



## Zoning Permit for Certain Uses in Ag Zone (ZPAG) Procedural Guide

Department of Planning Services  
1402 N. 17<sup>TH</sup> Avenue, PO Box 758, Greeley, CO 80632  
(970) 400-6100 | [www.weld.gov](http://www.weld.gov)

Note: A Pre-Application Request Form may be submitted to the Department of Planning Services prior to the submittal of a ZPAG application.

Submit all the application components as separate documents, in PDF format, in the order outlined in the checklist below.

### Planning Requirements Checklist

- \_\_\_\_\_ Application Form. (See attached).
- \_\_\_\_\_ Authorization Form, if applicable. (See attached).
- \_\_\_\_\_ Deed identifying the surface estate ownership interest 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 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.
- \_\_\_\_\_ Completed Planning Questionnaire. (See attached).
- \_\_\_\_\_ Draft ZPAG map. (See attached for map requirements.)
- \_\_\_\_\_ Lighting Plan following the standards set forth in Section 23-4-1210.D, if applicable.
- \_\_\_\_\_ Landscape and Screening Plan detailing the existing and proposed landscaping, property maintenance, installation schedule, irrigation method, security and/or privacy fencing, trash enclosure, portable toilet screening, etc. if applicable.
- \_\_\_\_\_ Emergency Contact Form, if applicable. (See attached).
- \_\_\_\_\_ Buffer Report, signed, of the names, addresses and parcel numbers of the surrounding property owners within 500 feet of the property. Once signed, the buffer report expires within 30 days.
- \_\_\_\_\_ Community meeting sign-in sheet, minutes, and summary (optional).
- \_\_\_\_\_ The names and addresses of any owner, operator of any oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroad, etc. on the property, if applicable.
- \_\_\_\_\_ Water Supply Documentation. Example: A letter or bill from a water district or municipality, or a well permit or permit application 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: An on-site wastewater treatment system (OWTS) permit or application or bill from a sanitary sewer district.
- \_\_\_\_\_ Application fee (\$1,500.00). A 50% investigation fee is required if this is application is in response to a violation. 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, waive, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule. A 2.8% service fee will be included with credit card payments.

Continued on the next page

## Zoning Permit for Certain Uses in Ag Zone (ZPAG) Procedural Guide, continued

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### Development Review Requirements - Checklist

- \_\_\_\_\_ Completed Public Works Questionnaire. (See attached).
  - \_\_\_\_\_ A Preliminary Traffic Impact Analysis or Traffic Impact Study. (See attached traffic requirements).
  - \_\_\_\_\_ A Preliminary Drainage Report or Drainage Narrative. (See attached drainage requirements).
  - \_\_\_\_\_ MS4 Requirements, if applicable. (A preliminary drainage report providing water quality will be required for the completeness review if the project site falls within an MS4 area.)
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Any other item(s) deemed necessary to process the Zoning Permit application may be requested by the Departments of Planning Services, Public Works and Public Health and Environment.

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### Project Detail

- |                                                                     |                                                                        |
|---------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Agricultural Support and Service           | <input type="checkbox"/> Household pets (5-8) "kennel"                 |
| <input type="checkbox"/> Agritainment or ag-related events facility | <input type="checkbox"/> Landscaping business                          |
| <input type="checkbox"/> Agritourism or hunting lodge               | <input type="checkbox"/> Livestock sale barn                           |
| <input type="checkbox"/> Airport or airstrip                        | <input type="checkbox"/> Recreation facility, public or private        |
| <input type="checkbox"/> Bed and breakfast facility                 | <input type="checkbox"/> Sales or repair of farm equipment             |
| <input type="checkbox"/> Brewery, brewpub, distillery or winery     | <input type="checkbox"/> Sales of grain, feed, seed, and/or fertilizer |
| <input type="checkbox"/> Community building                         | <input type="checkbox"/> Shooting range                                |
| <input type="checkbox"/> Contractor shop                            | <input type="checkbox"/> Trucking or transportation company            |
| <input type="checkbox"/> Custom meat processing                     | <input type="checkbox"/> Veterinary clinic                             |

