



## 1041 Use by Special Review (USR) Procedural Guide Major Facility of a Public Utility

Department of Planning Services  
1402 N. 17<sup>TH</sup> Avenue, P.O. Box 758, Greeley, CO 80632  
[www.weld.gov](http://www.weld.gov) | (970) 400-6100 | Fax (970) 304-6498

Note: This form is for uses falling under Weld County Code Chapter 21, Areas and Activities of State Interest, Article III, Major Facilities of a Public Utility.

Note: A pre-application conference with the Department of Planning Services is required prior to the submittal of this application. Please submit a Pre-Application Request form.

(Available at <https://www.weld.gov/Government/Departments/Planning-and-Zoning/Land-Use-Applications-and-Guides>)

### Application Submittal Requirements

- \_\_\_\_\_ A copy of the pre-application meeting minutes provided by Planning Services.
- \_\_\_\_\_ Application form. (See attached).
- \_\_\_\_\_ Authorization form, if applicable. (See attached).
- \_\_\_\_\_ Incorporation documents if the owner is a business entity (LLC, etc.), or trust documents.
- \_\_\_\_\_ Completed Questionnaire. (See attached).
- \_\_\_\_\_ A certified list of names, addresses and the corresponding Parcel Identification Number(s) assigned by the County Assessor of the owners of property (the surface estate) within 1,320 feet of the property, except for transmission line projects, for which surface property owners for 500 feet on either side of the centerline of the proposed alignment, and to interest holders (excluding mineral interests) in any real property proposed to be physically disturbed or crossed by the activity or development which is the subject of the application. The source of such list shall be the records of the County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records or from the records of the County Clerk and Recorder. If the list was assembled from the records of the County Assessor, the applicant shall certify that such list was assembled within 30 days of the application submission date. (See attached affidavit form.)
- \_\_\_\_\_ The names and addresses of any owner, operator, or user of any irrigation ditch, lateral, or pipeline that traverses the property, if applicable.
- \_\_\_\_\_ A copy of an agreement with the mineral owners associated with the subject property, if applicable. Such agreement shall stipulate that the oil and gas activities on the subject property have been adequately incorporated into the design of the site or shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the mineral owners on the subject property.
- \_\_\_\_\_ A copy of the most recent deed to the property and, if the applicant is not the property owner, evidence of interest in the subject land held by the applicant, such as a lease agreement, trust documents, Statement of Authority, or similar evidence.
- \_\_\_\_\_ A Certificate of Conveyances (Chain of Title) form provided by the Department of Planning Services and completed by a Title Insurance or Abstract Company. The date of certification of the form must be within 30 days of the date of application. (See attached COC cover sheet.)
- \_\_\_\_\_ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the area referred to in the application materials.
- \_\_\_\_\_ A copy of a document showing evidence of adequate water supply (e.g., well permit or letter from water district).
- \_\_\_\_\_ A copy of a document showing evidence of adequate methods of sewage disposal (e.g., on-site wastewater treatment system (OWTS) (septic)) permit).

Continued on the next page.

- \_\_\_\_\_ A signed Notice of Inquiry from a municipality or municipalities if the site is located within an Intergovernment Agreement (IGA) boundary or a Coordinated Planning Agreement (CPA) boundary, if applicable.
- \_\_\_\_\_ A drainage report, preliminary drainage study, or drainage narrative, as determined by Public Works. (See attached Questionnaire.)
- \_\_\_\_\_ A traffic study or traffic narrative including a traffic control plan, as determined by Public Works. (See attached Questionnaire.)
- \_\_\_\_\_ A sign plan detailing type, size and number of desired signs with images following the standards set forth in Chapter 23, Article IV, Division 2 and Appendices 23-C through E, if applicable.
- \_\_\_\_\_ A nuisance abatement plan, if applicable.
- \_\_\_\_\_ A landscape and screening plan, if applicable.
- \_\_\_\_\_ A decommissioning plan, if applicable. Adequate financial assurance to cover the decommissioning of the facility may be required as a condition of approval.
- \_\_\_\_\_ A draft emergency incident action plan, if applicable.
- \_\_\_\_\_ A noise study including a noise abatement plan documenting the methods to be utilized to meet the applicable noise standard, if applicable.
- \_\_\_\_\_ A soil report of the site prepared by the Natural Resource Conservation Service or by a soils engineer or scientist. In those instances when the soil report indicates the existence of moderate or severe soil limitations for the uses proposed, the applicant shall detail the methods to be employed to mitigate the limitations.
- \_\_\_\_\_ Community meeting sign-in sheet, minutes, and summary (optional).
- \_\_\_\_\_ The application fee (\$10,000). Note: Fees are non-refundable and due when the application is determined to be complete. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, waive, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule.
- \_\_\_\_\_ Investigation fee, due only if this is a violation case. (50% of the application fee.)
- \_\_\_\_\_ The planned access to the project site and the means the applicant intends to use to obtain a legal right to utilize such access, including copies of any access or right-of-way agreements which have been entered into by the date of the application for such access.
- \_\_\_\_\_ The names and addresses of persons or entities with an interest in any real property proposed to be physically disturbed or crossed by the activity or development which is the subject of the application, excluding mineral interests but including those holding mortgages, judgments, liens, easements, contract rights, rights-of-way, reservations, exceptions or other encumbrances, at least to the extent shown in the records of the County Clerk and Recorder or of which applicant has actual knowledge.
- \_\_\_\_\_ The names and addresses of mineral interest holders with an interest in any real property proposed to be physically disturbed or crossed by the activity or development which is the subject of the application in the case of projects to be constructed more than 10 feet below the surface, excluding foundation structures for above-ground transmission lines, at least to the extent shown in the records of the County Clerk and Recorder and County Assessor. In addition, the applicant shall provide a certificate stating the process by which the applicant compiled such information, when such information was compiled and the steps which were taken to ensure the accuracy of the information. The County will require that the information be compiled and verified in a manner reasonably designed to ensure the accuracy of such information, but shall not require the use of title insurance or attorney's title opinions. The County will require that the last search for such information have been updated no later than 10 days before the date that the application is submitted, and that such information be updated again no later than 10 days before the public hearing on the application.

