



## Site Plan Review (SPR) Procedural Guide

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

Note: A Pre-Application Request Form must be submitted to the Department of Planning Services prior to the submittal of a SPR application.

Submit all the application components as separate documents, in PDF format, in the order outlined in the checklist below.

### Planning Requirements Checklist

- \_\_\_\_\_ Application Form. (See attached).
- \_\_\_\_\_ Authorization Form, if applicable. (See attached).
- \_\_\_\_\_ Deed identifying the surface estate ownership interest in the property and relevant Lease documents.
- \_\_\_\_\_ Articles of Organization or Incorporation documents if the owner is a business entity. Include Statement/Delegation of Authority documentation.
- \_\_\_\_\_ Trustee documents if the owner is a Trust.
- \_\_\_\_\_ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for subject property. The Statement shall be from the current tax year.
- \_\_\_\_\_ Completed Planning Questionnaire. (See attached).
- \_\_\_\_\_ Draft SPR map. (See attached for map requirements.)
- \_\_\_\_\_ A generalized sketch of building elevations depicting the style, size and exterior construction materials of the buildings proposed in sufficient detail to exhibit the relative compatibility of the proposed site with the character of the surrounding land uses.
- \_\_\_\_\_ Lighting Plan following the standards set forth in Section 23-2-160.U.6, if applicable.
- \_\_\_\_\_ Landscape and Screening Plan detailing the existing and proposed landscaping, property maintenance, installation schedule, irrigation method, security and/or privacy fencing, trash enclosure, portable toilet screening, etc.
- \_\_\_\_\_ Emergency Contact Form. (See attached).
- \_\_\_\_\_ The names and addresses of any owner, operator of any oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroad, etc. on the property, if applicable
- \_\_\_\_\_ A copy of an agreement with the owner of any ditch located on or adjacent to the site, or written evidence that an adequate attempt has been made to mitigate the concerns of the ditch owners in accordance with Section 23-2-160.AA.
- \_\_\_\_\_ A copy of any Surface Use Agreement with mineral owners associated with the subject property, stipulating that the oil and gas activities on the subject property have been adequately incorporated into the design of the site in accordance with Section 23-2-160.Z.
- \_\_\_\_\_ Water Supply Documentation. Example: A letter or bill from a water district or municipality, or a well permit or permit application from the State Division of Water Resources. Provide a statement if upgrading the water source from agricultural or residential usage to commercial or industrial.
- \_\_\_\_\_ Sewage Disposal Documentation. Example: An On-site wastewater treatment system permit or application or bill from a sanitary sewer district.
- \_\_\_\_\_ Noise Study including a noise abatement plan documenting the methods to be utilized to meet the applicable noise standard.
- \_\_\_\_\_ Waste Handling Plan.
- \_\_\_\_\_ Dust Abatement Plan.
- \_\_\_\_\_ Engineering, Design and Operations Plan.

\_\_\_\_\_ Nuisance Abatement Plan (pest, manure, etc.).

\_\_\_\_\_ Application fee. A 50% investigation fee is required if this application is in response to a violation.

**Development Review Requirements Checklist**

\_\_\_\_\_ Completed Public Works Questionnaire. (See attached).

\_\_\_\_\_ A Preliminary Drainage Report or Drainage Narrative. (See attached drainage requirements).

\_\_\_\_\_ A Traffic Impact Study (or Traffic Narrative). (See attached traffic requirements).

\_\_\_\_\_ MS4 Requirements, if applicable. (A Preliminary drainage report providing water quality will be required for the completeness review if the project site falls within an MS4 area.)

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Any other item(s) deemed necessary to process the Site Plan Review application may be requested by the Departments of Planning Services and Public Works.

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## Site Plan Review (SPR) Procedural Guide

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<b>Task</b>	<b>Number of days after submittal of complete application</b>
Staff review	60 days

<b>Square footage of all existing and proposed buildings</b>	<b>Fee</b>
Less than 10,000 square feet	\$1,300.00
10,000 to 25,000 square feet	\$2,800.00
Over 25,000 square feet	\$5,000.00
Site Plan Review Amendments	\$500.00
Recording Fee	\$43.00

Fees are non-refundable and due with the application is determined to be complete. Fees are set by the Board of County Commissioners. County Staff are 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.

It is the applicant's responsibility to meet the application requirements outlined in Section 23-2-160 of the Weld County Code. No SPR application shall be assigned a case number to be reviewed until all required items on the SPR 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 Division 3, Article II, Chapter 23 of the Weld County Code. Once the application is deemed complete, the planner will refer it to referral agencies with a deadline to respond of 28 days. After the referral agencies respond or the deadline has passed, the planner will provide a staff report to the applicant. Corrections to the map will be requested. The planner will notify the applicant of the deadline to respond with corrections, which shall be 120 days. The Director of Planning Services may grant an extension, for good cause shown upon a written request by the applicant. If no written request is submitted or if the deficiencies are not corrected by the date specified, the application shall be rejected.

