



## Family Farm Division (FFD) 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. (See attached).
- \_\_\_\_\_ Authorization form, if applicable. (See attached).
- \_\_\_\_\_ Family Farm Affidavit which attests that the Family Farm Division is for the benefit for the family farm or ranch. (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. Provide a statement if upgrading the water source from agricultural or residential usage to commercial or industrial.
- \_\_\_\_\_ Sewage disposal documentation. Example: A septic permit or bill from a sanitary sewer district.
- \_\_\_\_\_ Draft Family Farm Division land survey plat prepared according to the plat requirements per Section 24-7-50 of the Weld County Code.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Any other items(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
Family Farm Division	\$1,200.00	Staff Review or Board of County Commissioners**
Plat recording fee	\$43.00	Due with the final mylar

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

\*\*If the staff recommendation for the Family Farm Division is for denial, a hearing 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 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 Family Farm Division application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Family Farm Division application process. No Family Farm Division application shall be assigned a case number to be reviewed until all required items on the Family Farm Division submittal checklist have been completed and submitted to the Department of Planning Services.

### **Code Requirements**

Refer to the following Weld County Code sections for detailed information, found in Chapter 24, Article VII 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 24-7-10](#): Overview
- [Section 24-7-20](#): Standards
- [Section 24-7-30](#): Submittal Requirements
- [Section 24-7-40](#): Procedure
- [Section 24-7-50](#): Plat Requirements
- [Section 24-7-60](#): Enforcement
- [Section 24-7-70](#): Amendment
- [Section 24-7-80](#): Correction
- [Section 24-7-90](#): Vacation
- [Appendix 24-C](#): 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)

## Family Farm Division (FFD) Application

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

**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 6<sup>th</sup> PM

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

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

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

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

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

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

**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: \_\_\_\_\_

	Lot A (Smaller, 10 acres maximum)	Lot B (Larger, 35 acres minimum)
Proposed Acreage		
Address, if any		
Well Permit # or Water District #, if any		
Septic Permit # or Sewer Tap #, if any		

I (We) request that the above described property be designated a Family Farm 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	



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

**Family Farm Division (FFD)  
Affidavit**

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I/We, the undersigned, attest that the proposed Family Farm Division is for the purpose described in Section 24-7-10 and Section 24-7-30.C of the Weld County Code, specifically:

The Family Farm Division is for the benefit of the family farm or ranch.

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

State of Colorado    )  
                                  ) ss.  
County of \_\_\_\_\_)

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

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

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

**Family Farm Division (FFD)  
Questionnaire**

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Answer the following questions per Section 24-7-30.H of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Family Farm 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.