Continued on the next page.

- \_\_\_\_\_ 1041 USR map. The applicant shall submit the draft map for preliminary approval to the Department of Planning Services in electronic (.pdf) format. Upon approval, the applicant shall submit a 24" x 36" map on Mylar. (See attached for map requirements.)
- \_\_\_\_\_ A sketch or map showing the following:
  - \_\_\_\_\_ If a power plant is proposed, the area within 10 miles from the site.
  - \_\_\_\_\_ For transmission lines, provide a map showing all existing transmission lines (115 kV or greater) for a distance of 2 miles beyond any reasonable alternative studied.
  - \_\_\_\_\_ For upgrades of existing transmission lines (115 kV or greater), provide a sketch showing all existing transmission lines and pipelines within 1 mile on either side of the proposed alignment.
  - \_\_\_\_\_ For all other major facilities of a public utility, provide a sketch showing the area within 5 miles of the site.
  - \_\_\_\_\_ Indicate any floodplains, if required.
- \_\_\_\_\_ A map showing each existing major facility of a public utility within the County of the type proposed for development, if required.
- \_\_\_\_\_ If required, identify and locate on a map of appropriate scale the juxtaposition of any of the following features present in the proposed development or activity and its vicinity, and detail the potential impact of the proposal upon each feature:
  - \_\_\_\_\_ Marshlands and wetlands.
  - \_\_\_\_\_ Groundwater recharge areas, if applicable.
  - \_\_\_\_\_ Potential natural hazards.
  - \_\_\_\_\_ Forests and woodlands.
  - \_\_\_\_\_ Critical wildlife habitat.
  - \_\_\_\_\_ Public outdoor recreation areas.
  - \_\_\_\_\_ Unique areas of geologic, historic or archeological importance.

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## **Use by Special Review (USR) – 1041 Major Facility of Public Utility Procedural Guide**

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It is the applicant's responsibility to meet the application requirements outlined in the Weld County Code. No application shall be assigned a case number to be reviewed until all required items on the submittal checklist have been completed and submitted to the Department of Planning Services.

The Department of Planning Services is responsible for reviewing and processing the application in accordance with Section 21-2-260 of the Weld County Code. The planner will post one or more notification signs on the property and mail notice to owners of property listed in the affidavit of surface owners and affidavit of mineral owners. However, in lieu of the posting requirement herein, applicants for an electric transmission line which is more than one mile in length shall advertise the hearing at least once in the newspaper designated by the Board of County Commissioners for publication of notices a minimum of 10 days prior to the hearing date. The advertisement shall contain a map displaying the proposed alternative routes along with a description of the hearing time, date and location. The advertisement for an electric transmission line which is more than one mile in length shall be the only requirement for notification of property owners, except as to notices which may be required by Section 24-65.5-103, C.R.S.

The Planning Commission will consider the application in accordance with Section 21-2-300 of the Weld County Code and provide a recommendation to the Board of County Commissioners concerning the application. The Board of County Commissioners will consider the application in accordance with Section 21-2-310 of the Weld County Code.

The applicant should attend all hearings scheduled for consideration of the application in order to present the proposal and answer any questions. The applicant is also encouraged to communicate with the planner assigned to process and review the application once it has been submitted in order to keep up to date with any developments pertaining to the application.

It is also recommended that the applicant contact owners of property within at least 500 feet of the subject property about the proposed use prior to applying. Do not attempt to contact Planning Commissioners or County Commissioners about your project.

Staff are available to assist the applicants through this process. For questions, please visit the Department of Planning Services at 1402 N. 17th Avenue, Greeley, Colorado or call us at (970) 400-6100.

## Definitions

### Per Section 21-1-90 of the Weld County Code:

*Designation* : Only that legal procedure specified by Section 24-65.1-401 et seq., C.R.S., and specified in this Article as carried out by the Board of County Commissioners.

*Development* : Any construction or activity which changes the basic character or the use of the land upon which the construction or activity occurs.

### Per Section 21-3-20 of the Weld County Code:

*Appurtenant facilities* : Any accessory structures or other property which are clearly incidental to, and customarily found in connection with major facilities of public utilities and are operated and maintained for the benefit or convenience of the occupants, employees, customers or visitors of such major facilities.

*Large scale solar facility*: A facility which is used for the production of electrical energy from energy collected by the sun including solar energy collectors, power generation facilities, facilities for storing and transforming energy, other appurtenant facilities and any transmission lines, which is developed for the purpose of supplying or distributing electrical energy to users, a customer or customers and will have a rated capacity greater than thirty (30) megawatts. This designation shall not include roof and/or ground mounted solar systems located on permitted principal and accessory buildings and designed to supply power to the principle use(s) on site.

*Major facilities of a public utility* means the following. (This definition includes all electrical utilities' facilities, regardless of whether they are subject to the jurisdiction of the Colorado Public Utilities Commission, which primarily generate and/or transmit electrical power to entities off-site):

1. Any transmission lines, power plants and substations of electrical utilities.
2. Any appurtenant facilities of a public utility which in the opinion of the Board either by itself or in conjunction with other major facilities of a public utility are likely to cause a major impact upon the health, welfare or safety of the citizens of the County, or upon the physical, social or economic environment of the County.

*Mitigation* means:

1. Avoiding an impact by not taking a certain action or parts of an action.
2. Minimizing impacts by limiting the degree or magnitude of the action or its implementation.
3. Reducing or eliminating the impact over time by preservation and maintenance operations.
4. Compensating for the impact by replacing or providing suitable biological and/or physical conditions; and by replacing or providing suitable public services and facilities, where applicable.
5. Compliance with reasonable conditions and development standards.