Once the draft map is approved, a Mylar will be requested for recording by Planning staff. The map shall bear original signatures and seals in permanent black ink. The size of each sheet shall be 24 inches by 36 inches. The conditions of approval shall be met and the map recorded within one hundred 120 days from the date the administrative review was signed. The Director of Planning Services may grant an extension, for good cause shown, upon a written request by the applicant. If no written request is submitted, if the Director of Planning Services denies the extension, or if the conditions are not met and the map recorded by the date specified by the Director of Planning Services, the Site Plan Review approval shall be terminated.

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.

## **Site Plan Review (SPR) Code Requirements**

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### **Intent and Applicability**

Per Section 23-2-150 of the Weld County Code.

- A. The intent of the Site Plan Review procedure is to provide present and future residents and users of land in the county a means whereby orderly and harmonious development is ensured in the county. Site Plan Reviews require additional consideration to ensure that the uses permitted are established and operated in a manner that is compatible with existing and planned land uses in the neighborhood. The regulation of Site Plan Reviews is designed to protect and promote the health, safety, convenience and general welfare of the present and future residents of the county.
- B. An approved Site Plan Review is required for certain uses as described in Article III of this Chapter, and any PUD Districts where the proposed USE would require an approved Site Plan Review in an R-3, Commercial or Industrial Zone District.
- C. No land, building or structure shall be used, changed in use or type of occupancy, developed, erected, constructed, reconstructed, moved or structurally altered or operated in any zone district that requires a Site Plan Review until a Site Plan Review has been approved and a Site Plan Review map recorded by the Department of Planning Services.
- D. The Department of Planning Services shall not issue a building permit for any building or structure in a zone district which requires a site plan review until a site plan review has been submitted, approved and recorded by the Department of Planning Services.
- E. No Site Plan Review shall be required for:
  - 1. Normal repairs and maintenance of an existing building or structure.
  - 2. Alterations which do not affect more than twenty-five percent (25%) of the external dimensions of an existing building or structure unless such alterations are made to change the use or type of occupancy within part or all of the altered building or structure.
  - 3. Signs, fencing, oil and gas facilities, or temporary structures such as, but not limited to, those used for the sale of fireworks or Christmas trees.
- F. The Board of County Commissioners delegates the authority and responsibility for processing, approving and enforcing Site Plan Reviews to the Department of Planning Services. The Department of Planning Services shall also have the responsibility of ensuring that all application submittal requirements are met prior to initiating any official action. Once an application is deemed complete, the Department of Planning Services shall send the application to applicable referral agencies listed in Appendix 23-G, as determined by the Department of Planning Services. The failure of any agency to respond within twenty-eight (28) days may be deemed a favorable response. All referral agency review comments are considered recommendations to the county. The authority and responsibility for approval and denial of a Site Plan Review application rests with the county.
- G. The Director of Planning Services may waive the Site Plan Review requirement for commercial and industrial uses in a Planned Unit Development (PUD) upon determination that sufficient detailed information was submitted and reviewed in the Final PUD Plan.
- H. Any person filing an application for a Site Plan Review shall comply with the County procedures and regulations as set forth herein.
- I. Any person filing an application for a Site Plan Review shall comply with Article V and Article XI of this Chapter if the proposal is located within any overlay zoning district or a special flood hazard area identified by maps officially adopted by the county.

### **Changes and Termination of Use**

Per Section 23-2-170 of the Weld County Code.

- A. Any approved Site Plan Review shall be limited to the items shown on the Site Plan Review map and the approved USE and type of occupancy. Major changes from the approved Site Plan Review map, USE or type of occupancy shall require the approval of an amended Site Plan Review by the Department of Planning Services. The Department of Planning Services is responsible for determining whether a major change exists, in which case a new Site Plan Review application and processing shall be required. Any other changes shall be filed in the Department of Planning Services in the approved Site Plan Review file.
- B. Construction of improvements pursuant to approval of a Site Plan Review shall be commenced, and continual progress shall be made, within three (3) years from the date of approval, or the approval shall terminate thirty (30) days following notice to the applicant. The Director of Planning Services may grant a one-time extension of up to one hundred twenty (120) days, for good cause shown, upon a written request by the landowner. Before this extension has expired, the applicant may seek a further extension from the Board of County Commissioners by written request to the Director of Planning.
- C. Approval of a Site Plan Review shall terminate when the USE is discontinued for a period of three (3) consecutive years or a new Site Plan Review is approved. Should the Department of Planning Services observe or receive credible evidence of a discontinuance for a period of three (3) consecutive years, the Department Director shall notify the applicant and property owner by first-class mail of such termination. The Director's decision to terminate the approval of the Site Plan Review may be appealed by the applicant and/or property owner pursuant to the provisions of Section 2-4-10 of this Code.

### **Corrections, Approval and Recording of the Site Plan Review Map**

Per Section 23-2-175 of the Weld County Code.