### Supplemental Application items specific to the proposed use

#### Airport or airstrip

- ☐ Federal Aviation Administration approval

#### Brewery, brewpub, distillery or winery

- ☐ Alcohol and Tobacco Tax and Trade Bureau (TTB), National Revenue Center approval
- ☐ Colorado Department of Revenue, Liquor and Tobacco Enforcement Division approval
- ☐ Contact the Weld County Clerk to the Board's Office for liquor licensing

#### Shooting Range

**(Supplemental regulations for outdoor shooting ranges are in Sec. 23-4-370.)**

- ☐ Bureau of Alcohol, Tobacco, and Firearms and Explosives (ATF) approval

#### Kennel

- ☐ Pet Animal Care Facilities Act license from United States Department of Agriculture

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG)**

### **Code Requirements**

*The submittal requirements and review procedures are stated in Chapter 23, Article IV, Division 17 of the County Code. The Weld County Code is available online at [www.weld.gov](http://www.weld.gov) (Useful Links > Weld County Code).*

### **General Requirements**

Per Section 23-4-1200 of the Weld County Code.

- A. A zoning permit for USES listed in Article III of this Chapter as requiring issuance of a zoning permit under this Division 17 may be approved if the use complies with the criteria herein. The Board of County Commissioners delegates the authority and responsibility for processing and approving these zoning permits to the Department of Planning Services as long as the application meets the criteria of this section and any other applicable requirements within this Chapter 23. If the Director of Planning Services determines the application does not provide sufficient evidence showing the standards set forth in this Division 17 will be met, he or she will forward the application to the Board of County Commissioners for its review and consideration following a public hearing. Criteria for approval include:
1. The subject property is a legal lot.
  2. The application complies or will comply with the design standards in Section 23-4-1205 and the conditions in Section 23-4-1240 below.
  3. The proposed use is compatible with applicable provisions of Chapter 22 of the Weld County Code.
  4. The proposed use is compatible with the character of the neighborhood.
  5. The proposed use is compatible with the general health, safety and welfare of the inhabitants of the area and the county.
  6. The application complies with any requirements the Director of Planning Services deems necessary in order to mitigate adverse effects of the use on the neighborhood.
  7. The proposed use has adequate access and street/road or highway facilities providing access to the property are adequate in size to meet the requirements of the proposed use.
  8. In those instances where the following characteristics are applicable to the request, the applicant has demonstrated compliance with the applicable standards:
    - a. If the proposed use is located within any Overlay Zoning District or Special Flood Hazard Area identified by maps officially adopted by the County, the applicant shall demonstrate compliance with the County regulations concerning Overlay Zoning Districts and Special Flood Hazard Areas..
    - b. The proposed use of any area known to contain a commercial mineral deposit shall not interfere with the present or future extraction of such deposit by an extractor to any greater extent than under the present use of the property.
- B. A preapplication conference with the Department of Planning Services may be required.
- C. If approved, the Zoning Permit Plan shall be recorded by the Department of Planning Services prior to commencement of the use or construction. The applicant shall pay the recording fee. If the required documents have not been recorded within 90 days from the date of approval or if an applicant is unwilling or unable to meet any of the conditions within 90 days of approval, the Director of Planning Services may refer the application to the Board of County Commissioners, which may revoke the zoning permit following a public hearing. The applicant shall be notified of the public hearing at least 10 days prior to the hearing. Prior to said hearing, the Director of Planning Services may grant a one-time extension of up to 90 days, for good cause shown, upon a written request by the applicant. Before this extension has expired, the applicant may seek a further extension from the Board of County Commissioners by written request to the Director of Planning. If the Board of County Commissioners denies the extension or if the conditions are not met and the required documents recorded by the date specified by the Board, the zoning permit approval shall be voided, and the application denied.
- D. The Zoning Permit Plan shall include the entire lots(s) upon which the use(s) will be located. A Zoning Permit Plan, once recorded, replaces any previously recorded Zoning Permit Plan for the subject property.
- E. Any use allowed by a Zoning Permit for Certain Uses in the Agricultural Zone District may be permitted as a Use by Special Review when applied for in conjunction with a pending Use by Special Review permit or as a minor amendment to an approved Use by Special Review permit in accordance with Article II, Division 4 of this Chapter.

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG) Code Requirements**

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### **Design Standards**

Per Section 23-4-1205 of the Weld County Code.

