



Rural Land Division Sketch Plan (RLDK) Procedural Guide

Department of Planning Services
1402 N. 17TH Avenue, PO 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.

Submittal Requirements:

- _____ Application Form.
- _____ Authorization Form, if applicable. (See attached)
- _____ Rural Land Division Standards Certification that the application complies with the criteria per Section 24-6-20 of the Weld County Code. (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.
- _____ A Geotechnical Report shall be prepared in compliance with the requirements of Section 24-3-190 of the Weld County Code. The Geotechnical Report, Colorado Geological Survey Submittal Form and associated review fee will be forwarded to the Colorado Geological Survey (CGS) for review. See <https://coloradogeologicalsurvey.org/hazards/lur/> for review form and fee.
- _____ Questionnaire. (See attached)
- _____ Water Supply Documentation. A will-serve letter from a water district, association or municipality that demonstrates the district, association or municipality has sufficient capacity and infrastructure to serve the proposed development. Provide evidence of existing potable water source (water bill or well permit) on the property, if applicable.
- _____ Sewage Disposal Documentation. Provide evidence of existing sewage disposal source (sanitation district bill or septic permit) on the property, if applicable.
- _____ A Septic Suitability Report shall be prepared in compliance with the requirements of Section 24-3-90 of the Weld County Code.
- _____ Rural Land Division Sketch Plan map prepared according to the plat requirements per Section 24-6-30.A.12 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 subject property. The Statement shall be from the current tax year.
- _____ A Drainage Narrative shall be submitted in accordance with Section 24-3-200.A of the Weld County Code, as amended.
- _____ A Traffic Narrative shall be submitted in accordance with Section 24-3-220.B of the Weld County Code, as amended.
- _____ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- _____ Application fee.

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Fees

<u>Application Type</u>	<u>Fee*</u>	<u>Review by Staff</u>
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.

Colorado Geological Survey review fee is not included in the above fees and is the responsibility of the applicant. 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 Rural Land Division Sketch Plan application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Rural Land Division Sketch Plan application process. Rural Land Division Sketch Plan application shall be assigned a case number to be reviewed until all required items on the Rural Land Division Sketch 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 Sketch Plan (RLDK) 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 Sketch 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, Development Review
and Environmental Health
1402 North 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, 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

**Rural Land Division (RLD)
Standards Certification**

Per Section 24-6-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Rural Land Division. Please read and initial each item.

- _____ The property to be divided by the proposed Rural Land Division shall be comprised of legal lots.
 - _____ Lots within a Rural Land Division shall be served by a public water supply system.
 - _____ Lots within a Rural Land Division shall be served by an on-site wastewater treatment system (OWTS) or public sewer.
 - _____ The Rural Land Division shall only be approved on property located in the A (Agricultural) Zone District.
 - _____ Any proposed Rural Land Division must be separated by a minimum of 1,320 feet or one-quarter (1/4) mile, in any direction, as measured from the exterior property line of any existing, platted Rural Land Division or Minor Subdivision.
 - _____ The maximum parcel size on which a Rural Land Division is proposed shall not be greater than forty-five (45) acres.
- If the proposed Rural Land Division will be located on the largest lot of a Recorded Exemption, the following applies:
- a. The applicant shall apply for a Lot Line Adjustment per Chapter 24, Article X of the Weld County Code, as amended, in conjunction with the Rural Land Division application, in order to except out a parcel of land that will contain the Rural Land Division.
 - b. The excepted parcel of land will contain the Rural Land Division, shall be a maximum of forty-five (45) acres.
 - c. The remaining acreage of the large Recorded Exemption lot shall not be less than one hundred and twenty (120) acres.
 - d. The Lot Line Adjustment standard per Section 24-10-20.A.4 of Weld County Code, as amended, does not apply to a Lot Line Adjustment processed in conjunction with a Rural Land Division.
 - e. The Rural Land Division Final Plat and Lot Line Adjustment plat shall be recorded concurrently.
 - f. If the Rural Land Division is not approved, the Lot Line Adjustment will be void.
- _____ The maximum number of lots within the Rural Land Division shall be four (4) lots.
 - _____ The minimum lot size in a Rural Land Division shall be three (3) acres net.
 - _____ Rural Land Divisions shall not be financed by a Title 32 Metropolitan District.
 - _____ A Homeowners Association is not required but may be voluntarily created and managed by the residents within the Rural Land Division.

**Rural Land Division (RLD)
Standards Certification**

- _____ Drainage and utility easements within Rural Land Division shall follow the easement standards per Chapter 24, Article III of the Weld County Code, as amended.
- _____ The Rural Land Division lots shall be accessed via a single internal publicly dedicated right-of-way and shall be privately maintained, according to a road maintenance agreement applicable to all present and future lot owners.
- _____ No access easements are permitted within a Rural Land Division to serve parcels within or not a part of the development.
- _____ The Rural Land Division roadway shall intersect with a publicly maintained right-of-way.
- _____ The Rural Land Division internal roadway shall be perpendicular to the publicly maintained right-of-way.
- _____ The Rural Land Division shall not connect directly onto County arterial roads or County, State, or Federal highways.
- _____ The Rural Land Division roadway shall be designed, constructed and maintained by private recorded agreement between the landowners within the Rural Land Division.
- _____ The internal access roadway shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code.
- _____ The Rural Land Division shall be designed to meet the requirements of local governments or districts to provide fire and police protection or other emergency services.
- _____ The Rural Land Division shall be designed to preserve prime agricultural land.
- _____ The Rural Land Division shall be designed to preserve wetlands, wildlife habitats, historical sites or burial grounds.

Signature	Date	Signature	Date
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

**Rural Land Division Sketch Plan (RLDK)
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.