*Power plant*: Any electrical energy generating facility with a generating capacity of fifty (50) megawatts or more, and any facilities appurtenant thereto, or any expansion, extension or enlargement thereof increasing the existing design capacity by fifty (50) megawatts; or a large scale solar facility.

*Public utilities*: As used in these Section 1041 Regulations, means the term as defined by Section 40-1-103, C.R.S.

*Site selection*: The process for determining the location of major facilities of a public utility or the expansion of existing major facilities of a public utility.

*Storage area*: Any facility, including appurtenant facilities, designed to store fifty million (50,000,000) cubic feet or more of natural gas or thirty-five thousand (35,000) barrels or more of petroleum derivatives, or any expansion of any existing storage facilities to accommodate an additional fifty million (50,000,000) cubic feet or more of natural gas or thirty-five thousand (35,000) barrels or more of petroleum derivatives.

*Substation*: Any facility designed to provide switching, voltage transformation or voltage control required for the transmission of electricity at 115 kV or greater.

*Transmission lines*: Those electrical lines and appurtenant facilities which meet all of the following criteria:

1. Either a series of three (3) or more structures and appurtenant facilities erected above ground which support one (1) or more conductors or a power line placed underground.
2. Which lines emanate from a power plant or a substation/transition site and terminate at a substation/transition site.
3. Which are designed to transmit electrical voltages of 115 kV or greater.

## **Use by Special Review (USR) – 1041 Major Facility of Public Utility Code Requirements**

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### **Criteria for Approval or Denial**

Per Sections 23-2-220.A and 23-2-230.B of the Weld County Code, the applicant shall demonstrate:

1. That the proposal is consistent with Chapter 22 [the Weld County Comprehensive Plan] and any other applicable code provisions or ordinances in effect.
2. That the proposal is consistent with the intent of the district in which the use is located.
3. That the uses which would be permitted will be compatible with the existing surrounding land uses.
4. That the uses which would be permitted will be compatible with the future development of the surrounding area as permitted by the existing zone and with future development as projected by Chapter 22 of this Code and any other applicable code provisions or ordinances in effect, or the adopted master plans of affected municipalities.
5. That the application complies with Articles V and XI of this Chapter if the proposal is located within an overlay zoning district or a special flood hazard area identified by maps officially adopted by the county.
6. That if the USE is proposed to be located in the A (Agricultural) Zone District, the applicant has demonstrated a diligent effort has been made to conserve prime farmland in the locational decision for the proposed use.
7. That there is adequate provision for the protection of the health, safety and welfare of the inhabitants of the neighborhood and the county.

### **Design Standards**

Per Section 23-2-240 of the Weld County Code.

- A. An applicant for a Use by Special Review shall demonstrate compliance with the following design standards in the application and shall continue to meet these standards if approved for development.
1. Adequate water service in terms of quality, quantity and dependability is available to the site to serve the uses permitted.
  2. Adequate sewer service is available to the site to serve the uses permitted.
  3. If soil conditions on the site are such that they present moderate or severe limitations to the construction of structures or facilities proposed for the site, the applicant has demonstrated how such limitations can and will be mitigated.
  4. Adequate fire protection measures are available on the site for the structures and facilities permitted.
  5. Uses shall comply with the stormwater drainage criteria requirements set forth in this Code.
  6. All parking and vehicle storage shall be provided on the site. Parking and loading areas shall be designed and constructed in accordance with Division 1 of Article IV of this Chapter.
  7. The use shall comply with all the Bulk Standards requirements of the zone district.
  8. The access shall be located and designed to be safe; ingress and egress shall not present a safety hazard to the traveling public or to the vehicle accessing the property. For uses generating high traffic volumes and large number of large, slow-accelerating vehicles, acceleration and deceleration lanes may be required to mitigate a potential traffic hazard.
  9. New accesses to public rights-of-way shall be constructed in accordance with this Code.
  10. Buffering or screening of the proposed use from adjacent properties may be required in order to make the determination that the proposed use is compatible with the surrounding uses. buffering or screening may be accomplished through a combination of berming, landscaping and fencing.
  11. Uses by Special Review in the A (Agricultural) Zone District shall be located on the least prime soils on the property in question unless the applicant can demonstrate why such a location would be impractical or infeasible.
  12. The placement of signs on the site shall comply with the requirements of Article IV, Division 2 and Appendixes 23-C, 23-D, and 23-E of this Chapter, unless a waiver therefrom is requested in the application and granted by the Board of County Commissioners as part of the Use by Special Review Permit. Offsite signs shall not be permitted through the USR permit process.
  13. Trash collection areas or facilities shall be screened from public rights-of-way and adjacent properties. These areas shall be designed and used in a manner that will prevent wind- or animal-scattered trash.

Continued on the next page.

### **Operation Standards**

Per Section 23-2-250 of the Weld County Code.

An applicant for a Special Review Permit shall demonstrate conformance with the following operation standards in the Special Review Permit application to the extent that the standards affect location, layout and design of the Use by Special Review prior to construction and operation. Once operational, the operation of the USES permitted shall conform to these standards.

- A. The operation of the uses shall comply with the noise standards enumerated in Section 25-12-101, et seq., C.R.S.
- B. The operation of the uses shall comply with the air quality regulations promulgated by the Colorado Air Quality Control Commission.
- C. The operation of the uses shall comply with the water quality regulations promulgated by the Colorado Water Quality Control Commission.
- D. The uses shall comply with the following lighting standards:
  - 1. Sources of light, including light from high-temperature processes such as combustion or welding, shall be shielded so that light rays will not shine directly onto adjacent properties where such would cause a nuisance or interfere with the use on the adjacent properties; and
  - 2. Neither direct nor reflected light from any light source may create a traffic hazard to operators of motor vehicles on public or private streets/roads and no colored lights may be used which may be confused with or construed as traffic control devices.
- E. The uses shall not emit heat so as to raise the temperature of the air more than five degrees (5°) Fahrenheit at or beyond the lot line.
- F. Property shall be maintained in such a manner that grasses and weeds are not permitted to grow taller than twelve (12) inches. In no event shall the property owner allow the growth of noxious weeds.
- G. Any off-site and on-site Improvements Agreement shall be made in conformance with the county policy on collateral for improvements.

### **Other Limitations**

Applications for Special Review Permits shall be accepted only for proposed uses on legal lot(s). An application for a Special Review Permit shall include the entire lot(s) upon which the Special Review Permit will be located. (Section 23-2-200.G)

An applicant for a Special Review Permit shall demonstrate conformance with and shall continue to meet any development standards approved and adopted by the county. the development standards shall be placed on the Special Review Permit Plan Map prior to recording. Noncompliance with any of the approved development standards may be reason for revocation or suspension of the special review permit by the Board of County Commissioners. Civil penalties in lieu of a suspension may also be imposed with the express prior agreement of the applicant. The availability of these remedies in no way limits the Board of County Commissioners from seeking or applying any other remedies which are available for noncompliance with the development standards. (Section 23-2-270)

Construction or use pursuant to approval of a Use by Special Review Permit shall be commenced within three (3) years from the date of approval, unless otherwise specified by the Board of County Commissioners when issuing the original Permit, or the Permit shall be vacated. The Director of Planning Services may grant an extension of time, for good cause shown, upon a written request by the landowner. (Section 23-2-290.A)

A Use by Special Review shall terminate when the use is discontinued for a period of three (3) consecutive years, the use of the land changes or the time period established by the Board of County Commissioners through the approval process expires. The landowner may notify the Department of Planning Services of a termination of the use, or Planning Services staff may observe that the use has been terminated. When either the Department of Planning Services is notified by the landowner, or when the Department of Planning Services observes that the use may have been terminated, the Planner shall send certified written notice to the landowner asking that the landowner request to vacate the Use by Special Review Permit. (Section 23-2-290.B)

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*The submittal requirements and review procedures are stated in Chapter 23, Article II, Division 4 of the County Code. The Weld County Code is available online at [www.weld.gov](http://www.weld.gov) (Useful Links > Weld County Code).*

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### Use by Special Review (USR) Application

Planning Department Use: _____	Date Received: _____
Amount \$ _____	Case # Assigned: _____
Application Received By: _____	Planner Assigned: _____

#### Property Information *(Attach additional sheets if necessary.)*

Proposed use: \_\_\_\_\_

Is the property currently in violation? ☐ No / ☐ Yes Violation Case Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal Description: \_\_\_\_\_ Section: \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Within subdivision? ☐ No / ☐ Yes Townsite? ☐ No / ☐ Yes

If yes, subdivision or townsite name: \_\_\_\_\_

Floodplain ☐ No / ☐ Yes Geological Hazard ☐ No / ☐ Yes Airport Overlay ☐ No / ☐ Yes

#### Property Owner(s) *(Attach additional sheets if necessary.)*

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

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

#### Applicant/Authorized Agent *(Authorization must be included if there is an Authorized Agent.)*

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

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. All fee owners of the property must sign this application, or if an Authorized Agent signs, an Authorization Form signed by all fee owners must be included with the application. If the fee owner is a corporation, evidence must be included indicating the signatory has the legal authority to sign for the corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Print

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Departments of Planning  
Building, Development Review  
and Environmental Health  
1402 North 17<sup>TH</sup> Avenue  
P.O. Box 758  
Greeley, CO 80632

### Authorization Form

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located  
at (address or parcel number) below:

\_\_\_\_\_

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Owners Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Agent/Applicant Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Authorized Agent/Applicant \_\_\_\_\_ by: Mail \_\_\_\_\_ Email \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

**I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.**

\_\_\_\_\_ Date \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature

Owner Signature

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

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

\_\_\_\_\_

Notary Public

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## Use by Special Review (USR) Questionnaire

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Answer the following questions on a separate sheet. If a question does not pertain to your use, please respond with "not applicable".

### Supplemental questions for 1041 Major Facilities of Public Utilities:

1. Describe the type of facility. Specify where applicable:
  - a. The voltages and lengths of transmission lines.
  - b. Power source and generating capacity.
  - c. The functions and sizes of substations.
  - d. The capacities of storage tanks and types of petroleum derivative to be stored.
  - e. Corridor locations.
  - f. Service area.
  - g. Resource area (e.g., source of power being generated or transmitted).
  - h. Applicable support facilities (e.g., pollution control, parking areas, landscaping, etc.) to be provided.
2. Describe the projected development schedule. Specify where applicable:
  - a. Estimated maximum number of employees, number of shifts and employees per shift during the construction, operation and maintenance phases of the project.
  - b. Any future phases or extensions of the facility and relationship of the facility (if currently foreseen) to larger programs and plans.
  - c. Timetable for planning (e.g., federal permits, other state permits, local zoning, etc.).
  - d. Estimated beginning and completion of construction and beginning of operation of facility.
3. Describe hazards and emergency procedures. Specify where applicable:
  - a. Hazards, if any, of fire, explosion and other dangers to the health, safety and welfare of employees and the general public.
  - b. Hazards, if any, of environmental damage and contamination due to materials used at or activities taking place at the proposed facility.
  - c. Emergency procedures to be used in the event of fire, explosion or other event which may endanger the public health, safety and welfare.
  - d. Any prevalent natural hazards that will affect or be affected by development, and describe mitigating measures to be taken to reduce danger due to such natural hazards.
4. Summarize major natural and socioeconomic environmental constraints as they affect the site selection and construction of the facility as proposed.
5. Summarize the effects of the proposed site selection and construction upon the natural and socioeconomic environment of the impact area as applicable to submission requirements. Included should be an analysis of impacts upon agricultural productivity and agricultural resources and upon vested water rights.
6. Include analysis of the long-term effects of the proposed site selection and construction upon the physical and socioeconomic development of the impact area.
7. Include a description of a program to minimize and mitigate adverse impacts and to maximize the positive impacts of the proposed site selection and construction.
8. Include analysis of nonstructural alternatives to the project such as conservation of energy use, no development or management (different scheduling, conservation programs, facility design, land trades, etc.), if applicable.
9. Include analysis of reasonable structural alternatives to the project such as alternate locations and routes, alternative types of facilities, use of existing rights-of-way, joint use of rights-of-way with other utilities, and upgrading of existing facilities.
10. Include analysis of air and water pollution impacts and control alternatives.
11. Include analysis of design alternatives concerning access, landscaping, architectural controls, and so forth.

Continued on the next page.

12. Include analysis of hydrologic, atmospheric, geologic, pedologic, biotic, visual and noise impacts.
13. Include surface and subsurface drainage analysis.
14. Applicants seeking a permit for the site selection and construction of transmission lines or substations shall submit the following additional documents and information:
  - a. Computer modeled electromagnetic field measurements within the proposed transmission line easement for that portion of transmission line between substations or transition sites; and
  - b. Measures taken to comply with the concept of prudent avoidance with respect to planning, siting, construction and operation of transmission lines, which may be those steps taken to comply with the Colorado Public Utilities Commission's Rule 18(I), or similar authority, for projects where other similar authority is applicable.
15. Specific submittal requirements. The following information may also be required:
  - a. Detailed description of the need for the proposed development or activity, including but not limited to:
    - i. The present population of the area to be served and the total population to be served when the project is operating at full capacity.
    - ii. The predominant type of users or communities to be served by the proposal.
    - iii. The percentage of the design capacity at which the current system is now operating.
    - iv. The relationship of the proposal to the applicant's long-range planning and capital improvements programs.
    - v. A description of why public convenience and necessity require a facility of the size and nature proposed.
    - vi. A description of the user needs and user patterns to be fulfilled by the proposed project.
    - vii. A description of the relationship of the project to other existing and planned utility facilities of a similar nature, other communication or energy generation and transmission facilities, local government capital improvement programs and special district expansion programs.
  - b. Environmental impact analysis – land use.
    - i. Describe the relationship of the project to local land use, policies and comprehensive plans and to policies and plans adopted or under preparation by federal, state, regional or other affected local governmental agencies.
    - ii. Detail the agricultural productivity capability of the land affected by the proposal (SCS classification).
    - iii. Specify how the proposed development will utilize existing easements or rights-of-way for any associated distribution or collector networks.
  - c. Environmental impact analysis – water resources.
    - i. Documentation of the historical flooding activity should be included. Detail potential, adverse impacts related to the associated floodplain.
    - ii. Describe the potential adverse effects of the proposal upon plant and animal life dependent upon the water resources in question.
  - d. Environmental impact analysis – significant environmentally sensitive factors. Detail the potential impact of the proposal upon each feature:
    - i. Marshlands and wetlands.
    - ii. Groundwater recharge areas, if applicable.
    - iii. Potential natural hazards.
    - iv. Forests and woodlands.
    - v. Critical wildlife habitat.
    - vi. Public outdoor recreation areas.
    - vii. Unique areas of geologic, historic or archeological importance.
  - e. Environmental impact analysis – Visual aesthetics and nuisance factors.
    - i. Identify key locations where the facility can be viewed from and its proximity to residences, simulate the appearance of the facility, and identify noise pollution or obnoxious odors which may stem from the proposal.
    - ii. Where significant, map or describe areas within view of project.
    - iii. Describe proposed mitigation strategy.

Continued on the next page.

- f. Environmental impact analysis – Transportation impacts.
  - i. Describe what impacts the proposal will have upon transportation patterns in the area intended to be served or affected by the proposal.
  - ii. Describe the potential impact on roads within the County.
  - iii. Identify improvements required to any roads within the County in order to serve the project adequately.
- g. Environmental impact analysis – less damaging alternatives. If the Planning Department determines that the nature or extent of the proposal involves the potential for significant environmental damage or warrants examination of specific, less environmentally damaging alternatives, the Planning Department may request that the Board require the applicant evaluate and present information on such alternatives as part of the application. Required information on alternatives may include, but shall not necessarily be limited to, information on the environmental impacts and cost-effectiveness of the alternatives in relationship to the proposal presented.

**Planning Questions: Planner on Call (970) 400-6100**

1. Explain, in detail, the proposed use of the property. Include, at a minimum, the following:
  - a. Current or previous use of the land, if any.
  - b. Describe the uses surrounding the site and explain how the proposed use is compatible with them.
  - c. Describe the proximity of the proposed use to residential structures.
  - d. Describe the hours and days of operation (e.g. Monday thru Friday 8:00 a.m. to 5:00 p.m.).
  - e. List the types, number, and uses of the proposed structures to be erected.
  - f. Describe the size of stockpile, storage or waste areas to be utilized, if any.
  - g. Describe the method and time schedule of removal or disposal of debris, junk and other wastes associated with the proposed use.
  - h. Include a time table showing the periods of time required for the construction of the operation.
  - i. Describe the type of lot surface proposed and the square footage of each type (e.g. asphalt, gravel, landscaping, dirt, grass, buildings).
  - j. How many parking spaces are proposed? How many handicapped (ADA) parking spaces are proposed?
  - k. Describe the proposed screening for all parking and outdoor storage areas.
  - l. Describe the existing and proposed landscaping for the site.
  - m. Describe the type of fence or other screening proposed for the site.
  - n. Describe reclamation procedures to be employed as stages of the operation are phased out or upon cessation of the activity.
  - o. Describe the proposed fire protection measures.
2. Explain how this proposal is consistent with the Weld County Comprehensive Plan.
3. Explain how this proposal is consistent with the intent of the zone district in which it is located. (Intent statements can be found at the beginning of each zone district section in Article III of Chapter 23.)
4. Explain how this proposal will be compatible with future development of the surrounding area or adopted master plans of affected municipalities.
5. Explain how this proposal complies with Article V and Article XI of Chapter 23 if the proposal is located within any Overlay Zoning District (Airport, Geologic Hazard, or Historic Townsites Overlay Districts) or a Special Flood Hazard Area identified by maps officially adopted by the County.
6. If the proposed use is to be located in the A (Agricultural) Zone District, explain your efforts to conserve prime agricultural land in the locational decision for the proposed use.
7. Explain whether this proposal interferes with the protection of the health, safety and welfare of the inhabitants of the neighborhood and the County.