The applicant shall demonstrate compliance with the following design standards in the application and shall continue to meet these standards if approved for development:

- A. Adequate water service in terms of quality, quantity, and dependability is available to the site to serve the uses permitted.
- B. Adequate sewer service is available to the site to serve the uses permitted.
- C. If soil conditions on the site are such that they present moderate or severe limitations to the construction of structures or facilities proposed for the site, the applicant has demonstrated how such limitations can and will be mitigated.
- D. Adequate fire protection measures are available on the site for the structures and facilities permitted.
- E. Uses shall comply with the stormwater drainage criteria requirements set forth in this Code.
- F. All parking and vehicle storage shall be provided on the site. Parking and loading areas shall be designed and constructed in accordance with Division 1 of Article IV of this Chapter.
- G. Uses shall comply with all the bulk requirements of Section 23-3-70.
- H. The access shall be located and designed to be safe. Ingress and egress shall not present a safety hazard to the traveling public or to the vehicle accessing the property. For uses generating high traffic volumes and large number of large, slow-accelerating vehicles, acceleration and deceleration lanes may be required to mitigate a potential traffic hazard.
- I. New accesses to public rights-of-way shall be constructed in accordance with this Code.
- J. Buffering or screening of the proposed use from adjacent properties may be required in order to make the determination that the proposed use is compatible with the surrounding uses. Buffering or screening may be accomplished through a combination of berming, landscaping, and fencing.
- K. Uses shall be located on the least prime soils on the lot unless the applicant can demonstrate why such a location would be impractical or infeasible.
- L. The placement of signs on the site shall comply with the requirements of Article IV, Division 2 of Chapter 23.
- M. Trash collection areas or facilities shall be screened from public rights-of-way and adjacent properties. These areas shall be designed and used in a manner that will prevent wind- or animal-scattered trash.

### **Operation Standards**

Per Section 23-4-1210 of the Weld County Code.

The applicant shall demonstrate conformance with the following operation standards in the zoning permit application to the extent that the standards affect location, layout and design of the use prior to construction and operation. Once operational, the operation of the USE permitted shall conform to these standards.

- A. The operation of the uses shall comply with the noise standards enumerated in Section 25 12-101, et seq., C.R.S.
- B. The operation of the uses shall comply with the air quality regulations promulgated by the Colorado Air Quality Control Commission.
- C. The operation of the uses shall comply with the water quality regulations promulgated by the Colorado Water Quality Control Commission.
- D. The uses shall comply with the following lighting standards:
  - 1. Sources of light, including light from high-temperature processes such as combustion or welding, shall be shielded so that light rays will not shine directly onto adjacent properties where such would cause a nuisance or interfere with the use on the adjacent properties; and
  - 2. Neither direct nor reflected light from any light source may create a traffic hazard to operators of motor vehicles on public or private streets/roads and no colored lights may be used which may be confused with or construed as traffic control devices.
- E. The uses shall not emit heat so as to raise the temperature of the air more than five degrees Fahrenheit at or beyond the lot line.
- F. Property shall be maintained in such a manner that grasses and weeds are not permitted to grow taller than 12 inches. In no event shall the property owner allow the growth of noxious weeds.
- G. No more than 15 heavy motor vehicles with a gross vehicle weight rating over 26,000 pounds (Class 7 or 8) and no more than 15 semi-trailers shall be parked on-site.

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG) Code Requirements**

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### **Other Limitations**

Per Section 23-4-1240 of the Weld County Code.

- A. Uses approved through this Division 17 shall also be subject to additional requirements contained in Article V of this Chapter as applicable.
- B. No use permitted by zoning permit shall create any unreasonable adverse impacts to the public health, safety and general welfare of the owners of adjacent lots, such as offensive noise, vibration, smoke, dust, odors, lighting, traffic congestion, trash accumulation, heat, glare, electrical interference, or other hazard or nuisance noticeable beyond the subject property's boundaries.
- C. The property owner shall maintain compliance with all applicable local, state and federal regulations.
- D. The Department of Planning Services may place conditions on the issuance of the zoning permit to ensure compliance with applicable provisions of this Code or to mitigate negative impacts of the proposed use.
- E. Construction or use pursuant to issuance of a zoning permit shall be commenced within three years from the date of approval of the permit. A one-time extension of 120 days may be granted by the Department of Planning Services for good cause shown by written request. Before this extension has expired, the applicant may seek a further extension from the Board of County Commissioners by written request to the Director of Planning Services. If the Board of County Commissioners denies the extension or if construction has not commenced by the date specified by the Board, the zoning permit approval shall be voided, and the application denied.
- F. Any zoning permit may be revoked by the Board of County Commissioners for violation of any of the terms of this Division 17 or conditions of approval of the zoning permit following a Probable Cause Hearing as outlined in Section 2-4-40 of this Code. If the zoning permit is revoked, the property owner shall cease operation of the use immediately. Continued operation of the use after a zoning permit has been revoked shall be a violation of this Code.
- G. The Director of Planning Services may revoke a zoning permit if the use is discontinued for a period of three consecutive years. Should the Department of Planning Services observe or receive credible evidence of such a discontinuance, the Department shall notify the property owner by first-class mail. If the property owner objects to the revocation of the zoning permit within 30 days, the Director of Planning Services may schedule a public hearing before the Board of County Commissioners for its review and decision. The applicant shall be notified of the public hearing at least 10 days prior to the hearing.

