



Zoning Permit for Manufactured Home/Structures (ZPMH) Procedural Guide

Department of Planning Services
1402 N. 17TH Avenue, P.O. Box 758, Greeley, CO 80632
www.weld.gov | (970) 400-6100 | Fax (970) 304-6498

Note: Manufactured homes/structures may be permitted for the following uses in the Agricultural (A) zone district with issuance of a ZPMH:

- ☐ Temporary use of a manufactured home or RV during construction of a permanent residence
- ☐ Accessory farmworker dwelling (renewed annually)

Note: One manufactured home may be permitted for the following use in the C (Commercial) or I (Industrial) zone districts with issuance of a ZPMH:

- ☐ Dwelling for caretakers or security personnel responsible for maintaining or guarding the property

Application Submittal Requirements

- _____ Application form. (See attached).
- _____ Authorization form if applicant or authorized agent is different than owner. (See attached).
- _____ Deed or legal instrument identifying the applicant's interest in the property.
- _____ Evidence of water supply, if applicable. Example: A letter or bill from a water district or municipality, or a well permit from the State Division of Water Resources. Not required for temporary storage.
- _____ Evidence of sewage disposal. Example: A septic permit or bill from a sanitary sewer district. Not required for temporary storage.
- _____ An 8½" x 11" sketch plan map at 1" = 50' or other suitable scale that includes the following:
 - ☐ North arrow
 - ☐ Property boundaries
 - ☐ Proposed location of the manufactured home, manufactured structure, or occupied recreational vehicle, including distances from the property lot lines and other structures on the property
 - ☐ Access to the manufactured home, manufactured structure, or occupied recreational vehicle indicating whether the access is existing or proposed
 - ☐ Location and measurements of any easements or rights-of-way
 - ☐ Any nearby county, state or federal streets/roads or highways
- _____ A certified list of names, addresses and the corresponding Parcel Identification Number(s) assigned by the County Assessor of the owners of property (the surface estate) within 500 feet of the property. The source of such list shall be the records of the County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records or from the records of the County Clerk and Recorder. If the list was assembled from the records of the County Assessor, the applicant shall certify that such list was assembled within 30 days of the application submission date. (See attached affidavit form.)
- _____ A copy of the completed Manufactured Building Permit application.
- _____ Supplemental application items specific to the proposed use. (See below.)
- _____ Application fee (\$350) Note: Fees are non-refundable and due with the complete application. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, waive, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule.
- _____ Investigation fee, due only if this is a violation case. (50% of the application fee.)

Zoning Permit for Manufactured – Home/Structures (ZPMH)
Supplemental Application Items (if applicable):

Temporary Use During Construction of Residence:

- _____ Application for a Building Permit for the Permanent Dwelling Unit on the same lot
- _____ Exit Plan for removal of manufactured home

Temporary Accessory Farm Use:

- _____ Accessory to the Farm Certification
- _____ Evidence of most current tax records (W-2 forms) or employment agreements
- _____ Exit Plan for removal of manufactured home

Mobile Homes in the C (Commercial) or I (Industrial) Zone Districts:

- _____ Detailed statement of why the manufactured structure is necessary for the effective and economic operation of the business, commercial or industrial activity

Zoning Permit for Manufactured Home/Structures (ZPMH) Procedural Guide

It is the applicant's responsibility to meet the application requirements outlined in Section 23-4-130 of the Weld County Code. No application shall be assigned a case number to be reviewed until all required items on the submittal checklist have been completed and submitted to the Department of Planning Services.

The Department of Planning Services is responsible for reviewing and processing the application in accordance with Division 3, Article IV, Chapter 23, of the Weld County Code. Planning staff will mail notice to owners of property within 500 feet of the subject property.

If objections are received from less than 30% of those notified and the application complies with all applicable criteria, staff will approve the zoning permit within approximately 45 days of receiving the complete application. Building permits may be obtained from Building Inspection.

If 30% of those notified or more object or if the application does not meet all applicable criteria, staff will refer the application to the Board of County Commissioners for its decision. It is recommended that the applicant contact owners of property within at least 500 feet of the subject property about the proposed use prior to applying. Do not attempt to contact County Commissioners about your project.

Staff are available to assist the applicants through this process. For questions, please visit the Department of Planning Services at 1402 N. 17th Avenue, Greeley, Colorado or call us at (970) 400-6100.

Definitions

Manufactured Home: A Single-Family Dwelling that is a preconstructed building unit or combination of building units that:

- a. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the residential site of the completed home;
- b. Is designed and used for single-family residential occupancy in either TEMPORARY or permanent locations;
- c. Is constructed in compliance with the "National Manufactured Housing Construction and Safety Standards Act of 1974", 42 U.S.C. sec. 5401 et seq., as amended;
- d. Does not have motive power; and
- e. Is not licensed as a vehicle.

