



## Minor Subdivision Final Plan (MINF) 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)

### **Pre-Submittal Notice:**

In order to proceed with a Minor Subdivision Final Plan application, the applicant must first complete a Minor Subdivision Sketch Plan application. The applicant may elect to utilize an appropriate zoned property or may submit a Change of Zone application prior to or concurrently with the Minor Subdivision Final Plan application. If a Minor Subdivision involves a Change of Zone, processed concurrently with the Final Plan, no separate Pre-Application meeting is required.

### **Pre-Submittal Requirements:**

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

- \_\_\_\_\_ Prior to attending a Minor Subdivision Final Plan Pre-Application meeting and submitting a Minor Subdivision Final Plan application, the applicant shall submit the following items to the Department of Planning Services:
- \_\_\_\_\_ A contractual guarantee from the public water provider to serve the proposed Minor Subdivision. The agreement shall demonstrate that the water quality and quantity are sufficient to meet the requirements of the uses with the Minor Subdivision. Documentation shall address the primary conditions of service including payment of tap tees, extension of pipelines and other water service facilities, dedication of water rights, etc. per the requirements detailed in C.R.S. §29-20-304. The agreement and supplemental documentation shall be reviewed and accepted by the Weld County Attorney's Office prior to acceptance of the Final Plan application. If the water service agreement expires prior to the Board of County Commissioners hearing, the applicant is responsible for providing an updated agreement.
- \_\_\_\_\_ A contractual guarantee from the public sanitation provider to serve the proposed Minor Subdivision, if applicable. The agreement and supplemental documentation shall be reviewed and accepted by the Weld County Attorney's Office prior to acceptance of the Final Plan application.
- \_\_\_\_\_ Written correspondence between the applicant and referral agencies addressing the comments and concerns detailed in either the Sketch Plan Staff Report or Change of Zone Resolution. Correspondence shall be submitted for all referral agencies, including those that did not respond to the Sketch Plan or Change of Zone application.
- \_\_\_\_\_ A statement that addresses any potential non-compliance with the Weld County Code, as amended, as identified in the Sketch Plan Staff Report with an explanation of how the issues will be addressed or resolved. Major changes from a reviewed Sketch Plan or Change of Zone may require a resubmittal of a new Sketch Plan or Change of Zone for the site. The Department of Planning Services is responsible for determining whether a major change exists. When more than one (1) year has elapsed since the signed Sketch Plan Staff Report, a resubmittal of a new Sketch Plan for the site may be required prior to submittal of the Final Plan application. When more than three (3) years has elapsed since the signed Change of Zone Resolution, a resubmittal of a new Change of Zone for the site may be required prior to submittal of the Final Plan application.
- \_\_\_\_\_ Written correspondence between the applicant and representative of the are utility service providers which demonstrates that there are adequate utility provisions available to serve the development.
- \_\_\_\_\_ A Surface Use Agreement with mineral owners associated with the subject property, if applicable. Such agreement shall stipulate that the oil and gas activities and hard rock minerals on the subject property have been adequately incorporated into the design of the site. Alternatively, the applicant shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the mineral owners on the subject property.

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### **Submittal Requirements:**

Prior to submitting a Minor Subdivision Final Plan application, the applicant shall submit a Pre-Application Request Form and meet with the Department of Planning Services to discuss the proposal. Following the Pre-Application meeting and acceptance of the items detailed in Section 24-5-60.B of the Weld County Code, as amended, the applicant may submit a complete Minor Subdivision Final Plan application electronically.

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

The following Final Plan application items are required:

