

Land Use Application Process Guide

Weld County Department of Planning Services

1402 N. 17th Ave. Greeley, CO 80631

(970) 400-6100



OVERVIEW

This guide walks applicants through the application process for land use and development in Weld County. Following these steps ensures timely review and reduces the risk of delays or rejections. All development applications must follow Weld County's required file formats, naming standards, and submission methods to prevent delays or rejection.

Before submitting a formal application, applicants must complete the pre-application process if their case type requires it or receive confirmation from Planning staff that it is not needed.

The pre-application process allows staff to assess feasibility, outline expectations, and identify required materials. Applicants who have not completed this step should follow the Pre-Application Submittal Process and contact the Planning Department before moving forward.



STEP 1

Pre-Application



STEP 2

Application Submittal



STEP 3

Review Period



STEP 4

Public Hearings & Final Decision

APPLICATION REVIEW TIMELINE



STEP 1 Pre-Application

Some case types require a pre-application. If yours does, you'll need to submit a pre-application request form. Our staff will review it and, if needed, set up a meeting to talk about your proposal. If it does not require a pre-application refer to Step 2



STEP 2 Application Submittal

When you submit the application, it will undergo a Checklist Review by staff within **2-5 business days** to ensure all required materials are included. If not complete staff will notify you and will not proceed onto Step 3 until the application is deemed complete.



STEP 3 Review Period

Once your application is deemed complete, staff will send it to both internal and external agencies for review. This period also includes review of the map/plat. This step ensures your proposal is thoroughly evaluated by all necessary parties before moving forward.

By **day 60**, staff will compile all comments and send you a memo that will outline any required changes or additional information needed. An optional meeting is available upon request.

Address the required changes or additional information from the initial submittal, which will then be reviewed by staff for acceptance within **2-5 days**; if insufficient, you will be notified and must resubmit.

After you respond to the staff memo and the revised documents are accepted, staff will review your updated submittal within **15-30 days**. If required changes or additional information are not fully addressed, additional review rounds will occur, with each round having a shorter review time as items are addressed. Some cases do not require a public hearing; for those that do, hearings are scheduled only after all requirements are met. At that point, staff prepares the necessary documents, schedules the hearing, and notifies surrounding property owners.



STEP 4 Public Hearings & Final Decision

If an application is approved, you will receive written confirmation from the department and it will be finalized. If there is additional approval needed based on application type, the Planning Commission (PC) reviews application and makes a recommendation to the Board of County Commissioners (BOCC). The BOCC makes the final determination, which may be conditional approval or denial; if conditionally approved, the applicant must complete the conditions of approval (COA) before operating.

The information provided in this guide is intended to be an overview of the application review process.
Applications that are incomplete or submitted piecemeal will not be accepted.



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