Manufactured Structure: Any factory-assembled structure with or without service connections that is not a dwelling unit.

Recreational Vehicle: A transportation structure or self-propelled vehicle with or without flexible, removable or collapsible walls and partitions, which is:

- a. Built on a single chassis;
- b. Four hundred (400) square feet or less when measured at the largest horizontal projection;
- c. Designed to be self-propelled or permanently towable by a light-duty truck; and
- d. Not primarily designed for USE as a permanent dwelling but instead as temporary living quarters for recreational, CAMPING, travel or seasonal USE.

The term ***Recreational Vehicle*** shall include: motor home, camper bus and travel trailer, but shall not include pickup trucks with camper shells that do not extend above the cab of the truck. A Recreational Vehicle shall not be used for Temporary Storage, Temporary Accessory Farming Use, Temporary Accessory Use During a Medical Hardship, Temporary accessory Use as an Office, or as a Principal Dwelling Unit.

Derelict Manufactured or Mobile Home: A Manufactured Home or mobile home that is partially or totally damaged by fire, earthquake, wind or other natural causes, or is in a state of general dilapidation, deterioration or decay resulting from improper lack of maintenance, vandalism or infestation with vermin or rodents. A Manufactured Home shall not be allowed to deteriorate to the condition of a Derelict Manufactured or Mobile Home. Any such Derelict Manufactured or Mobile Home shall be returned to and maintained in the condition as originally established on site and as inspected by the Building Inspection Department, or it shall be removed from the site.

Requirements

An access is or can be made available that provides for safe ingress and egress to a public street/road. All accesses shall be in accordance with the access requirements set forth in the Weld County Code.

Methods of disposal of sewage or other wastes in compliance with the requirements of the Colorado Department of Public Health and Environment and the County Department of Public Health and Environment, except for applications for temporary storage of a manufactured home.

Methods of supplying water in such a manner as to be adequate in quality, quantity and dependability for the proposed use, except for applications for temporary storage of a manufactured home.

Building permits are required for all manufactured homes/structures in addition to the zoning permit. See the attached application form. Contact the Building Inspection Department at 1402 N 17th Avenue, Greeley, Colorado, 970-400-6100, or online at <https://www.weld.gov/departments/building>. The building permit will be released only after approval of the Zoning Permit.

Sec. 23-4-150. Temporary use during construction of residence.

The applicant shall have a valid building permit for the construction of a permanent dwelling unit on the same lot.

Construction of the permanent dwelling unit shall commence within ninety (90) days of issuance of the zoning permit for the manufactured home or recreational vehicle and shall be diligently pursued.

The applicant shall demonstrate that adequate water and sewage disposal facilities are available.

The temporary permit for occupancy of the manufactured home or recreational vehicle shall be issued for a period of six (6) months. The permit may be renewed by the Department of Planning Services for two (2) additional six-month periods upon a determination by staff that construction of the permanent dwelling unit is being pursued with diligence. Extensions of six-month increments beyond the above eighteen-month period may be granted only by the Board of County Commissioners.

Manufactured homes permitted as a temporary use during construction of a permanent dwelling shall be removed within thirty (30) days after the permanent dwelling has been occupied.

A manufactured home permitted as a temporary use during construction of a permanent dwelling shall not have a permanent foundation.

Sec. 23-4-170. Annual accessory farming use.

The manufactured home will be occupied by persons principally employed at or principally engaged in the operation of the use where the manufactured home is located. Accessory farming use of the manufactured home shall be established and revalidated on an annual basis as follows: evidence shall be submitted by the applicant or property owner on the anniversary of the permit's issuance for review and acceptance by the Department of Planning Services verifying that the manufactured home occupant is principally employed at or engaged in the farming operation on the subject property or is a caretaker or security personnel for the subject property. The evidence shall consist of tax records (W-2 forms), employment agreements or other documentation as determined suitable by the Department of Planning Services. Failure to submit the required documentation may result in cessation of the allowance of the manufactured home for annual accessory farming use.

The manufactured home is necessary for the effective and economic operation of the use and/or protection of the agricultural use.

The manufactured home will not be used as an income source by the applicant for rental to persons who are not principally employed upon the lot.

Adequate water and sewage disposal facilities are available to the manufactured home.

The applicant shall obtain a building permit for the manufactured home and comply with all installation standards of Chapter 29 of this Code.

