



Pre-Application Request | Form

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

Pre-Application Request Process:

Have a development idea in Weld County? Take the first step by discussing your vision with a Planner for guidance — at no cost to you.

To get started:

- Complete this form online at the Weld County E-Permit Center (registration required)
- Or submit this completed Pre-Application Request Form, questionnaires, and map to pctechs@weld.gov.
- Or mail or drop off your form at: **1402 N. 17th Ave, PO Box 758, Greeley, CO 80632.**
- Incomplete applications will not be accepted.
- A Planner will contact you to schedule a meeting to discuss your ideas and walk you through the process, identify required applications, and explain code requirements.
- Meeting options include, in person, virtual, or a hybrid on Tuesdays, Thursdays or Fridays.

Need help?

Call the Planner-on-Call at 970-400-6100 for assistance.

Contact Form:

Applicant Information

Name:	
Company (optional):	
Phone:	
Email:	
Address:	
Project Type (check one):	<input type="checkbox"/> Use by Special Review <input type="checkbox"/> Change of Zone <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Zoning Permit for Certain Uses in the Ag Zone <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Planned Unit Development (Amendment) <input type="checkbox"/> Other
Preferred meeting format:	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid

Property Information

Parcel Number (12 digits):		Zone District:	
Legal Description (if known):		Acreage:	
Site Address:		Water Source:	
Property Owner:		Sewer Source:	



Pre-Application Request | Project Information

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Information required:

Provide the following information on a separate sheet. Please type.

For land divisions, responses only to 1-5 are required.

1. Describe your proposal in detail.
 2. Describe the existing use of the property.
 3. Describe the existing and proposed potable water source.
 4. Describe the existing and proposed sewage disposal system.
 5. Describe existing site layout e.g. buildings, signs, lights, fencing/screening, landscaping, parking.
 6. Describe proposed improvements e.g. buildings, signs, lights, fencing/screening, landscaping, parking.
 7. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroad, etc.
 8. Detail the hours and days of operation. e.g. Monday thru Friday; 8:00 a.m. to 5:00 p.m.
 9. Detail the number of full-time and part-time employees proposed to work on-site. If shift work is proposed, describe the shift schedule and number of employees per shift.
 10. Detail the total number of people who will access this site on a daily and weekly basis, e.g. contractors, truck drivers, customers, volunteers, employees, etc.
 11. Describe the number and type of vehicles that will access and/or be stored on-site.
 12. Detail known State or Federal permits required for your proposed use(s) and current status.
 13. Detail the amount, storage and containment of fuel, wastes, explosives, chemicals on-site.
 14. Detail potential on-site nuisances e.g. dust, waste, debris, visual, noise, odor, etc., and the proposed mitigation method.
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Development Review Items:

Answer the following questions in detail on a separate sheet. Please type.

1. Describe the access location and applicable use types (i.e., agricultural, residential, commercial/industrial, and/or oil and gas) of all existing and proposed accesses to the parcel. Include the approximate distance each access is (or will be if proposed) from an intersecting county road. State that no existing access is present or that no new access is proposed, if applicable.
2. Describe any anticipated change(s) to an existing access, if applicable.
3. Describe in detail any existing or proposed access gate including its location.
4. Describe the location of all existing accesses on adjacent parcels and on parcels located on the opposite side of the road. Include the approximate distance each access is from an intersecting county road.
5. Describe any difficulties seeing oncoming traffic from an existing access and any anticipated difficulties seeing oncoming traffic from a proposed access.
6. Describe any horizontal curve (using terms like mild curve, sharp curve, reverse curve, etc.) in the vicinity of an existing or proposed access.
7. Describe the topography (using terms like flat, slight hills, steep hills, etc.) of the road in the vicinity of an existing or proposed access. Check the "Public Works" layer in the [Weld County Property Portal](http://www.weld.gov).



Pre-Application Request | Traffic

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Preliminary Traffic Impact Analysis – To be submitted with every application.

A preliminary traffic impact analysis shall be submitted with the project application for the application to be considered complete. The intent of the analysis is to determine the project's cumulative development impacts, appropriate project mitigation and improvements necessary to offset a specific project's impacts.

This analysis shall include the following information:

Traffic Narrative:

Answer the following questions in detail on a separate sheet. Please type.

1. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = One (1) trip in and One (1) trip out of site).
 2. Describe the expected travel routes or haul routes for site traffic.
 3. Describe the travel distribution along the routes (e.g. 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.).
 4. Describe the time of day that you expect the highest traffic volumes.
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Note: For **certain** projects, traffic information **must** be provided for both the **construction** phase and the **post-construction (operational)** phase. Please clearly indicate which phase your responses apply to. If both phases are applicable, provide separate answers for each.

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Pre-Application Request | Drainage

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Drainage Narrative:

Answer the following questions in detail on a separate sheet. All eight (8) items must be addressed to have a complete application. Please type.

Sec. 8-11-45. Exceptions.