Per Section 23-4-55. Parking of semi-trailers and heavy vehicles.

- A. No semi-truck tractor shall be parked within 50 feet of any property line of an adjoining lot. (Refer to code or speak to a planner about exceptions.)
- B. Semi-trailers shall be located at least 20 feet from any property line abutting right-of-way and at least five feet from any other property lines. (Refer to code or speak to a planner about exceptions.)
- C. No utility other than electricity shall be connected to a semi-trailer used for accessory storage.
- D. Semi-trailers shall not be used to display signs.
- E. Semi-trailers shall not be allowed to deteriorate into a state of disrepair. Such disrepair would include, but not be limited to, a semi-trailer partially or totally damaged by fire, earthquake, wind, or other natural causes, or a semi-trailer in a state of general dilapidation, deterioration, or decay resulting from a lack of maintenance, vandalism, or infestation with vermin or rodents. Any such semi-trailer shall be restored to and maintained in the original condition upon being placed on the lot or shall be removed from the lot.

## **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)



## Zoning Permit for Certain Uses in Ag Zone (ZPAG) Application

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

### Property Information *(Attach additional sheets if necessary.)*

Is the property currently in violation? ☐ No / ☐ Yes Violation Case Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Within subdivision? ☐ No / ☐ Yes Townsite? ☐ No / ☐ Yes \_\_\_\_\_

Section: \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

Floodplain ☐ No / ☐ Yes Geological Hazard ☐ No / ☐ Yes Airport Overlay ☐ No / ☐ Yes

Water (well permit # or water district tap #): \_\_\_\_\_

Sewer (OWTS permit # or sewer acct #): \_\_\_\_\_

### Project

ZPAG Use being applied for: \_\_\_\_\_

Name of proposed business: \_\_\_\_\_

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

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

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

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

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

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

### Applicant/Authorized Agent *(Authorization must be included if there is an Authorized Agent.)*

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

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

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

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

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

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 the property must sign this application, or if an Authorized Agent signs, an Authorization Form signed by all fee owners must be included with the application. If the fee owner is a corporation, evidence must be included indicating 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.**

\_\_\_\_\_  
Owner Signature Date \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by  
\_\_\_\_\_.

My commission expires \_\_\_\_\_

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



**FOR COMMERCIAL OR INDUSTRIAL BUILDINGS,  
PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_

List up to three persons in the order to be called in the event of an emergency:

Name	Title	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Utility Shut Off Locations:

Main Electrical: \_\_\_\_\_

Gas Shut Off: \_\_\_\_\_

Exterior Water Shutoff: \_\_\_\_\_

Interior Water Shutoff: \_\_\_\_\_

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG) Planning Questionnaire**

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Answer the following questions per Section 23-4-1200 of the Weld County Code. Please type on a separate sheet. If a question does not pertain to your proposal, please respond with an explanation – do not leave questions blank.

