



Pre-Application Request

Department of Planning Services
1402 N. 17TH Avenue, P.O. Box 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

Pre-Application Request Process:

- Anyone with a development proposal can request a Pre-Application meeting with a Planner to receive guidance on the process. Pre-Application meetings are free and are meant to assist property owners and applicants in understanding what is required during the development review process.
- The Pre-Application Request will be assigned to a Planner. If a Pre-Application meeting is determined to be necessary, the Planner will schedule a meeting with the applicant to discuss the development proposal, relevant applications and applicable code requirements. Pre-Application meetings are conducted at the Department of Planning Services.
- Complete the Pre-Application Request Form via Weld County's E-Permit Center, [Pre-Application Request Form](#). This process requires a registration. Alternatively, you may mail or drop-off at the Planning Services Department: 1402 N. 17th Ave, PO Box 758, Greeley, CO 80632. If you have any questions, please contact the Planner on Call at 970-400-6100.

Contact Form:

Applicant Information

Name:	
Company:	
Phone:	
Email:	
Address:	
Project Description:	
Preferred Pre-App Meeting date and time:	

Property Information

Parcel Number:		Zone District:	
Legal Description:		Acreage:	
Site Address:		Water Source	
Property Owner:		Sewer Source:	

Office Use Only

Case Number:		Planner:	
Meeting Date & Time:		Violation Case:	



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Questionnaire:

Answer the following questions on a separate sheet. Please type. If a question does not pertain to your proposal, please respond with an explanation.

1. Describe your proposal in detail.
2. Describe the existing use of the property.
3. Describe the existing and proposed potable water source.
4. Describe the existing and proposed sewage disposal system.
5. Describe existing site layout i.e. buildings, signs, lights, fencing/screening, landscaping, parking.
6. Describe proposed improvements i.e. buildings, signs, lights, fencing/screening, landscaping, parking.
7. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroad, etc.
8. Detail the hours and days of operation? i.e. Monday thru Friday; 8:00 a.m. to 5:00 p.m.
9. Detail the number of full-time and part-time employees proposed to work on-site. If shift work is proposed, describe the shift schedule and number of employees per shift.
10. Detail the total number of people who will access this site on a daily and weekly basis i.e. contractors, truck drivers, customers, volunteers, employees, etc.
11. Describe the number and type of vehicles that will access and/or be stored on-site.
12. Detail known State or Federal permits required for your proposed use(s) and current status.
13. Detail the amount, storage and containment of fuel, wastes, explosives, chemicals on-site.
14. Detail potential on-site nuisances i.e. dust, waste, debris, visual, noise, odor, etc., and the proposed mitigation method.

Map:

Submit a legible draft site plan map. Show and label the following items:

1. Property boundary
2. North arrow and scale
3. Nearest public roads
4. Existing and proposed storage areas
5. Existing and proposed structures, sizes, and uses
6. Existing and proposed parking areas i.e. employee/customer parking and loading zones
7. Existing and proposed fencing, landscaping and any other site improvement
8. Existing and proposed access points, including types i.e. agricultural, residential, commercial, industrial, oil and gas
9. Limiting site factors i.e. floodplain, irrigation ditches, oil & gas facilities, railroads, easements, topography, etc.
10. Location of the water meter or well and the on-site waste water treatment system.

For pre-application assistance:

- Contact the Weld County Planner-on-Call at (970) 400-6100
- View the Weld County Code: <https://www.weld.gov/>
- View the Weld County Property Portal: <https://www.co.weld.co.us/maps/propertyportal/>
- View other Weld County cases at the online E-permit Center: <https://accela-aca.co.weld.co.us/citizenaccess/>