A. Exception criteria. Exceptions to stormwater detention shall not jeopardize the public health, safety, and welfare of public and private property. No stormwater detention will be required for sites that meet any of the following conditions. Requirements of the Municipal Separate Storm Sewer System (MS4) areas remain applicable. Weld County will confirm if the development qualifies for an exception based upon the information provided by the applicant. Exception requests shall be supported with an approved drainage narrative, which must describe the following minimum criteria:

1. The exception being requested for consideration.
2. Any existing and proposed improvements to the property.
3. Where the water originates if it flows onto the property from an off-site source.
4. Where the water flows as it leaves the property.
5. The direction of flow across the property.
6. Previous drainage problems with the property, if any.
7. The location of any irrigation facilities adjacent to or near the property.
8. Any additional information pertinent to the development.



Pre-Application Request | Drainage Exceptions

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B. Exceptions. Uses that can be excepted from stormwater detention are limited to the following per Sec. 8-11-45.B:

1. Use by Right or Accessory Use in the A (Agricultural) Zone District.
2. Zoning Permits for accessory storage, commercial vehicles, home occupations, or manufactured homes in the A (Agricultural) Zone District.
3. A second dwelling permit in the A (Agricultural) Zone District.
4. Towers including, but not limited to, wind and telecommunication towers.
5. Pipelines or transmission lines, excluding laydown yards, metering sites, substations, and any other above ground appurtenances.
6. Gravel pits if the stormwater drains into the gravel pit. Releases from the site shall comply with the Weld County Engineering and Construction Criteria, including dewatering. Topographical information shall be provided.
7. Residential developments with no historic flooding where all the following conditions exist. This exception shall be supported by calculations provided by the Applicant. Additional information may be requested and will be signed and stamped by a Colorado Licensed Professional Engineer:
 - a. Nine (9) lots or fewer.
 - b. The minimum lot size is equal to, or greater than, three (3) acres per lot.
 - c. The total post-development imperviousness for the rural residential development does not exceed ten percent (10%), assuming that all internal roads and driveways are paved.
8. Development of sites where the change of use does not increase the imperviousness of the site. Note: This exception cannot be applied to sites where impervious surfaces were added for, or in conjunction with, a business that is/was operating in violation and/or without the required Weld County land use permit.
9. A parcel of land or project site where the "total developed stormwater runoff" from the 100-year, 1- hour storm is less than, or equal to, five (5) cfs. The "total developed stormwater runoff" includes cumulative runoff from the proposed project site plus runoff from any previously developed project site on the subject parcel. A project site is the area of land that lies within the project's limits of disturbance during construction. This exception shall be supported by calculations signed and stamped by a Colorado Licensed Professional Engineer.
10. In-fill development parcels with total area less than, or equal to, one (1.0) gross acre.
11. An individual parcel with an unobstructed flow path and no other parcel(s) between the channel within a Federal Emergency Management Administration (FEMA) regulatory floodplain and the project.
12. A parcel greater than one (1) gross acre and less than, or equal to, five (5) gross acres in size is allowed a onetime exception for a new four thousand (4,000) sq. ft. of 100% impervious area or equivalent imperviousness. (See Appendix 8-Q in the Weld County Engineering and Construction Criteria Manual for impervious value percentages).
13. A parcel greater than five (5) gross acres in size is allowed a onetime exception for a new nine thousand (9,000) sq. ft. of 100% impervious area or equivalent imperviousness. (See Appendix 8-Q in the Weld County Engineering and Construction Criteria Manual for impervious value percentages.)
14. Concentrated Animal Feeding Operation (CAFO), Animal Feeding Operations (AFO) and Housed Commercial Swine Feeding Operation (HCSFO) which are covered and approved by the Colorado Discharge Permit System (CDPS) regulations. Portions of the site not included or covered by the CDPS permit, shall comply with the Weld County Storm Drainage Criteria.



Pre-Application Request | Helpful Contacts

Department of Planning Services
1402 N. 17TH Avenue, P.O. Box 758, Greeley, CO 80632
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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



Pre-Application Request | Checklist

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Submittal Requirements for Pre-Application Meetings:

Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist
_____	_____	Project Information
_____	_____	Development Review Items
_____	_____	Traffic Narrative
_____	_____	Drainage Narrative Do not write " N/A " for Question #A.1 — this is not acceptable.
_____	_____	Draft map
_____	_____	Proof of water i.e. Water bill or Well Permit (optional)
_____	_____	Proof of sewage disposal system i.e. Septic Permit or Sewer bill (optional)

For pre-application assistance:

- Contact the Weld County Planner-on-Call at (970) 400-6100
- View the Weld County Code: <https://www.weld.gov/>
- View the Weld County Property Portal: <https://www.co.weld.co.us/maps/propertyportal/>
- View other Weld County cases at the online E-permit Center: <https://accela-aca.co.weld.co.us/citizenaccess/>