All manufactured homes as accessory farming uses are temporary. Allowance of the manufactured home shall be extended only if the use continues to be in conformance with the criteria set out in paragraph a.1 above. The manufactured home shall be removed from the property upon the cessation of the use of the manufactured home as an accessory farming use or at any such time as the manufactured home is used for other than the allowed use.

A manufactured home permitted for accessory farming use shall not have a permanent foundation.

Sec. 23-4-220. Manufactured homes in C or I Zone District.

The manufactured home is necessary for the effective and economic operation of the business, commercial or industrial activity.

The manufactured home will not be used for residential purposes other than for the purpose of the protection or control of the principal use.

Adequate water and sewage disposal facilities are available to the manufactured home.

The applicant shall obtain a building permit for the manufactured home and comply with the installation standards of Chapter 29 of this Code.

All manufactured homes as accessory uses to the principal USE in C or I Zone Districts are subject to the standards in Article III, Division 3 or Article III, Division 4 of this Chapter. The manufactured home shall be removed from the property upon the cessation of the use of the manufactured home as an accessory use to the business, commercial or industrial activity.

The submittal requirements and review procedures are stated in Division 3, Article IV, Chapter 23 of the County Code. The Weld County Code is available online at www.weld.gov (Useful Links > Weld County Code).

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

Zoning Permit Application for Manufactured Home/Structure (ZPMH)

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

Property Information *(Attach additional sheets if necessary.)*

Is the property currently in violation? ☐ No / ☐ Yes Violation Case Number: _____

Site Address: _____

Parcel Number: _____ - _____ - _____ - _____

Zoning District: _____ Acreage: _____ Within subdivision? ☐ No / ☐ Yes Townsite? ☐ No / ☐ Yes

If yes, subdivision or townsite name: _____

Floodplain ☐ No / ☐ Yes Geological Hazard ☐ No / ☐ Yes Airport Overlay ☐ No / ☐ Yes

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

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

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

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Project Detail *(Check one.)*

- ☐ Temporary use of a manufactured home or RV during construction of a permanent residence
- ☐ Accessory farmworker dwelling (renewed annually)
- ☐ Dwelling for caretakers or security personnel responsible for maintaining or guarding the property (C or I zones)

Water (well permit # or water district tap #): _____

Sewer (septic permit # or sewer acct #): _____

Access: ☐ Existing - Address: _____ ☐ Proposed - Access off of: _____

What housing is available on the property and what is its present use? _____

How many homes are on the property at the present time? _____

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 the sign for the corporation.

I (We) acknowledge that the zoning permit, if approved, is only valid for the permitted use and that the manufactured home, structure, or occupied recreational vehicle will be removed when the permit expires, if applicable.

Signature: Owner or Authorized Agent _____ Date _____

Signature: Owner or Authorized Agent _____ Date _____

**Zoning Permit Application for Manufactured Home/Structure (ZPMH)
Accessory to the Farm Certification**

1. Describe in detail below or in an attached letter the farming operation and the role/duties of the occupant of the manufactured home in that operation. Attach **current** tax records, employment agreements or any other documents to provide evidence that the occupant is principally employed at or principally engaged in the farming operation. **Taxes records more than two years old will not be accepted.**

2. How many hours per week/month will the occupant be working at the farming operation? _____
3. Will the occupant of the manufactured home be employed elsewhere? _____
If yes, how many hours per week/month: _____
4. Total acreage associated with the agricultural operation: _____ acres.
5. How many acres are productive farm ground: _____ acres.
6. Please list crops associated with the parcel: _____.
7. How many farm animals are on site: _____ List all the animal species to be cared for:
_____.
8. Is there any other information you would like to provide to be included in consideration of this application?

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.

I (We) have read and understand Section 23-4-170 of the Weld County Code regarding accessory to farming use. I (We) also understand that this is a temporary use and that I (we) must revalidate the use on an annual basis and that the occupant of the manufactured home must continue to be principally employed at or principally engaged in the farming operation. I (We) also understand that this unit is not to be used for rental purposes. I (We) affirm and acknowledge that the above statements are true and correct.

Owner Signature

Owner Signature

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

My commission expires _____

Notary Public



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.

_____ Date _____ _____ Date _____
Owner Signature Owner Signature

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

My commission expires _____

Notary Public

**Affidavit of Interest Owners
Surface Estate**

I, the undersigned, certify that the attached list is a true and accurate list of the names, addresses, and corresponding Parcel Identification Numbers assigned by the County Assessor of the owners of property (the surface estate) within five hundred (500) feet of the subject property(ies). This list was compiled from the records of the Weld County Assessor, or a person qualified to do the task, and shall be current as of a date no more than thirty (30) days prior to the date the application is submitted to the Department of Planning Services.

Subject Property(ies): _____

Signature Date