

Pre-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 pre-application process for land use and development in Weld County. Following these steps allows for timely review and reduces the risk of delays or rejections.

To ensure your pre-application request materials are reviewed efficiently, all submissions must follow Weld County's standards for file format, naming, and delivery. The guidelines below explain how to properly submit your pre-application documents so staff can provide timely and helpful feedback before you begin the formal land use or development process.

This process is at no cost to the applicant. Fees are collected in the next step during the formal application process.



STEP 1

Pre-Application preparation



STEP 2

Submittal and review



STEP 3

Prepare formal application

PRE-APPLICATION REVIEW TIMELINE



STEP 1 Pre-Application Preparation

- Review zoning regulations, comp plan, and development standards
- Identify zoning, overlays, and constraints (e.g., floodplain, utilities)
- Draft a basic concept plan or site layout
- Complete the pre-app questionnaire



Scan here to access the pre-app questionnaire



STEP 2 Submittal and Review

How to Submit:

- Preferred: E-Permit Center
- Email: pctechs@weld.gov
- Hard Copy: Deliver to Planning Department

File Requirements:

- PDF format only
- Black & white with light gray shading
- Separate files for each document
- Follow Weld County file naming conventions

Pre-Application Review

- Submit by Monday 4:30 p.m. → Reviewed by team on Wednesday
- Incomplete or piecemeal submissions will be rejected

Pre-Application Meeting

- Scheduled within 2–6 weeks
- Held in-person or virtually and may include representatives from other departments and outside agencies
- Staff provides feedback, timelines, and red flags
- Bring any questions you may have as this meeting is to assist you with the process
- Follow-up memo and recording (if available) provided



STEP 3 Submit Formal Application

- Use pre-app feedback to refine plans and assemble documents per the county's checklist.
 - PDF format
 - Proper file naming
 - No color or dark shading
 - Complete packages only
- Submit via E-Permit Center (preferred); email (one application per email, max 25MB); hard copy

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



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