1. Explain the proposed use and business name.
2. Explain the need for the proposed use.
3. Describe the current and previous use of the land.
4. Describe the proximity of the proposed use to nearby residences.
5. Describe the surrounding land uses of the site and how the proposed use is compatible with them.
6. Describe the hours and days of operation (i.e. Monday thru Friday 8:00 a.m. to 5:00 p.m.).
7. Describe the number of employees including full-time, part-time and contractors. If shift work is proposed, detail number of employees, schedule and duration of shifts.
8. Describe the maximum number of users, patrons, members, buyers or other visitors that the site will accommodate at any one time.
9. List the types and maximum numbers of animals to be on the site at any one time (agritainment, agritourism, custom meat processing kennels, livestock sale barns, etc.).
10. List the types and number of operating and processing equipment.
11. List the types, number and uses of the existing and proposed structures.
12. Describe the size of any stockpile, storage or waste areas.
13. Describe the method and time schedule of removal or disposal of debris, junk and other wastes associated with the proposed use.
14. Describe the proposed and existing lot surface type and the square footage of each type (i.e. asphalt, gravel, landscaping, dirt, grass, buildings).
15. Describe the number and type of vehicles with a gross vehicle weight rating (GVWR) over 26,000 pounds that will be parked on-site, as well as the number of semi-trailers that will be parked on-site.
16. How many parking spaces are proposed? How many accessible parking spaces are proposed?
17. Describe the existing and proposed fencing and screening for the site including all parking and outdoor storage areas.
18. Describe the existing and proposed landscaping for the site.
19. Describe the proposed fire protection measures.
20. Explain how the project is compatible with the criteria listed in Section 23-4-1200 of the Weld County Code.
21. Explain how this proposal is consistent with the Weld County Comprehensive Plan per Chapter 22 of the Weld County Code.
22. Explain how this proposal impacts the protection of the health, safety and welfare of the inhabitants of the neighborhood and the County.
23. Explain how this proposal complies with Article V and Article XI of Chapter 23 if the proposal is located within any Overlay Zoning District (Airport, Geologic Hazard, or Historic Townsites Overlay Districts) or a Special Flood Hazard Area identified by maps officially adopted by the County.
24. Detail known State or Federal permits required for your proposed use(s) and the status of each permit. Provide a copy of any application or permit.
25. Discuss the existing and proposed potable water source. If utilizing a drinking water well, include either the well permit or well permit application that was submitted to the State Division of Water Resources. If utilizing a public water tap, include a letter from the Water District, a tap or meter number, or a copy of the water bill.

26. Discuss the existing and proposed sewage disposal system. What type of sewage disposal system is on the property? If utilizing an existing on-site wastewater treatment system (OWTS), provide the permit number. (If there is no permit due to the age of the existing (OWTS), apply for a permit through the Department of Public Health and Environment prior to submitting this application.) If a new OWTS will be installed, please state "a new on-site wastewater treatment system is proposed." (Only propose portable toilets if the use is consistent with the Department of Public Health and Environment portable toilet policy.)
27. If storage or warehousing is proposed, what type of items will be stored?
28. Describe where and how storage and/or stockpile of wastes, chemicals, and/or petroleum will occur on this site.
29. If there will be fuel storage on site, indicate the gallons and the secondary containment. State the number of tanks and gallons per tank.
30. If there will be washing of vehicles or equipment on site, indicate how the wash water will be contained.
31. If there will be floor drains, indicate how the fluids will be contained.
32. Indicate if there will be any air emissions (e.g. painting, oil storage, etc.).
33. Provide a nuisance management plan if applicable (e.g. dairies, feedlots, etc.).

## Zoning Permit for Certain Uses in Ag Zone (ZPAG) Map Requirements

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The following items shall be included on the 24" x 36" Zoning Permit Plan map.

- \_\_\_\_\_ Existing and proposed structures and approximate distances to the nearest property lines. All structures to be used in conjunction with the zoning permit shall meet current setbacks and offsets.
- \_\_\_\_\_ Existing access.
- \_\_\_\_\_ Existing and proposed parking areas, including surface material, number, and dimensions of spaces and drive aisles.
- \_\_\_\_\_ Existing and proposed landscaping and screening.
- \_\_\_\_\_ Other existing and proposed improvements.
- \_\_\_\_\_ Certification blocks for property owners and Director of Planning Services or Board of County Commissioners, in accordance with Chapter 23, Article IV, Division 17. If the case is referred to the Board of County Commissioners, contact the Planner for certification blocks (See below.)

\*\*\* To be included on the maps. Do NOT sign at this time. \*\*\*

### Property Owner's Certification

I, the undersigned, certify that the uses, buildings and structures located on this Zoning Permit Plan are designed and will be constructed and operated in accordance with the development standards hereon and the district requirements for the \_\_\_\_\_ Zone District as stated in Chapter 23 of the Weld County Code. I understand failure to comply with the development standards, applicable provisions of County Code, and/or any conditions of approval could result in the County initiating a compliance action against me or my successors.

