



## Minor Subdivision Sketch Plan (MINK) 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.
- \_\_\_\_\_ Authorization Form, if applicable. (See attached)
- \_\_\_\_\_ Minor Subdivision Standards Certification that the application complies with the criteria per Section 24-5-20 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.
- \_\_\_\_\_ Minor Subdivision Sketch Plan map prepared according to the plat requirements per Section 24-5-30.B.12 of the Weld County Code, as amended
- \_\_\_\_\_ A title commitment, including Schedules A, B-1 and B-2, issued by a title insurance company. The title commitment shall expire thirty (30) days from preparation.
- \_\_\_\_\_ 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 Cultural Resource Inventory.
- \_\_\_\_\_ 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**

<b>Application Type</b>	<b>Fee*</b>	<b>Review By</b>
Minor Subdivision Sketch Plan	\$1,000	Staff Review
Change of Zone	\$3,000	Planning Commission and Board of County Commissioners
Minor Subdivision Final Plan	\$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 non-refundable and due at time of application submittal. 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 Minor Subdivision Sketch Plan application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Minor Subdivision Sketch Plan application process. No Minor Subdivision Sketch Plan application shall be assigned a case number to be reviewed until all required items on the Minor Subdivision 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 V 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 24-5-10 of the Weld County Code: Minor Subdivision Overview
- Section 24-5-20 of the Weld County Code: Minor Subdivision Standards
- Section 24-5-30 of the Weld County Code: Minor Subdivision Sketch Plan Submittal Requirements
- Section 24-5-40 of the Weld County Code: Minor Subdivision Sketch Plan Procedure
- Section 24-5-50 of the Weld County Code: Change of Zone
- Section 24-5-60 of the Weld County Code: Minor Subdivision Final Plan Submittal Requirements
- Section 24-5-70 of the Weld County Code: Minor Subdivision Final Plan Procedure
- Section 24-5-80 of the Weld County Code: Minor Subdivision Final Plat Requirements
- Section 24-5-90 of the Weld County Code: Minor Subdivision Enforcement
- Section 24-5-100 of the Weld County Code: Minor Subdivision Amendment
- Section 24-5-110 of the Weld County Code: Minor Subdivision Correction
- Section 24-5-120 of the Weld County Code: Minor Subdivision Vacation
- Section 24-3-190 of the Weld County Code: Geotechnical Report Requirements
- Appendix 24-A of the Weld County Code: Minor Subdivision 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)

## Minor Subdivision Sketch Plan (MINK) 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](http://www.weld.gov))

Legal Description \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West Proposed Subdivision name: \_\_\_\_\_

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 Minor Subdivision 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 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

## **Minor Subdivision (MIN) Standards Certification**

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Per Section 24-5-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Minor Subdivision. Please read and initial each item.

- \_\_\_\_\_ The property to be divided by the proposed Minor Subdivision shall be comprised of legal notes.
- \_\_\_\_\_ Lots within a Minor Subdivision shall be served by a public water supply system.
- \_\_\_\_\_ Lots within a Minor Subdivision shall be served by an adequate sewer service.
- \_\_\_\_\_ The Minor Subdivision is allowed in any zone district included in Chapter 23, Article III of the Weld County Code, as amended, excluding the A (Agricultural) Zone District.
- \_\_\_\_\_ Any proposed Minor Subdivision must be separated by a minimum of 1,320 feet (1/4 mile), in any direction, as measured from the exterior property line of any existing, platted Minor Subdivision or Rural Land Division.
- \_\_\_\_\_ The minimum parcel size of Minor Subdivision lots shall be determined by the underlying zone district requirements per Chapter 23, Article III of the Weld County Code, as amended.
- \_\_\_\_\_ If the average lot area exceeds three (3) acres in size in an Estate zoned Minor Subdivision, no common open space, or recreational elements are required.
- \_\_\_\_\_ The maximum number of lots within the Minor Subdivision shall be nine (9) buildable lots, excluding outlots.
- \_\_\_\_\_ A Homeowners Association is required and shall be managed by the property owners within the Minor Subdivision.
- \_\_\_\_\_ Drainage and utility easements within the Minor Subdivision shall follow the easement standards per Chapter 24, Article III of the weld county Code, as amended.
- \_\_\_\_\_ The Minor Subdivision lots shall be accessed via a privately maintained road located in a single internal publicly dedicated right-of-way.
- \_\_\_\_\_ All lots within a Minor Subdivision shall connect directly onto an internal public road. No Minor Subdivision shall contain any access easement except:
  - a. Pre-existing access easements for non-residential purposes for example: ditch roads, oil and gas facility access roads, et cetera.
  - b. Access easements solely for the use of emergency services.
  - c. Easements to provide lot owners with access to common elements located within the Minor Subdivision.
- \_\_\_\_\_ The Minor Subdivision roadway shall intersect with a publicly maintained roadway.
- \_\_\_\_\_ The Minor Subdivision internal roadway shall be perpendicular to the publicly maintained roadway.
- \_\_\_\_\_ The Minor Subdivision internal roadway shall not access directly onto County arterial roads or County, State, or Federal highways.
- \_\_\_\_\_ The Minor Subdivision roadway shall be maintained by the Homeowners Association.
- \_\_\_\_\_ The Minor Subdivision roadway shall be paved if connecting to a paved publicly maintained roadway. The Minor Subdivision roadway may be gravel if connecting to a gravel publicly maintained roadway.
- \_\_\_\_\_ All accesses shall be in accordance with Chapter 8, Article XIV of the Weld County Code, as amended.
- \_\_\_\_\_ An Improvements/Road Maintenance Agreement may be required.
- \_\_\_\_\_ The Minor Subdivision shall reasonably accommodate the requirements of fire districts, police authorities and other emergency services.
- \_\_\_\_\_ The Minor Subdivision shall be designed to preserve prime agricultural land.
- \_\_\_\_\_ The Minor Subdivision shall be designed to preserve wetlands, wildlife habitats, historical sites and burial grounds.

**Minor Subdivision (MIN)  
Standards Certification**

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I/We, the undersigned, certify compliance with the Minor Subdivision Standards per Section 24-5-20 of the Weld County Code.

\_\_\_\_\_  
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

**Minor Subdivision Sketch Plan (MINK)  
Questionnaire**

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Answer the following questions per Section 24-5-30.B.8 of the Weld County Code. Please type on a separate sheet.

1. Explain the reason for the Minor Subdivision 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.