- A. The Department of Planning Services shall notify the applicant of any deficiencies of the submittal and the deadline to correct said deficiencies, which shall be one hundred twenty (120) days. The Director of Planning Services may grant an extension, for good cause shown upon a written request by the applicant. If no written request is submitted or if the deficiencies are not corrected by the date specified by the Department of Planning Services, the application shall be rejected.
- B. Upon approval of the draft Site Plan Review map, the applicant shall submit a Site Plan Review map for recording, along with all other documentation required as conditions of approval. The map shall be delineated in nonfading permanent black ink on Mylar or other drafting media approved by the Department of Planning Services. The map shall bear original signatures and seals in permanent black ink. The size of each sheet shall be twenty-four (24) inches in height by thirty-six (36) inches in width. Upon completion of all conditions of approval, the map shall be recorded in the office of the County Clerk and Recorder by the Department of Planning Services. The applicant shall be responsible for paying the recording fee. The conditions of approval shall be met and the map recorded within one hundred twenty (120) days from the date the administrative review was signed. The Director of Planning Services may grant an extension, for good cause shown, upon a written request by the applicant. If no written request is submitted, if the Director of Planning Services denies the extension, or if the conditions are not met and the map recorded by the date specified by the Director of Planning Services, the Site Plan Review approval shall be terminated.

### **Enforcement Procedures**

Per Section 23-2-180 of the Weld County Code.

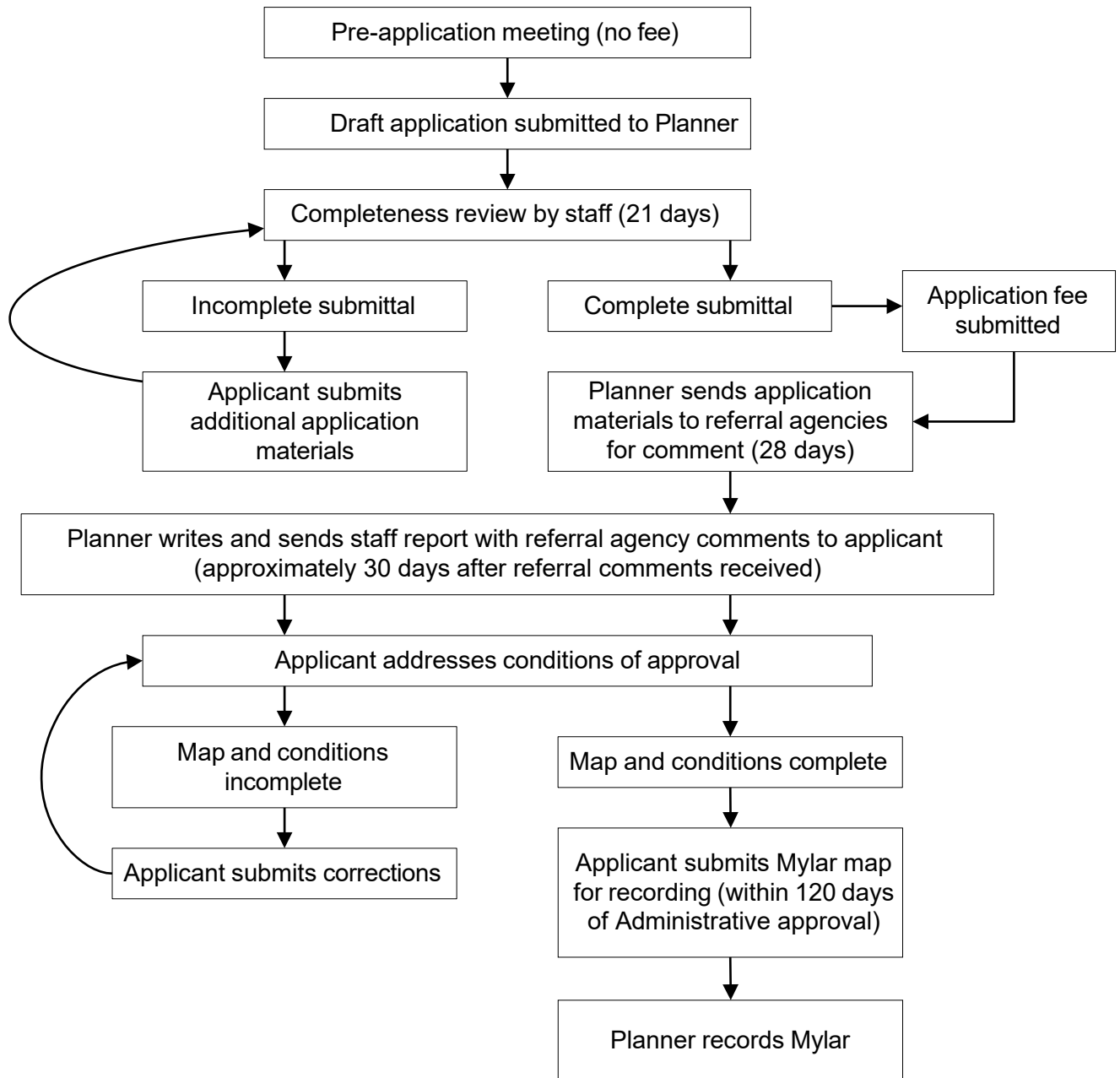
- A. It shall be a violation to operate without an approved Site Plan Review if one is required by this Chapter. Such violation may be enforced in accordance with the procedures set forth in Article X of this Chapter.
- B. A property owner who fails or refuses to comply with all requirements and conditions of an approved Site Plan Review shall be noticed in writing by the Director of Planning Services of such compliance deficiencies. Continued failure or refusal to comply may result in termination of the approved Site Plan Review. The Director shall notify the property owner by first-class mail of such termination. The Director's decision to terminate the approval of the Site Plan Review may be appealed by the applicant and/or property owner pursuant to the provisions of Section 2-4-10 of this Code.

