installation (*if applicable*).





# Final Subdivision Submittal Checklist

3

## FINAL PLAT REQUIREMENTS

Cross easements, including, but not limited to access, parking, landscaping and drainage (*if applicable*).

The following statements and notes shall be shown on the plat:

- 1) Dedication statement,
- 2) Certification and seal of registered land surveyor,
- 3) Certificate of approval by City Engineer,
- 4) Certificate of approval by the Community Development Director.

4

## FINAL UTILITY PLAN REQUIREMENTS

All elements shall be drawn to the same scale as the plat.

Dimensions and locations of all existing and proposed easements, including recording information for all existing easements.

Size of existing and proposed water and sewer lines.

Location of existing and proposed fire hydrants and water meter pits.

Location of all proposed improvements within the public right-of-way.

5

## TRAFFIC IMPACT STUDY REQUIREMENTS

Review of the existing traffic volumes in the area of the proposed development.

Projected traffic generated as a result of the proposed development.

Impact analysis of build out and evaluation of future (20-year projection) conditions.

Description of proposed traffic improvements.



# Final Subdivision Submittal Checklist

## 6

### **DRAINAGE PLANS & REPORT REQUIREMENTS**

*Summary of requirements below. See City Storm Drainage Design Criteria for complete requirements.*

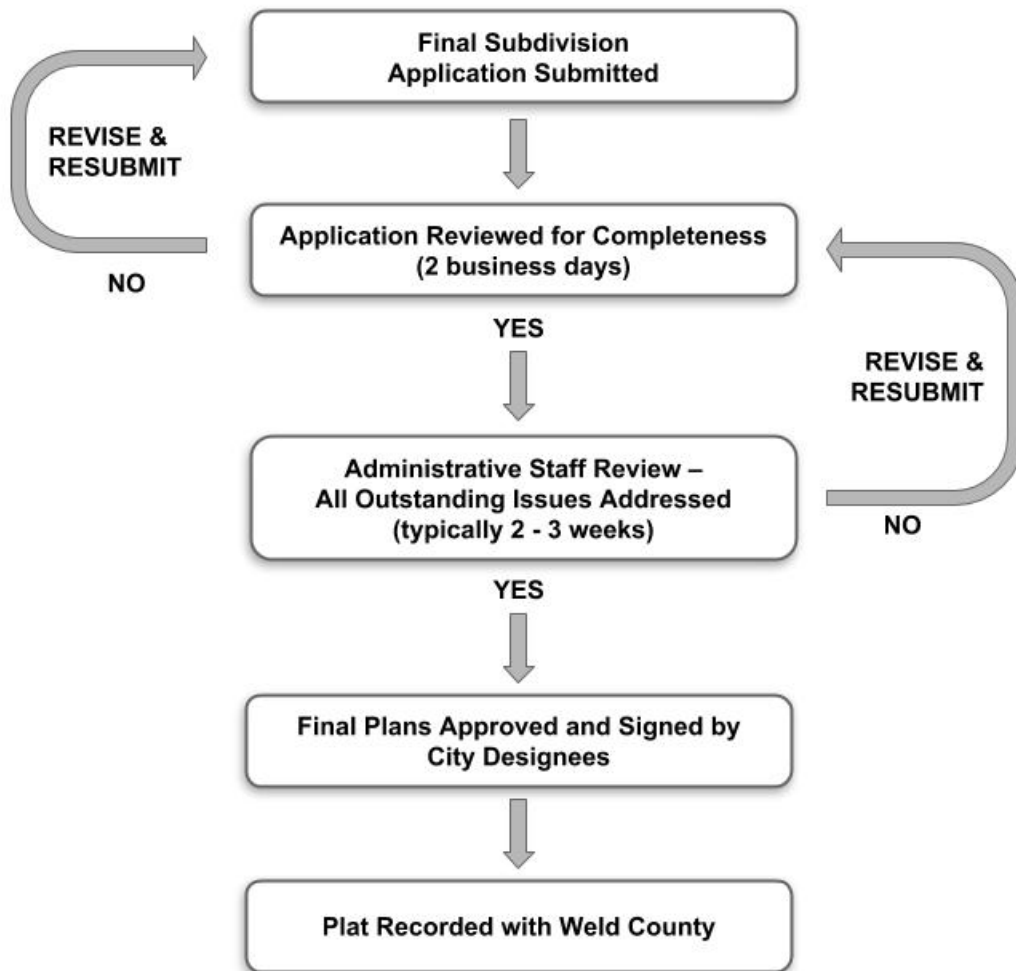
Prepared by a professional engineer registered in the State of Colorado.

Areas intended for residential use shall be designed for a two (2) year and one hundred (100) year storm returns.

Areas intended for commercial use, business or industrial use shall be designed for a five (5) year and one hundred (100) year storm returns.

Calculated flow quantities at each intersection for the minor storm; flow quantities entering and leaving properties, along with final disposition of these quantities; all drainage basins and sub-basins contributing to flows through the property with design acreage noted; inundation line for one hundred (100) year storm; all design data with all calculations; plan, profile and design sheets for any other drainage facilities required by the Director of Public Works.

# Final Subdivision Process





# Land Use Application

**1** Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

**2** Project Name:

Land Use Request:

Address/Location:

		Existing		Proposed (if different)	
Zoning					
Site Use					
Site Area	Acres:	Sq. Ft.:		Acres:	Sq. Ft.:

**3**

		Owner	Submittal Contact (if different)
Name			
Business			
Address			
Phone #			
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**4** This application must be signed by **all owner(s)** of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

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