



## Public Facility Division (PFD) Procedural Guide

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

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

### **Submittal Requirements:**

- \_\_\_\_\_ Application Form.
- \_\_\_\_\_ Authorization Form, if applicable. (See attached).
- \_\_\_\_\_ Public Facility Affidavit which attests that the Public Facility Division is for public facilities, utilities or infrastructure owned by a governmental, public or quasi-public entity. (See attached).
- \_\_\_\_\_ Public Facility Division Standards Certification that the application complies with the criteria per Section 24-8-20 of the Weld County Code, as amended. (See attached).
- \_\_\_\_\_ Deed identifying the surface estate ownership 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.
- \_\_\_\_\_ Questionnaire. (See attached).
- \_\_\_\_\_ Water Supply Documentation. Example: A letter or bill from a water district or municipality, or a well permit from the State Division of Water Resources. No water supply documentation is needed if the Public Facility Division lot will contain an unmanned facility.
- \_\_\_\_\_ Sewage Disposal Documentation. Example: A septic permit or bill from a sanitary sewer district. No sewage disposal documentation is needed if the Public Facility Division lot will contain an unmanned facility.
- \_\_\_\_\_ Draft Public Facility Division land survey plat prepared according to the plat requirements per Section 24-7-50 of the Weld County Code, as amended.
- \_\_\_\_\_ A title commitment, including Schedules A and B-2, issued by a title insurance company and prepared within thirty (30) days of the date of application.
- \_\_\_\_\_ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property. The Statement shall be from the current tax year.
- \_\_\_\_\_ Access to the parcel(s) shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code.
- \_\_\_\_\_ A Preliminary Drainage Report per Section 24-3-200.B of the Weld County Code, as amended, if required. Larger facilities may be required to complete on-site detention.
- \_\_\_\_\_ A Traffic Narrative shall be submitted in accordance with Section 24-3-220.B of the Weld County Code, as amended.
- \_\_\_\_\_ An Improvements/Road Maintenance Agreement may be required.
- \_\_\_\_\_ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- \_\_\_\_\_ Application fee.

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Procedural Guide**

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**Fees**

<b>Application Type</b>	<b>Fee</b>	<b>Review by Staff</b>	<b>Processing Time</b>
Public Facility Division	\$1,000.00	Staff Review or Board of County Commissioners*	60 days
Plat recording fee	\$43.00	Due with the final mylar	7 days

\*If the Staff recommendation for the Public Facility Division application is for denial a meeting before the Board of County Commissioners will be scheduled.

Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, change, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule, per Chapter 5, Appendix 5-J of the Weld County Code.

**Purpose**

The purpose of this packet is to provide applicants with information regarding the Weld County Public Facility Division application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Public Facility Division application process. No Public Facility Division application shall be assigned a case number to be reviewed until all required items on the Public Facility Division submittal checklist have been completed and submitted to the Department of Planning Services.

**Code Requirements**

Refer to the following code sections for detailed information, found in Chapter 24, Article VIII of the Weld County Code. The Weld County Code is available online at [www.weld.gov](http://www.weld.gov) (Useful Links > Weld County Code).

- Section 24-8-10 of the Weld County Code: Public Facility Division Overview
- Section 24-8-20 of the Weld County Code: Public Facility Division Standards
- Section 24-8-30 of the Weld County Code: Public Facility Division Submittal Requirements
- Section 24-8-40 of the Weld County Code: Public Facility Division Procedure
- Section 24-8-50 of the Weld County Code: Public Facility Division Plat Requirements
- Section 24-8-60 of the Weld County Code: Public Facility Division Enforcement
- Section 24-8-70 of the Weld County Code: Public Facility Division Amendment
- Section 24-8-80 of the Weld County Code: Public Facility Division Correction
- Section 24-8-90 of the Weld County Code: Public Facility Division Vacation
- Appendix 24-D of the Weld County Code: Public Facility Division Plat Certificate

## **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)

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## Public Facility Division (PFD) Application

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

**Parcel #** \_\_\_\_\_ **Parcel #** \_\_\_\_\_  
(12-digit number – found on Tax I.D. information, obtainable at the Weld County Assessor's map found at [www.weld.gov](http://www.weld.gov))

Legal Description \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West      Property Acreage \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

	PFD Lot	Remainder Lot
Address		
Well permit # or Water District Tap #		
Septic Permit # or Sewer Tap#		
Proposed Acreage		