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*The submittal requirements and review procedures are stated in Chapter 23, Article II, Division 3 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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## SPR APPROVAL PROCESS FLOWCHART



## **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)



## Site Plan Review (SPR) Application

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

### Property Information

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

Within subdivision or townsite? ☐ No / ☐ Yes Name: \_\_\_\_\_

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

### Project

SPR Use being applied for: \_\_\_\_\_

Name of proposed business: \_\_\_\_\_

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

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
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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.**

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

\_\_\_\_\_  
Owner Signature

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

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

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

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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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## **Site Plan Review (SPR) Planning Questionnaire**

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Answer the following questions per Section 23-2-160 of the Weld County Code. Please type on a separate sheet. If a question does not pertain to your proposal, please respond with an explanation – do not leave questions blank.

1. Explain the proposed use and business name.
2. Explain the need for the proposed use.
3. Describe the current and previous use of the land.
4. Describe the proximity of the proposed use to residences.
5. Describe the surrounding land uses of the site and how the proposed use is compatible with them.
6. Describe the hours and days of operation (i.e. Monday thru Friday 8:00 a.m. to 5:00 p.m.).
7. Describe the number of employees including full-time, part-time and contractors. If shift work is proposed, detail number of employees, schedule and duration of shifts.
8. Describe the maximum number of users, patrons, members, buyers or other visitors that the site will accommodate at any one time.
9. List the types and number of operating and processing equipment.
10. List the types, number and uses of the existing and proposed structures.
11. Describe the size of any stockpile, storage or waste areas.
12. Describe the method and time schedule of removal or disposal of debris, junk and other wastes associated with the proposed use.
13. Describe the trash collection for the proposed use, including where such areas will be located, how they will be designed and used, and screening to be installed.
14. Include a time-table showing the periods of time required for the construction of the operation.
15. Describe the proposed and existing lot surface type and the square footage of each type (i.e. asphalt, gravel, landscaping, dirt, grass, buildings).
16. How many parking spaces are proposed? How many handicapped (ADA) parking spaces are proposed? State how the requirements listed in Division 1, Article IV, Chapter 23 of the County Code are being met.
17. Do the loading/service areas meet the requirements listing in Division 1, Article IV, Chapter 23 of the County Code? Describe the design and screening of these areas.
18. Describe the existing and proposed fencing and screening for the site including all parking and outdoor storage areas.
19. Describe the proposed fire protection measures.
20. Explain how this proposal will be compatible with future development of the surrounding area or adopted master plans of affected municipalities.
21. 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.
22. Do existing structures and uses and will proposed structures and uses meet the Bulk Standards for the zone district in which the property is located?
23. Describe how the proposed use will comply with each of the following standards:
  - a. Noise. USES shall be located, designed and operated in accordance with the noise standards as established in Section 25-12-101, C.R.S.
  - b. Air Quality. Uses shall be located, designed and operated in accordance with the air quality standards established by the Colorado Air Quality Control Commission.
  - c. Water Quality. Uses shall be located, designed and operated in accordance with the standards established by the Colorado Water Quality Control Commission.
  - d. Radiation and Radioactive Materials. The handling, use, storage and processing of radioactive materials shall be in accordance with the applicable State and federal regulations.