Continued on the next page.

**Environmental Health Questions: (970) 400-2702**

1. What is the drinking water source on the property? If utilizing a drinking water well include either the well permit or well permit application that was submitted to the State Division of Water Resources. If utilizing a public water tap include a letter from the Water District, a tap or meter number, or a copy of the water bill.
2. What type of sewage disposal system is on the property? If utilizing an existing septic system provide the septic permit number. If there is no septic permit due to the age of the existing septic system, apply for a septic permit through the Department of Public Health and Environment prior to submitting this application. If a new septic system will be installed please state "a new septic system is proposed." Only propose portable toilets if the use is consistent with the Department of Public Health and Environment's portable toilet policy.
3. If storage or warehousing is proposed, what type of items will be stored?
4. Describe where and how storage and/or stockpile of wastes, chemicals, and/or petroleum will occur on this site.
5. If there will be fuel storage on site, indicate the gallons and the secondary containment. State the number of tanks and gallons per tank.
6. If there will be washing of vehicles or equipment on site, indicate how the wash water will be contained.
7. If there will be floor drains, indicate how the fluids will be contained.
8. Indicate if there will be any air emissions (e.g. painting, oil storage, etc.).
9. Provide a design and operations plan if applicable (e.g. composting, landfills, etc.).
10. Provide a nuisance management plan if applicable.
11. Additional information may be requested depending on type of land use requested.

**Engineering Questions: (970) 400-6100**

1. Include a traffic narrative with the information below. A traffic impact study may be required. Improvements to adjacent streets/roads may be necessary to provide adequate safe and efficient transportation to and from the site. An Improvements Agreement may be required.
  - a. The projected number of vehicle trips (average per day, maximum per day, peak hour data) to and from the site and the type of vehicles (passenger, semi-truck, etc.).
  - b. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = 1 trip in and 1 trip out of site)
  - c. Describe the expected travel routes for site traffic.
  - d. Describe the travel distribution along the routes (e.g. 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.)
  - e. Describe the time of day that you expect the highest traffic volumes to and from the site.
2. Describe where the access to the site is planned.
3. Drainage Design: Design and construction of a detention pond as described in an approved Drainage Report is required unless the project falls under an exception to stormwater detention requirements per code. (See below.) Does your site qualify for an exception to stormwater detention? If so, describe in a drainage narrative the following:
  - a. Which exception is being applied for? Include supporting documentation.
  - b. Does the water flow onto the property from an offsite source? If so, from where?
  - c. Describe where the water flows to as it leaves the property.
  - d. Describe the direction of flow across the property.
  - e. Describe the location of any irrigation facilities adjacent to or near the property.
  - f. Describe any previous drainage problems with the property.
4. If your site does not qualify for an exception, the following applies:
  - a. A Drainage Report summarizing the detention pond design with construction drawings and maintenance plan shall be completed by a Colorado Licensed Professional Engineer and adhere to the drainage related sections of the Weld County Code.
  - b. The Drainage Report must include a certification of compliance, which can be found on the Public Works website, stamped and signed by the PE.
  - c. See the attached Drainage Report Review Checklist.

Continued on the next page.



Exceptions to stormwater detention requirements:

1. Towers including, but not limited to, wind and telecommunication towers.
2. Pipelines or transmission lines, excluding laydown yards, metering sites, substations, and any other above ground appurtenances.
3. Gravel pits if the stormwater drains into the gravel pit. Releases from the site shall comply with the Weld County Storm Drainage Criteria, including dewatering. Topographical information shall be provided.
4. Development of sites where the change of use does not increase the imperviousness of the site.
5. Non-Urbanizing areas where the total pre-existing and post development impervious area produces stormwater runoff of less than, or equal to, 5 cfs for the 1-hour, 100-year, storm event. This exception shall be supported by calculations signed and stamped by a Colorado Licensed Professional Engineer.
6. Parcels with total area less than, or equal to, 1.0 gross acre.
7. An individual parcel with an unobstructed flow path and no other parcel(s) between the Federal Emergency Management Administration (FEMA) regulatory floodplain channel and the project.
8. A parcel greater than 1 gross acre and less than, or equal to, 5 gross acres in size is allowed a one-time exception for a new 2,000 sq. ft. building or equivalent imperviousness.
9. A parcel greater than 5 gross acres in size is allowed a one-time exception for a new 4,500 sq. ft. building or equivalent imperviousness.

**Building Questions: (970) 400-6100**

1. List the type, size (square footage), and number of existing and proposed structures. Show and label all existing and proposed structures on the USR drawing. Label the use of the building and the square footage.
2. Explain how the existing structures will be used for this USR.
3. List the proposed use(s) of each structure.

An MSWord (.docx) version of this questionnaire is available by request.

## **Contact Information and Office Locations**

### **Weld County Planning, Building and Development Review**

1402 N 17<sup>th</sup> Avenue

PO Box 758

Greeley, CO 80632

(970) 400-6100

[www.weld.gov/Government/Departments/Planning-and-Zoning](http://www.weld.gov/Government/Departments/Planning-and-Zoning)

[www.weld.gov/Government/Departments/Building](http://www.weld.gov/Government/Departments/Building)

### **Weld County Department of Public Health and Environment**

*Weld County Septic Permits*

*On Site Waste Water Systems (OWTS)*

1555 N 17<sup>th</sup> Avenue

Greeley, CO 80631

(970) 304-6415

[www.weld.gov/Government/Departments/Health-and-Environment](http://www.weld.gov/Government/Departments/Health-and-Environment)

### **Colorado Department of Transportation (CDOT)**

10601 W. 10<sup>th</sup> Street

Greeley, CO 80634

(970) 353-1232

[www.codot.gov/](http://www.codot.gov/)

### **Division of Water Resources**

*Water Wells*

1313 Sherman St. Ste. 821

Denver, CO 80203

(303) 866-3581 ext. 0

1809 56<sup>th</sup> Avenue

Greeley, CO 80634

(970) 352-8712

<https://dwr.colorado.gov/>

Well Permitting Information:

<https://dwr.colorado.gov/services/well-permitting>

### **Soil Conservation Districts**

Boulder Valley and Longmont – (303) 776-4034

Brighton & Southeast Weld – (303) 659-0525

Centennial – (970) 522-7440 ext. 3

Greeley – (970) 356-6506

Larimer (Big Thompson & Ft. Collins) – (970) 295-5658

Morgan – (970) 867-9659 ext. 4

Platte Valley – (303) 857-6721

Southeast Weld – (303) 659-7004 ext. 101

West Adams – (303) 659-2080

[www.coloradoacd.org](http://www.coloradoacd.org)

### **Colorado Geological Survey**

#### **Division of Minerals and Geology**

1313 Sherman Street

Room 715

Denver, CO 80203

(303) 384-2643

[www.coloradogeologicalsurvey.org](http://www.coloradogeologicalsurvey.org)

## Use by Special Review (USR) – 1041 Major Facility of Public Utility Map Requirements

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Submit the draft map for preliminary approval in electronic (.pdf) format. Upon approval, a 24" x 36" map on Mylar will be required along with the recording fee.

\_\_\_\_\_ Vicinity Map. 1" = 2,000' or another suitable scale if approved by Planning Services.

Delineate all of the following within ½ mile of the subject parcel (1,000 feet for linear facilities):

\_\_\_\_\_ Section, township and range.

\_\_\_\_\_ Scale and north arrow.

\_\_\_\_\_ Outline of the perimeter of the subject parcel. (For linear facilities, the proposed centerline and width of any corridor to be considered.)

\_\_\_\_\_ The general classifications and distribution of soils over the parcel under consideration. Soil classification names and agricultural capability classifications shall be noted in the legend. (These requirements are generally not applicable to linear facilities.)

\_\_\_\_\_ Locations and names of all streets/roads, irrigation ditches, and water features.

\_\_\_\_\_ Existing residences within ½ mile of the facility, existing and proposed accesses to the property proposed for the facility (excepting linear facilities), any abutting subdivision outlines and names, and the boundaries of any adjacent municipality.

\_\_\_\_\_ Any other relevant information.

\_\_\_\_\_ Plot Plan. 1" = 100' or another suitable scale if approved by Planning Services. (The exact scale should be determined at the preapplication conference, taking into consideration the type and size of the proposed project, as well as the type and complexity of the information to be mapped.)

Delineate all of the following within 200 feet of the subject parcel as well as within the parcel itself.

\_\_\_\_\_ Outline of the perimeter of the subject parcel.

\_\_\_\_\_ All public rights-of-way of record (including names).

\_\_\_\_\_ All existing and proposed structures.

\_\_\_\_\_ All utility easements or rights-of-way for telephone, gas, electric, water and sewer lines.

\_\_\_\_\_ Irrigation ditches.

\_\_\_\_\_ Adjacent property lines and respective owners' names (or show on vicinity map instead).

\_\_\_\_\_ All hydrographic features including streams, rivers, ponds and reservoirs (including names).

\_\_\_\_\_ Topography at two-foot contour intervals or as determined necessary by Planning. (Linear facilities shall include appropriate topographic data derived from USGS maps or an equivalent database.)

\_\_\_\_\_ Location of areas of moderate or severe soil limitations as defined by the Natural Resources Conservation Service or by a soil survey and study prepared by a soils engineer or scientist for the uses and associated structures proposed for the parcel.

\_\_\_\_\_ Location and design of stormwater management devices or structures (excepting linear facilities).

\_\_\_\_\_ Complete traffic circulation and parking plan showing locations and sizes (excepting linear facilities).

\_\_\_\_\_ Location, amount, size and type of any proposed landscape material, including fencing, walls, berms or other screening. (Linear facilities shall provide information regarding revegetation and reclamation.)

\_\_\_\_\_ Location of any special flood hazard area, geologic hazard area, or mineral resource area.

\_\_\_\_\_ Any sign(s) requiring zoning approval. Distances from property lines shall be indicated.

\_\_\_\_\_ Development standards.

\_\_\_\_\_ The name of the proposed development or use and total number of acres under consideration.

\_\_\_\_\_ Name, address and telephone number of the applicant, designer, engineer, surveyor and any other consultants of the applicant.

\_\_\_\_\_ Date of preparation, revision box, written scale, graphic scale and north arrow for each map.

\_\_\_\_\_ Certification blocks. (See next page).