\_\_\_\_\_  
Signature of Property Owner

The foregoing instrument was subscribed and sworn to be before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, by \_\_\_\_\_.

WITNESS my hand and official seal.

My commission expires: \_\_\_\_\_.

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

### Department of Planning Services' Administrative Review Certification

This Zoning Permit Plan is accepted and approved for filing.

\_\_\_\_\_  
Director of Planning Services

\_\_\_\_\_  
Date

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG) Development Review Questionnaire**

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Answer the following questions per Section 8-11-40, Appendix 8-Q, and Section 8-14-10 of the Weld County Code. Please type on a separate sheet. If a question does not pertain to your proposal, please respond with an explanation – do not leave questions blank.

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 the 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 the existing access and any anticipated difficulties seeing oncoming traffic from the 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.

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG) Development Review Drainage Requirements**

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### **Drainage Requirements**

#### ***Projects Qualifying for an Exception to Stormwater Detention:***

The design and construction of a detention pond is required unless the project falls under an exception to stormwater detention per Weld County Code, Section 8-11-40.I.

[https://library.municode.com/co/weld\\_county/codes/charter\\_and\\_county\\_code?nodeId=CH8PUWO\\_ARTXISTDRC\\_R\\_DIV1GEPR\\_S8-11-40DRPO](https://library.municode.com/co/weld_county/codes/charter_and_county_code?nodeId=CH8PUWO_ARTXISTDRC_R_DIV1GEPR_S8-11-40DRPO)

If an exception applies, the applicant shall submit a drainage narrative as defined in the aforementioned code, making sure all eight (8) narrative items are addressed. Failure to address any of the eight (8) items will result in the application being considered incomplete.

#### ***Projects Not Qualifying for an Exception to Stormwater Detention:***

If no exception applies, a preliminary drainage report and detention pond design shall be submitted with your application materials. For the application to be considered complete, the preliminary drainage report shall include, at a minimum, detailed information for all highlighted items on the attached Drainage Report Checklist.

If using the Rational Method to calculate the site's historic and developed stormwater runoff, coefficients, and spreadsheets located on the Weld County website shall be used. Links for downloads are provided below. Please note that Urban Drainage Full Spectrum Detention is NOT allowed.

#### **Urban Drainage Rational Section:**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage\\_rational-section-2007.pdf](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage_rational-section-2007.pdf)

#### **Rational Method Coefficients, C:**

<https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/pages-from-050-chapter-05-runoff-2008-04-rev.pdf>

#### **Peak Runoff Prediction Workbook – Rational Method:**

<https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-rational-v1.02a.xls>

#### **Urban Drainage Storage (Modified FAA Method for Pond Sizing):**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage\\_storage-2011.pdf](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/urban-drainage_storage-2011.pdf)

#### **Detention Pond Basin Volume Estimating Spreadsheet for Modified FAA Method:**

[https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-detention\\_v2.35.xls](https://www.weld.gov/files/sharedassets/public/departments/public-works/documents/ud-detention_v2.35.xls)

#### ***Tips for Preparing a Successful Preliminary Drainage Report:***

- The County requires detention as the default for ponds. Retention ponds are allowed only when the site topography does not allow for an outfall location. Per Weld County Code, Section 8-11-40.C., a variance will need to be requested to the County Engineer for a retention pond design. The variance process requires additional time for review.
- Urban Drainage Full Spectrum Detention is NOT allowed.
- The County requires detention ponds to be sized using the historic runoff value (5-year runoff for urbanizing; 10-year runoff non-urbanizing) as the pond release rate during the 100-year, 1-hour storm event. The County classifies a site as "Urbanizing" if it falls within ¼ mile of a municipal boundary.
- When calculating the weighted C value for the proposed site, please model the pond water surface area using a 100% impervious value.
- All historic basins should be modeled using 2% imperviousness.
- The Regional Tc ((total length/180)+10) should not be used in calculating the historic runoff.
- The WQCV can be included within the detention volume.
- Contact Public Works if you have questions.

# Drainage Report Checklist



## Project Name:

The purpose of this checklist is to assist the applicant's Engineer with developing a drainage report that supports the intent of the Weld County Code using commonly accepted engineering practices and methodologies.

Is the project in the **MS4**? ☐ Yes ☐ No If yes, the following requirements [in blue](#) apply. See Chapter 8, Article IX of the Weld County Code.

### Report Content

- ☐ Weld County Case Number
- ☐ Certificate of Compliance signed and stamped by a Colorado Licensed PE
- ☐ Description/Scope of Work
- ☐ Location (County Roads, S-T-R)
- ☐ Nearby water features and ownership
- ☐ Total acres vs. developed acres
- ☐ Hydrological soil types/maps
- ☐ FEMA Flood Zones
- ☐ Urbanizing or non-urbanizing
- ☐ Methodologies used for report & analysis (full spectrum is not accepted)
- ☐ [Base Design Standard used for permanent control measure design in the MS4](#)
- ☐ Discussion of offsite drainage routing
- ☐ Conclusion statement indicating that the design will adequately protect public health, safety, and general welfare and have no adverse impacts on public rights-of-way or offsite properties

### Hydrology and Hydraulic Analysis

- ☐ Design Storm / Rainfall Information (NOAA Atlas or Local Data)
- ☐ Release Rate calculations
- ☐ Post construction site imperviousness
- ☐ Hydrologic calculations (historic & developed basins)
- ☐ Hydraulic calculations for proposed drainage improvements (swales, culverts, riprap, pond, outlet, spillway, WQCV outlet, etc.)
- ☐ Detention/WQCV calculations

### Construction Drawings

- ☐ Stamped by PE
- ☐ Engineering scale & north arrow
- ☐ Property lines, rights-of-way, and easements
- ☐ 1' Contours & elevations (existing & proposed)
- ☐ Pre- and post-development drainage basins
- ☐ Arrows depicting flow direction
- ☐ Time of concentration critical path
- ☐ Drainage design points
- ☐ Improvements labeled
- ☐ Permanent control measure and associated drainage features labeled 'No Build/No Storage', include design volume
- ☐ Cross sections for open channels, profiles for pipes
- ☐ Elevations for inverts, flow lines, top of grates, orifice(s), etc.
- ☐ Pipe specs (size, material, length, slope)
- ☐ Outlet and spillway details

### Maintenance Plan

- ☐ Frequency of onsite inspections
- ☐ Repairs, if needed
- ☐ Cleaning of sediment and debris
- ☐ Vegetation maintenance
- ☐ Manufacturer maintenance specifications, if applicable

### Other Required Documents (If Applicable)

- ☐ Variance Request and documentation– explain hardship, applicable code section, and proposed mitigation. [Variances will not be granted for the Base Design Standard requirement in the MS4.](#)

## Comments:

## Weld County Drainage Code Certificate of Compliance



Weld County Case Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Legal Description, Section/Township/Range: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_, Consultant Engineer for \_\_\_\_\_ (Applicant), understand and acknowledge that the applicant is seeking land use approval of the case and parcel in the description above. I have designed or reviewed the design for the proposed land use set for in the application. I hereby certify, on behalf of the applicant, that the design will meet all applicable drainage requirements of the Weld County Code with the exception of the variance(s) described on the attached exhibits. This certification is not a guarantee or warranty either expressed or implied.

Engineer's Stamp:

\_\_\_\_\_  
Engineer of Record Signature

### Variance Request (If Applicable)

1. Describe the hardship for which the variance is being requested.
2. List the design criteria of the Weld County Code of which a variance is being requested.
3. Describe the proposed alternative with engineering rationale which supports the intent of the Weld County Code. Demonstrate that granting of the variance will still adequately protect public health, safety, and general welfare and that there are no adverse impacts from stormwater runoff to the public rights-of-way and/or offsite properties as a result of the project.

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### Planning Director/Designee Review (if applicable)

\_\_\_\_\_  
Planning Director/Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

☐ Approved    ☐ Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_



## **Zoning Permit for Certain Uses in Ag Zone (ZPAG)**

### **Public Works Traffic Requirements**

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#### **Traffic Impact Analysis Requirements**

##### ***Purpose and Overview***

A Traffic Impact Study (TIS) may be required to analyze the effects of a proposed development or other land use action on the transportation system to determine if adequate public facilities exist to serve the proposed development, and to clearly identify any improvements required to mitigate the impacts on the transportation system.