- e. Heat. Uses shall not emit heat in such an amount sufficient to raise the temperature of the air or of materials at or beyond the lot line more than 5 degrees Fahrenheit.
  - f. Glare. Any lighting used to illuminate an off-street parking area, outside storage area, outside activity area, sign or other structure shall be arranged to deflect light away from any adjoining residential zone and from county streets/roads. Any lighting, including light from high-temperature processes such as welding or combustion, shall be designed, located and operated in such a manner as to meet the following standards: sources of light shall be shielded so that beams or rays of light will not shine directly onto adjacent properties; neither the 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.
  - g. Property Maintenance. All property shall be maintained in such a manner that grasses and weeds are not permitted to grow taller than 12 inches. The property owner shall not allow the growth of noxious weeds.
24. Discuss the existing and proposed potable water source. 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.
25. What type of sewage disposal system is on the property? If utilizing an existing on-site wastewater treatment system (OWTS) provide the OWTS permit number. If there is no OWTS permit due to the age of the existing OWTS , apply for an OWTS permit through the Department of Public Health and Environment prior to submitting this application. If a new OWTS will be installed please state "a new on-site wastewater treatment system is proposed." Only propose portable toilets if the use is consistent with the Department of Public Health and Environment's portable toilet policy.
26. If storage or warehousing is proposed, what type of items will be stored?
27. Describe where and how storage and/or stockpile of wastes, chemicals, and/or petroleum will occur on this site.
28. If there will be fuel storage on site, indicate the gallons and the secondary containment. State the number of tanks and gallons per tank.
29. If there will be washing of vehicles or equipment on site, indicate how the wash water will be contained.
30. If there will be floor drains, indicate how the fluids will be contained.
31. Indicate if there will be any air emissions (e.g. painting, oil storage, etc.).



## Site Plan Review (SPR) Map Requirements

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Submit the draft SPR map in PDF format per the map requirements in Section 23-2-160.W of the Weld County Code. Upon SPR approval, a 24" x 36" Mylar map 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:

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

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

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

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

\_\_\_\_\_ Existing residences, existing and proposed accesses to the subject property, any abutting subdivision outlines and names, and the boundaries of any adjacent municipality.

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

\_\_\_\_\_ Site Plan

\_\_\_\_\_ The Site Plan Review map shall be titled "Site Plan Review No. \_\_\_\_\_." The Department of Planning Services shall provide the appropriate number.

\_\_\_\_\_ The scale shall be one (1) inch equals two hundred (200) feet or at another suitable scale if approved by the Department of Planning Services.

\_\_\_\_\_ Legal description.

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

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

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

\_\_\_\_\_ Location and name of any water features or irrigation ditches within the parcel.

\_\_\_\_\_ Location and name of any adjacent streets/roads.

\_\_\_\_\_ Existing and proposed landscaping, including existing and proposed trees, shrubs, ground covers, natural features such as rock outcroppings and other landscaping elements. The plan shall show where landscaping exists or will be located, along with planting and construction details, species name and size. Where existing plantings are to be retained, the applicant shall include in the plan proposed methods of protecting the plantings during construction.

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

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

\_\_\_\_\_ The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, sidewalks and walkways.

\_\_\_\_\_ General location, arrangement and dimensions of parking spaces, width of aisles, dimensions and angle of parking and other similar information.

\_\_\_\_\_ Any other information deemed necessary by the Department of Planning Services.

\_\_\_\_\_ Development standards. (Provided on the final report from the Planning Department.)

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

**Site Plan Review (SPR)  
Certification Blocks**

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\*\*\* To be included on the maps. Do **not** sign at this time. \*\*\*

**Property Owner's Certification**

I, the undersigned, certify that the uses, buildings and structures located on this Site Plan Review are designed and will be constructed and operated in accordance with the development standards hereon and the district requirements for the \_\_\_\_\_ Zone District as stated in Chapter 23 of the Weld County Code. I understand failure to comply with the development standards, applicable provisions of County Code, and/or any conditions of approval could result in the County initiating a compliance action against me or my successors.

\_\_\_\_\_  
Signature of Property Owner

The foregoing instrument was subscribed and sworn to be before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, by \_\_\_\_\_.

WITNESS my hand and official seal.

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

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

**Department of Planning Services' Administrative Review Certification**

This map is accepted and approved for filing.

\_\_\_\_\_  
Director of Planning Services

The foregoing certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, by \_\_\_\_\_.

WITNESS my hand and official seal.

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

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

**Site Plan Review (SPR)**  
**Development Review Questionnaire**

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Answer the following questions per Section 8-11-40, Appendix 8-Q, and Section 8-14-10 of the Weld County Code. Please type on a separate sheet. If a question does not pertain to your proposal, please respond with an explanation – do not leave questions blank.

1. Describe the access location and applicable use types (i.e., agricultural, residential, commercial/industrial, and/or oil and gas) of all existing and proposed accesses to the parcel. Include the approximate distance each access is (or will be if proposed) from an intersecting county road. State that no existing access is present or that no new access is proposed, if applicable.
2. Describe any anticipated change(s) to an existing access, if applicable.
3. Describe in detail any existing or proposed access gate including its location.
4. Describe the location of all existing accesses on adjacent parcels and on parcels located on the opposite side of the road. Include the approximate distance each access is from an intersecting county road.
5. Describe any difficulties seeing oncoming traffic from an existing access and any anticipated difficulties seeing oncoming traffic from a proposed access.
6. Describe any horizontal curve (using terms like mild curve, sharp curve, reverse curve, etc.) in the vicinity of an existing or proposed access.
7. Describe the topography (using terms like flat, slight hills, steep hills, etc.) of the road in the vicinity of an existing or proposed access.