- \_\_\_\_\_ Application Form.
- \_\_\_\_\_ Authorization Form, if applicable. (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)
- \_\_\_\_\_ Any irrigation ditches, pipelines, overhead lines and/or railroad crossing or easement agreements, if applicable.
- \_\_\_\_\_ The recorded Change of Zone plat, unless the Change of Zone and Final Plan are filed concurrently
- \_\_\_\_\_ Draft Final Plan land survey plat prepared according to the plat requirements per Section 24-5-80 of the Weld County Code, as amended.
- \_\_\_\_\_ A signed buffer report and affidavit of the names, addresses and parcel numbers of the surrounding property owners within five hundred (500) feet of the property. The buffer report shall expire thirty (30) days from preparation.
- \_\_\_\_\_ A title commitment, including Schedules A, B-1 and B-2, issued by a title insurance company. The title commitment shall expire thirty (30) days from preparation.
- \_\_\_\_\_ Provide any covenants, grants of easement and restrictions imposed on the land and/or structures within the Minor Subdivision.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ If a community meeting is held, provide a sign-in sheet, minutes, and summary
- \_\_\_\_\_ A Final Drainage Report per Section 24-3-200.C of the Weld County Code, as amended, if required.
- \_\_\_\_\_ A Traffic Impact Study per Section 24-3-220.C, of the Weld County Code, as amended, if required.
- \_\_\_\_\_ 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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### **Fees**

<b>Application Type</b>	<b>Fee*</b>	<b>Review by Staff</b>
Minor Subdivision Sketch Plan	\$1,000	Staff Review
Change of Zone	\$3,000	Planning Commission and Board of County Commissioners
Minor Subdivision Final Plan	\$3,300	Planning Commission and Board of County Commissioners
Plat recording fee	\$43	Due with the final mylar

\*A 2.8% service fee will be included with credit card payments.

Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners. County Staff are 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 Minor Subdivision Final Plan application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Minor Subdivision Final Plan application process. No Minor Subdivision Final Plan application shall be assigned a case number to be reviewed until all required items on the Minor Subdivision Final Plan 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 V 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 24-5-10 of the Weld County Code: Minor Subdivision Overview](#)
- [Section 24-5-20 of the Weld County Code: Minor Subdivision Standards](#)
- [Section 24-5-30 of the Weld County Code: Minor Subdivision Sketch Plan Submittal Requirements](#)
- [Section 24-5-40 of the Weld County Code: Minor Subdivision Sketch Plan Procedure](#)
- [Section 24-5-50 of the Weld County Code: Change of Zone](#)
- [Section 24-5-60 of the Weld County Code: Minor Subdivision Final Plan Submittal Requirements](#)
- [Section 24-5-70 of the Weld County Code: Minor Subdivision Final Plan Procedure](#)
- [Section 24-5-80 of the Weld County Code: Minor Subdivision Final Plat Requirements](#)
- [Section 24-5-90 of the Weld County Code: Minor Subdivision Enforcement](#)
- [Section 24-5-100 of the Weld County Code: Minor Subdivision Amendment](#)
- [Section 24-5-110 of the Weld County Code: Minor Subdivision Correction](#)
- [Section 24-5-120 of the Weld County Code: Minor Subdivision Vacation](#)
- [Section 24-3-190 of the Weld County Code: Geotechnical Report Requirements](#)
- [Appendix 24-A of the Weld County Code: Minor Subdivision Plat Certificates](#)

## **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)

## Minor Subdivision Final Plan (MINF) 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 Proposed Subdivision Name: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Proposed #/Lots \_\_\_\_\_ Average / Minimum / Maximum Lot Size: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is a Change of Zone associated with the Minor Subdivision: Yes, prior to: \_\_\_\_\_ Yes, concurrent: \_\_\_\_\_ No: \_\_\_\_\_

### SERVICE PROVIDER:

Water: \_\_\_\_\_  
Sewer/Septic: \_\_\_\_\_  
Gas: \_\_\_\_\_  
Electric: \_\_\_\_\_  
Post Office: \_\_\_\_\_

### PROPERTY OWNER(S) *(Attach additional sheets if necessary)*

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

### APPLICANT/AUTHORIZED AGENT *(Authorization Form must be included if there is an Authorized Agent)*

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

I (We) request that the above described property be designated a Minor Subdivision Final Plan 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	



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

## **Minor Subdivision Final Plan (MINF) Questionnaire**

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Answer the following questions per Section 24-5-60.C.6 of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Minor Subdivision request.
2. Explain the reason of the proposed division layout.
3. Describe the existing and proposed uses of the property.
4. Describe the existing and proposed potable water source.
5. Describe the existing and proposed sewage disposal system.
6. Describe existing and proposed improvements.
7. Describe any existing and proposed easements and rights-of-way.
8. Describe the existing and proposed access to the site.
9. Describe the current irrigation practices occurring on the site.
10. 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.
11. 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.