



Family Farm Division (FFD) 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.

Submittal Requirements:

- _____ Application form. (See attached).
- _____ Authorization form, if applicable. (See attached).
- _____ Family Farm Certification and 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. Please submit the draft plat in PDF format either on a USB drive or by email.
- _____ 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.

Family Farm Division (FFD) Procedural Guide

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 (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 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

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)

Legal Description _____

Section _____, Township _____ North, Range _____ West 6th 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	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

**Family Farm Division (FFD)
Certification and Affidavit**

Please read and initial each item.

- _____ The Family Farm Division is for the benefit of the family farm or ranch.
- _____ The subject property shall be comprised of legal lots.
- _____ The subject property shall only be permitted in the A (Agricultural) Zone District.
- _____ The larger lot shall not be less than 35 acres net.
- _____ The smaller lot shall not be greater than 10 acres net.
- _____ The smaller lot shall not be less than 1 acre net if served by public water or 2.5 acres net if served by well water.
- _____ Each lot shall be served by a separate on-site wastewater treatment system (OWTS) or public sewer.
- _____ All lots of the Family Farm Division shall not be less than 1 acre in size if served by a public-water source or 2.5 acres if served by a water well.
- _____ All lots of the Family Farm Division shall be served by a separate on-site wastewater treatment system (OWTS).
- _____ Access shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code, as amended. When feasible, access between the Family Farm Division lots should be shared to minimize conflict points along the Weld County maintained roadway. If a shared access is proposed, a separate recorded access and utility easement agreement addressing maintenance shall be submitted.

I/We, the undersigned, attest that the proposed Family Farm Division is for the purpose described in Section 24-7-10 and in Section 24-7-20 of the Weld County Code.

Signature	Date	Signature	Date
Print		Print	

Family Farm Division (FFD) Questionnaire

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.