## Site Plan Review (SPR) Drainage Requirements

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### Drainage Requirements

A preliminary drainage report and detention pond design shall be submitted with your application materials. To have a complete application, the preliminary drainage report shall include detailed information for all highlighted items on the attached Drainage Report Checklist. (It is possible that your project qualifies for an exception to stormwater detention per Weld County Code, Section 8-11-40.I. If determined as such, a drainage narrative as described in the aforementioned Code shall be provided. All eight narrative items must be addressed for a complete application.)

If using the Rational Method to calculate your site's historic and developed stormwater runoff, coefficients and spreadsheets located on the Weld County website shall be used. Links for downloads are provided below. Please note that Urban Drainage Full Spectrum Detention is NOT allowed.

#### **Urban Drainage Rational Section:**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage\\_rational-section-2007.pdf](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage_rational-section-2007.pdf)

#### **Rational Method Coefficients, C:**

<https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/pages-from-050-chapter-05-runoff-2008-04-rev.pdf>

#### **Peak Runoff Prediction Workbook – Rational Method:**

<https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-rational-v1.02a.xls>

#### **Urban Drainage Storage (Modified FAA Method for Pond Sizing):**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage\\_storage-2011.pdf](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage_storage-2011.pdf)

#### **Detention Pond Basin Volume Estimating Spreadsheet for Modified FAA Method:**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-detention\\_v2.35.xls](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-detention_v2.35.xls)

### ***Tips for Preparing a Successful Preliminary Drainage Report:***

- The County requires detention as the default for ponds. Retention ponds are allowed only when the site topography does not allow for an outfall location. Per Weld County Code, Section 8-11-40.C., a variance will need to be requested to the County Engineer for a retention pond design. The variance process requires additional time for review.
- Urban Drainage Full Spectrum Detention is NOT allowed.
- The County requires detention ponds to be sized using the historic runoff value (5-year runoff for urbanizing; 10-year runoff non-urbanizing) as the pond release rate during the 100-year, 1-hour storm event. The County classifies a site as “Urbanizing” if it falls within ¼ mile of a municipal boundary.
- When calculating the weighted C value for the proposed site, please model the pond water surface area using a 100% impervious value.
- All historic basins should be modeled using 2% imperviousness.
- The Regional Tc ((total length/180)+10) should not be used in calculation of historic runoff.
- The WQCV can be included within the detention volume.
- Contact Public Works if you have questions.

# 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:

## Weld County Drainage Code Certificate of Compliance



Weld County Case Number: \_\_\_\_\_

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

Legal Description, Section/Township/Range: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_, Consultant Engineer for \_\_\_\_\_ (Applicant), understand and acknowledge that the applicant is seeking land use approval of the case and parcel in the description above. I have designed or reviewed the design for the proposed land use set for in the application. I hereby certify, on behalf of the applicant, that the design will meet all applicable drainage requirements of the Weld County Code with the exception of the variance(s) described on the attached exhibits. This certification is not a guarantee or warranty either expressed or implied.

Engineer's Stamp:

\_\_\_\_\_  
Engineer of Record Signature

### Variance Request (If Applicable)

1. Describe the hardship for which the variance is being requested.
2. List the design criteria of the Weld County Code of which a variance is being requested.
3. Describe the proposed alternative with engineering rationale which supports the intent of the Weld County Code. Demonstrate that granting of the variance will still adequately protect public health, safety, and general welfare and that there are no adverse impacts from stormwater runoff to the public rights-of-way and/or offsite properties as a result of the project.

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### Planning Director/Designee Review (if applicable)

\_\_\_\_\_  
Planning Director/Designee Name

\_\_\_\_\_  
Signature

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

☐ Approved    ☐ Denied

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

## **Site Plan Review (SPR)**

### **Public Works Traffic Requirements**

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#### **Traffic Information**

##### ***Purpose and Overview***

A Traffic Impact Study (TIS) is required to analyze the effects of a proposed development or other land use action on the transportation system in order to determine if adequate public facilities exist to serve the proposed development, and to clearly identify any improvements required to mitigate the impacts on the transportation system.

##### ***Traffic Impact Study Area***

Traffic impacts shall be analyzed within the traffic impact area. The determination of a traffic impact area is done on a case-by-case basis; however, at a minimum the limits of the study should include:

1. Internal roads.
2. Adjacent roads.
3. Access locations and/or new intersections.
4. Off-site roads to the nearest paved County collector or arterial road or state highway.
5. Off-site roads where traffic from the proposed development or land use action will account for at least 20% of the average daily traffic upon build-out.
6. Off-site intersections where traffic from the proposed development or land use action:
  - a. Contributes a 10% impact of the peak hour traffic on any approach leg of an intersection where the intersection is operating at a level of service (LOS) C or better upon build-out.
  - b. Contributes a 5% impact of the peak hour traffic on any approach leg of an intersection where the intersection is operating at a LOS D or worse upon build-out.
  - c. Impacts a specific turning movement that currently does not have an auxiliary turn lane by at least 50% of the peak hour volume warrant for an auxiliary turn.