I (We) request that the above described property be designated a Public Facility Division by the Weld County Board of County Commissioners. 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. Signatures of all fee owners of property must sign this application, or if an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing 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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**Public Facility Division (PFD)  
Affidavit**

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I/We, the undersigned, attest that the proposed Public Facility Division is for the purpose described in Section 24-8-10 and Section 24-8-30.C of the Weld County Code, specifically:

The Public Facility Division shall be for the purpose of creating a permanent, legal lot for utilities and infrastructure including, but not limited to, public telecommunication towers used for emergency dispatch, regional communications and public safety, water tanks and towers, fiber optic installations, electric substations, school districts, sanitation districts, fire districts and law enforcement agencies.

<hr/> Signature	<hr/> Date	<hr/> Signature	<hr/> Date
<hr/> Print		<hr/> Print	

State of Colorado    )  
                                  ) ss.  
County of Weld        )

The foregoing certification was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

My commission expires \_\_\_\_\_.  
Witness my hand and Seal.

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

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**Public Facility Division (PFD)  
Standards Certification**

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Per Section 24-8-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Public Facility Division. Please read and initial each item.

- \_\_\_\_\_ The property to be divided by the proposed Public Facility Division shall be comprised of a legal lot.
- \_\_\_\_\_ One of the two resultant lots from the Public Facility Division must be less than thirty-five (35) acres gross in size.
- \_\_\_\_\_ If the Public Facility Division Lot will contain an unmanned facility, there is no minimum lot size and the lot shall not be permitted for water or sewer services.
- \_\_\_\_\_ If the Public Facility Division Lot will contain a manned facility, the lot shall not be less than one (1) acre in size if served by a public water source or two and one-half (2.5) acres if served by a water well.
- \_\_\_\_\_ If the Public Facility Division lot will contain a manned facility, the lot shall be served by an adequate sewage disposal source.
- \_\_\_\_\_ The remaining parcel that the Public Facility Division Lot was exempted from must be at least one (1) acre net if served by a public water source and two and one-half (2.5) acres net if served by a permitting water well.
- \_\_\_\_\_ The lot which contains the public facility shall not be further divided by land division process as described in Chapter 24.
- \_\_\_\_\_ The lot which does not contain the public facility may be considered as land eligible for future land division utilizing the Planned Unit Development, Minor Subdivision, Rural Land Division or Public Facility Division processes.
- \_\_\_\_\_ Access shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code, as amended. When feasible, access between the Public Facility Division lots should be shared to minimize conflict points along with the Weld County maintained roadway. If a shared access is proposed, a separate recorded access and utility easement agreement addressing maintenance shall be submitted.
- \_\_\_\_\_ A Public Facility Division may be permitted in any Zone District included in Chapter 23, Article III of the Weld County Code, as amended.
- \_\_\_\_\_ Public Facility Divisions lot lines may be amended utilizing the Lot Line Adjustment procedure as detained in Article X of Chapter 24, as amended.
- \_\_\_\_\_ No Planning or Building permits shall be issued for any improvements on the lot which contains the public facility, except for permits related to the public facility.

**Public Facility Division (PFD)  
Standards Certification**

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I/We, the undersigned, certify compliance with the Public Facility Division Standards per Section 24-8-20 of the Weld County Code.

<hr/>	<hr/>	<hr/>	<hr/>
Signature	Date	Signature	Date
<hr/>		<hr/>	
Print		Print	

State of Colorado   )  
  ) ss.  
County of Weld       )

The foregoing certification was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_.  
Witness my hand and Seal.

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

**Public Facility Division (PFD)  
Questionnaire**

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Answer the following questions per Section 24-8-30.H of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Public Facility Division request.
2. Explain any associated land use permit for the proposed public facility.
3. Explain the reason of the proposed division layout.
4. Describe the existing and proposed uses of the property.
5. Describe the existing and proposed potable water source
6. Describe the existing and proposed sewage disposal system.
7. Describe existing and proposed improvements.
8. Describe any existing and proposed easements and rights-of-way.
9. Describe the existing and proposed access to the site.
10. Describe the current irrigation practices occurring on the site.
11. Describe the unique physical characteristics of the property, including, but not limited to, topography, water bodies, CRP lands, vegetation, floodplains, geohazard areas, MS4 and airport overlay district.
12. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc. Provide the names and addresses of any owner or operator of any oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc.