



Rural Land Division Final Plan (RLDF) Procedural Guide

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

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

Pre-Submittal Requirements:

Prior to submitting a Rural Land Division 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 Rural Land Division. The agreement shall demonstrate that the water quality and quantity are sufficient to meet the requirements of the uses within the Rural Land Division. Documentation shall address the primary conditions of service including payment of tap fees, extension of pipelines and other water service facilities, dedication of water rights, et cetera, 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.
- _____ A contractual guarantee from the public sanitation provider to serve the proposed Rural Land Division, 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 the Sketch Plan Staff Report. Correspondence shall be submitted for all referral agencies, including those that did not respond to the Sketch Plan Staff Report proposal.
- _____ 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 may require a resubmittal of a new Sketch Plan 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.
- _____ Written correspondence between the applicant and representative of the area 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.
- _____ Plat Closure Report prepared, signed, and sealed by a Colorado-licensed Professional Land Surveyor, including a closure analysis of exterior boundaries, linear misclosure, closure ratio, and certification that the plat closes. The proposed plat shall demonstrate a minimum boundary closure precision of 1 part in 10,000 (1:10,000).



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Submittal Requirements:

Prior to submitting a Rural Land Division 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 24-6-50.A of the Weld County Code, as amended, the applicant may submit a complete Rural Land Division Final Plan application electronically. The following 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.
- _____ Draft Final Plan land survey plat prepared according to the plat requirements per Section 24-6-70 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 (30) days from preparation.
- _____ 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.
- _____ 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

Application Type	Fee*	Review by Staff
Rural Land Division Sketch Plan	\$1,000	Staff Review
Rural Land Division Final	\$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 Commissions by Resolution and 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 Rural Land Division Final Plan application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Rural Land Division Final Plan application process. Rural Land Division Final Plan application shall be assigned a case number to be reviewed until all required items on the Rural Land Division 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 VI of the Weld County Code. The Weld County Code is available online at www.weld.gov (Useful Links > Weld County Code).

- [Section 24-6-10 of the Weld County Code](#): Rural Land Division Overview
- [Section 24-6-20 of the Weld County Code](#): Rural Land Division Standards
- [Section 24-6-30 of the Weld County Code](#): Rural Land Division Sketch Plan Submittal Requirements
- [Section 24-6-40 of the Weld County Code](#): Rural Land Division Sketch Plan Procedure
- [Section 24-6-50 of the Weld County Code](#): Rural Land Division Final Plan Submittal Requirements
- [Section 24-6-60 of the Weld County Code](#): Rural Land Division Final Plan Procedure
- [Section 24-6-70 of the Weld County Code](#): Rural Land Division Final Plat Requirements
- [Section 24-6-80 of the Weld County Code](#): Rural Land Division Enforcement
- [Section 24-6-90 of the Weld County Code](#): Rural Land Division Amendment
- [Section 24-6-100 of the Weld County Code](#): Rural Land Division Correction
- [Section 24-6-110 of the Weld County Code](#): Rural Land Division Vacation
- [Section 24-3-190 of the Weld County Code](#): Geotechnical Report Requirements
- [Appendix 24-B of the Weld County Code](#): Rural Land Division Plat Certificates

Contact Information and Office Locations

Weld County Planning, Building and Development Review

1402 N 17th Avenue
PO Box 758
Greeley, CO 80632
(970) 400-6100
www.weld.gov/Government/Departments/Planning-and-Zoning
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 17th Avenue
Greeley, CO 80631
(970) 304-6415
www.weld.gov/Government/Departments/Health-and-Environment

Colorado Department of Transportation (CDOT)

10601 W. 10th Street
Greeley, CO 80634
(970) 353-1232
www.codot.gov/

Division of Water Resources

Water Wells
1313 Sherman St. Ste. 821
Denver, CO 80203
(303) 866-3581 ext. 0

1809 56th 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

Colorado Geological Survey

Division of Minerals and Geology

1313 Sherman Street
Room 715
Denver, CO 80203
(303) 384-2643
www.coloradogeologicalsurvey.org

Rural Land Division Final Plan (RLDF) 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)

Legal Description _____

Section _____, Township _____ North, Range _____ West

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

Service Provider:

Water: _____
Sewer/Septic: _____
Gas: _____
Electric: _____
Post Office: _____

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: _____

I (We) request that the above described property be designated a Rural Land Division 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. 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 and Development Review
1402 N 17th 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 or Grading** 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.

Owner Signature Date _____ Owner Signature Date _____

Subscribed and sworn to before me this _____ day of _____, 20 _____ by _____.

My commission expires _____

Notary Public

Rural Land Division Final Plan (RLDF) Questionnaire

Answer the following questions per Section 24-6-30.A.8 of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Rural Land Division 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.