### Certification Blocks to be added to the Map

#### PROPERTY OWNER'S CERTIFICATION

The undersigned property owner(s) do(es) hereby agree to the Site Specific Development Plan and Use by Special Review Development Standards as described hereon this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature – Name of Property Owner

\_\_\_\_\_  
Signature – Name of Property Owner

#### BOARD OF COUNTY COMMISSIONERS CERTIFICATION

This is to certify that the Board of County Commissioners, Weld County, Colorado, does hereby confirm and adopt this Site Specific Development Plan and Use by Special Review and the Development Standards as shown and described hereon this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Chair, Board of County Commissioners

ATTEST:

Weld County Clerk to the Board

BY: \_\_\_\_\_

Deputy Clerk to the Board

Dated: \_\_\_\_\_

CERTIFICATE OF CONVEYANCES  
STATE OF COLORADO  
COUNTY OF WELD

WELD COUNTY  
DEPARTMENT OF PLANNING SERVICES

The \_\_\_\_\_ TITLE INSURANCE or ABSTRACT COMPANY hereby certifies that it has made a careful search of its records, and finds the following conveyances affecting the real estate described herein since August 30, 1972, and the most recent deed recorded prior to August 30, 1972.

LEGAL DESCRIPTION:

CONVEYANCES (if none appear, so state):

Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____
Reception No. _____,	Book _____

The certificate is made for the use and benefit of the Department of Planning Services of Weld County, Colorado.

This certificate is not to be constructed as an Abstract of Title nor an opinion of Title, nor a guarantee Title and the liability of \_\_\_\_\_ COMPANY, is hereby limited to the fee paid for this Certificate.

In Witness Whereof, \_\_\_\_\_ COMPANY, has caused this certificate to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_.

Company: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

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# Drainage Report Checklist



## Project Name:

The purpose of this checklist is to assist the applicant's Engineer with developing a drainage report that supports the intent of the Weld County Code using commonly accepted engineering practices and methodologies.

Is the project in the **MS4**? ☐ Yes ☐ No If yes, the following requirements in blue apply. See Chapter 8, Article IX of the Weld County Code.

### Report Content

- ☐ Weld County Case Number
- ☐ Certificate of Compliance signed and stamped by a Colorado Licensed PE
- ☐ Description/Scope of Work
- ☐ Location (County Roads, S-T-R)
- ☐ Nearby water features and ownership
- ☐ Total acres vs. developed acres
- ☐ Hydrological soil types/maps
- ☐ FEMA Flood Zones
- ☐ Urbanizing or non-urbanizing
- ☐ Methodologies used for report & analysis (full spectrum is not accepted)
- ☐ Base Design Standard used for permanent control measure design in the MS4
- ☐ Discussion of offsite drainage routing
- ☐ Conclusion statement indicating that the design will adequately protect public health, safety, and general welfare and have no adverse impacts on public rights-of-way or offsite properties

### Hydrology and Hydraulic Analysis

- ☐ Design Storm / Rainfall Information (NOAA Atlas or Local Data)
- ☐ Release Rate calculations
- ☐ Post construction site imperviousness
- ☐ Hydrologic calculations (historic & developed basins)
- ☐ Hydraulic calculations for proposed drainage improvements (swales, culverts, riprap, pond, outlet, spillway, WQCV outlet, etc.)
- ☐ Detention/WQCV calculations

### Construction Drawings

- ☐ Stamped by PE
- ☐ Engineering scale & north arrow
- ☐ Property lines, rights-of-way, and easements
- ☐ 1' Contours & elevations (existing & proposed)
- ☐ Pre- and post-development drainage basins
- ☐ Arrows depicting flow direction
- ☐ Time of concentration critical path
- ☐ Drainage design points
- ☐ Improvements labeled
- ☐ Permanent control measure and associated drainage features labeled 'No Build/No Storage', include design volume
- ☐ Cross sections for open channels, profiles for pipes
- ☐ Elevations for inverts, flow lines, top of grates, orifice(s), etc.
- ☐ Pipe specs (size, material, length, slope)
- ☐ Outlet and spillway details

### Maintenance Plan

- ☐ Frequency of onsite inspections
- ☐ Repairs, if needed
- ☐ Cleaning of sediment and debris
- ☐ Vegetation maintenance
- ☐ Manufacturer maintenance specifications, if applicable

### Other Required Documents (If Applicable)

- ☐ Variance Request and documentation– explain hardship, applicable code section, and proposed mitigation. Variances will not be granted for the Base Design Standard requirement in the MS4.

## Comments:

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**FOR COMMERCIAL OR INDUSTRIAL BUILDINGS,  
PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

List up to three persons in the order to be called in the event of an emergency:

Name	Title	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Utility Shut Off Locations:

Main Electrical: \_\_\_\_\_

Gas Shut Off: \_\_\_\_\_

Exterior Water Shutoff: \_\_\_\_\_

Interior Water Shutoff: \_\_\_\_\_

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**Affidavit of Interest Owners - 1041 Major Facility of Public Utility  
Surface Estate**

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I, the undersigned, certify that the attached list is a true and accurate list of the names, addresses, and corresponding Parcel Identification Numbers assigned by the County Assessor of the owners of property (the surface estate) within...

(Check as applicable:)

\_\_\_\_\_ 1,320 feet of the subject property(ies)

\_\_\_\_\_ 500 feet of the centerline of the proposed alignment (for transmission lines).

This list was compiled from the records of the Weld County Assessor, or a person qualified to do the task, and shall be current as of a date no more than thirty (30) days prior to the date the application is submitted to the Department of Planning Services.

Subject Property(ies): \_\_\_\_\_

\_\_\_\_\_  
Signature Date

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**Affidavit of Interest Owners  
Mineral Estate**

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I, the undersigned, certify that the attached list is a true and accurate list of the names and addresses of all owners and lessees of mineral rights under the subject property(ies). I understand that Section 21-3-330.B.2.d of the Weld County Code requires that the information be compiled and verified in a manner reasonably designed to ensure the accuracy of such information, but does not require the use of title insurance or attorney's title opinions, and that the last search for such information shall have been updated no later than 10 days before the date that the application is submitted, and that such information shall be updated again no later than 10 days before the public hearing on the application.

Subject Property(ies): \_\_\_\_\_

Describe the process by which the information was compiled, when such information was compiled, and the steps taken to ensure the accuracy of the information:

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Signature \_\_\_\_\_ Date \_\_\_\_\_