##### ***Preliminary Traffic Impact Analysis – To be submitted with every Application***

A preliminary traffic impact analysis shall be submitted with the project application for the application to be considered complete. The intent of the analysis is to determine the project's cumulative development impacts, appropriate project mitigation and improvements necessary to offset a specific project's impacts. This analysis shall include the following information:

##### **Traffic Narrative:**

1. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = One (1) trip in and One (1) trip out of site).
2. Describe the expected travel routes or haul routes for site traffic.
3. 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.).
4. Describe the time of day that you expect the highest traffic volumes.

Public Works will review the Traffic Narrative and advise the applicant if more information or an engineered traffic impact study is required.

**Site Plan Review (SPR)**  
**Public Works Traffic/General Requirements, continued**

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**Traffic Impact Study (TIS):**

A full TIS is required for any proposed development or land use zoned Commercial or Industrial, any residential subdivision greater than nine (9) lots, or when determined necessary by the Engineer. The TIS should address impacts to on-site and off-site roadways and highways within the County and shall be prepared, stamped, and signed by a professional engineer licensed in the State of Colorado. The TIS shall include, at a minimum, the following information:

1. Describe the traffic impact area, including at a minimum those elements described in the traffic impact study area section of this document.
2. A location map showing the development site, the boundaries of the traffic impact area, and all roads, intersections, bridges or other roadway structures in the traffic impact area.
3. Define the following study horizons for the Full Traffic Impact Study: the existing (current), short range, and long-range horizons.
  - a. Existing Horizon: The intent is to establish a baseline traffic condition.
  - b. Short Range Horizon: The intent is to evaluate the immediate impacts of the project on the transportation system. The short-term horizon year is defined as the point of full buildout of the proposed development or land use action. If the project is proposed to occur over multiple phases, the impacts shall be analyzed at the point of full buildout of each phase. In no case shall the short-range horizon exceed five (5) years.
  - c. Long Range Horizon: The intent is to evaluate the impacts of the fully developed project in the context of regional transportation planning efforts. The long-term impacts are analyzed as of the end of the current Regional Transportation Plan 20-year planning horizon.
4. Identify the existing, approved, and proposed land uses within the traffic impact area.
5. Describe existing traffic conditions within the traffic impact area, including average daily traffic volumes for roadways and a.m. and p.m. peak hour levels of service for intersections.
6. For short-range traffic projections, provide references, calculations and data sources for all trip generation estimates. The trip generation results shall be shown in a table with the following information:
  - a. Land Use.
  - b. Unit of Measurement (for example, per dwelling unit, per 1000 s.f., etc.).
  - c. Total number of units.
  - d. Trip generation rates per unit for average daily traffic and peak hour volumes.
  - e. Total number of trips generated for average daily traffic and a.m. and p.m. peak hours.
7. Short-range and long-range traffic projections must also include forecasts for the growth in background traffic.
8. Provide trip distribution estimates for the roads and intersections in the traffic impact area.
9. Present the volumes for short-range and long-range traffic including the projected traffic for the proposed development or land use action for the a.m. and p.m. peak hour and average daily conditions. These volumes must include turn movements at intersection as well as volumes for roads in the traffic impact area.
10. Analyze the adequacy of the transportation system to handle the projected traffic for short- range and long-range planning years. Key elements in this analysis should include:
  - a. Generalized daily traffic volume level of service for roadways.
  - b. Intersection levels of service for a.m. and p.m. peak hours.
  - c. The appropriateness of access locations and if necessary, a traffic signal warrant analysis.
  - d. The need for auxiliary lanes (turn lanes, deceleration and acceleration lanes), including explanations of how acceleration/deceleration lengths, storage lengths, and taper lengths were determined.
  - e. Sight distances.



**Site Plan Review (SPR)**  
**Public Works Traffic/General Requirements, continued**

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11. Provide a summary of conclusions and recommendations from the Full Traffic Impact Study, including at least the following items:
  - a. A summary listing of traffic impacts from the proposed development on existing and proposed roads and intersections within the traffic impact area.
  - b. A summary listing of the improvements needed to assure adequate service and safety levels on the roadway system affected by the proposed development. Identify and describe each proposed improvement, how and when it will be funded, and expected completion dates.
12. Any reasonable additional information deemed necessary for review – special considerations.

Public Works will review the TIS and advise the applicant if more information is needed or provide technical comments on the submittal.

**Access Information**

Tips for Selecting Your Access on a Weld County Road (not required for a complete application)

- An Access Permit is required for access onto Weld County maintained roadways. (Weld County Code, Section 8-14-40)
- The location of an access can negatively impact public safety and traffic movement efficiency.
- Access locations shall comply with the spacing criteria for the road's functional classification. Accesses on both sides of the road should be considered when determining access spacing. (Weld County Code, Section 8-14-30.I)
- Information about the Weld County Functional Classification Map can be found here: <https://www.weld.gov/Government/Departments/Public-Works/Transportation-Planning/2045-Transportation-Plan>
- Accesses should not be located within a horizontal curve if possible.
- Accesses should not be located where it is difficult to see oncoming traffic.
- Select County roads have "Access Control Plans" that have special requirements that you should be aware of. Please check to see if your project's access location is impacted by an Access Control Plan here: <https://www.weld.gov/Government/Departments/Public-Works/Transportation-Planning/Access-Control-Plans>
- We strongly encourage you to discuss your access with Public Works prior to laying out your site plan to ensure the approved accesses are compatible with your layout.

**MS4 Information** (*This section applies if the site is in an MS4 area.*)

Some Weld County parcels are located in Municipal Separate Storm Sewer System (MS4) areas that have special requirements. To learn more about MS4 and to find out if your parcel is in the MS4 go here: <https://www.weld.gov/Government/Departments/Public-Works/Stormwater>

If the site is located within a Weld County Municipal Separate Storm Sewer System (MS4) area special requirements apply as specified in Chapter 8, Article IX, of the Weld County Code. A preliminary drainage report with water quality is required for application to be considered complete.

**Important Information to Know** (*not required for a complete application*)

- Right-of-way Use Permit. Per Weld County Code, Section 8-13-30.B, a Weld County Right-of-way Use

## Site Plan Review (SPR)

### Public Works General Requirements, continued

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Permit is required for any project that will be occupying, constructing or excavating facilities within, and/or encroaching upon, any county rights-of-way or easement. Right-of-way Use Permit instructions and application can be found at:

<https://www.weld.gov/Government/Departments/Public-Works/Permits>

- Overlapping Easements. Weld County will not replace overlapping easements located within existing right-of-way or pay to relocate existing utilities within the county right-of-way.
- Tracking Control. Per Weld County Code, Section 8-14-50.D, your project may require permanent or temporary tracking control to prevent mud or debris from being tracked onto a county road. For information about tracking control go here:

[https://library.municode.com/co/weld\\_county/codes/chapter\\_and\\_county\\_code?nodeId=CH8PUWO\\_ARTXIVROACPO\\_S8-14-50PEHOGERE](https://library.municode.com/co/weld_county/codes/chapter_and_county_code?nodeId=CH8PUWO_ARTXIVROACPO_S8-14-50PEHOGERE)

- Improvements and Road Maintenance Agreement. Public Works may require an Improvements Agreement for one or all the following reasons:
  - Off-site public improvements
  - Road Maintenance Agreement
  - Construction Maintenance Agreement
  - Access Improvements Agreement
  - On-site improvements for subdivisions/PUDs

An Improvements and Road Maintenance Agreement will detail the approved haul route(s), outline when offsite improvements will be triggered, and include a maintenance agreement for the haul routes. Possible mitigations included in the road maintenance agreement may include, but are not limited to: dust control, specified haul routes, damage repairs, and future improvement triggers. An example agreement is available at:

<https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/usr-spr-permits-improvements-agreement-template.pdf>

- Grading Permit. Per Weld County Code, Section 8-12-30.B, a Weld County Grading Permit will be required if disturbing more than one (1) acre unless your project qualifies for a grading exemption. To learn more about grading permits or to see if your project qualifies for an exemption go here:

[https://library.municode.com/co/weld\\_county/codes/chapter\\_and\\_county\\_code?nodeId=CH8PUWO\\_ARTXIIGRPEPO](https://library.municode.com/co/weld_county/codes/chapter_and_county_code?nodeId=CH8PUWO_ARTXIIGRPEPO)

- Construction Stormwater Permit. A Construction Stormwater Permit is also required with the State for disturbing more than one (1) acre. Contact: Colorado Department of Public Health and Environment, Water Quality Control Division, Permit Support Staff at: 303-692-3517.

#### Contact List:

##### Access Permits:

Jennifer Fuller [jfuller@weld.gov](mailto:jfuller@weld.gov) (970) 400-3728

Stephanie Flores [sflores@weld.gov](mailto:sflores@weld.gov) (970) 400-3718

**Improvements Agreements:** Jazmyn Trujillo-Martinez [jtrujillomartinez@weld.gov](mailto:jtrujillomartinez@weld.gov) (970) 400-3711

**Right-of-Way Permits:** Amy Mutchie [amutchie@weld.gov](mailto:amutchie@weld.gov) (970) 400-3764

**MS4 Requirements:** Lyndsay Holbrook [lhobrook@weld.gov](mailto:lhobrook@weld.gov) (970) 400-3788

##### Development Review (Engineering):

Mike McRoberts [mmcroberts@weld.gov](mailto:mmcroberts@weld.gov) (970) 400-3798

Dan Campbell [dcampbell2@weld.gov](mailto:dcampbell2@weld.gov) (970) 400-3808

Aaron Maurice [amaurice@weld.gov](mailto:amaurice@weld.gov) (970) 400-3588