##### ***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:

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.

Public Works will review the Traffic Narrative and advise the applicant if more information or an engineered Traffic Impact Study is required.

##### ***Traffic Impact Study (TIS) – As determined by the Development Review Engineer***

A full TIS is required when determined necessary by the Development Review Engineer. The TIS should address impacts to on-site and off-site roadways and highways within the County (see Traffic Impact Study Area section below) and shall be prepared, stamped, and signed by a professional engineer licensed in the State of Colorado. The TIS shall include, at a minimum, the following information:

1. Describe the traffic impact area, including at a minimum those elements described in the traffic impact study area section of this document.
2. A location map showing the development site, the boundaries of the traffic impact area, and all roads, intersections, bridges, or other roadway structures in the traffic impact area.
3. Define the following study horizons for the Full Traffic Impact Study: the existing (current), short-range, and long-range horizons.
  - a. Existing Horizon: The intent is to establish a baseline traffic condition.
  - b. Short-range Horizon: The intent is to evaluate the immediate impacts of the project on the transportation system. The short-term horizon year is defined as the point of full buildout of the proposed development or land use action. If the project is proposed to occur over multiple phases, the impacts shall be analyzed at the point of full buildout of each phase. In no case shall the short-range horizon exceed five (5) years.
  - c. Long-range Horizon: The intent is to evaluate the impacts of the fully developed project in the context of regional transportation planning efforts. The long-term impacts are analyzed as of the end of the current Regional Transportation Plan 20-year planning horizon.

**Zoning Permit for Certain Uses in Ag Zone (ZPAG)**  
**Public Works Traffic Requirements, continued**

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4. Identify the existing, approved, and proposed land uses within the traffic impact area.
5. Describe existing traffic conditions within the traffic impact area, including average daily traffic volumes for roadways and a.m. and p.m. peak hour levels of service for intersections.
6. For short-range traffic projections, provide references, calculations, and data sources for all trip generation estimates. The trip generation results shall be shown in a table with the following information:
  - a. Land Use.
  - b. Unit of Measurement (for example, per dwelling unit, per 1000 sq. ft.).
  - c. Total number of units.
  - d. Trip generation rates per unit for average daily traffic and peak hour volumes.
  - e. Total number of trips generated for average daily traffic and a.m. and p.m. peak hours.
7. Short-range and long-range traffic projections must also include forecasts for the growth in background traffic.
8. Provide trip distribution estimates for the roads and intersections in the traffic impact area.
9. Present the volumes for short-range and long-range traffic including the projected traffic for the proposed development or land use action for the a.m. and p.m. peak hour and average daily conditions. These volumes must include turn movements at intersections as well as volumes for roads in the traffic impact area.
10. Analyze the adequacy of the transportation system to handle the projected traffic for short-range and long-range planning years. Key elements in this analysis should include:
  - a. Generalized daily traffic volume level of service for roadways.
  - b. Intersection levels of service for a.m. and p.m. peak hours.
  - c. The appropriateness of access locations and if necessary, a traffic signal warrant analysis.
  - d. The need for auxiliary lanes (turn lanes, deceleration and, acceleration lanes), including explanations of how acceleration/deceleration lengths, storage lengths, and taper lengths were determined.
  - e. Sight distances.
11. Provide a summary of conclusions and recommendations from the Full Traffic Impact Study, including at least the following items:
  - a. A summary listing of traffic impacts from the proposed development on existing and proposed roads and intersections within the traffic impact area.
  - b. A summary listing of the improvements needed to assure adequate service and safety levels on the roadway system affected by the proposed development. Identify and describe each proposed improvement, how and when it will be funded, and expected completion dates.
12. Any reasonable additional information deemed necessary for review – special considerations.
13. Provide a summary of conclusions and recommendations from the Full Traffic Impact Study, including at least the following items:
  - a. A summary listing of traffic impacts from the proposed development on existing and proposed roads and intersections within the traffic impact area.
  - b. A summary listing of the improvements needed to assure adequate service and safety levels on the roadway system affected by the proposed development. Identify and describe each proposed improvement, how and when it will be funded, and expected completion dates.
14. Any reasonable additional information deemed necessary for review – special considerations.

Public Works will review the TIS and advise the applicant if more information is needed or provide technical comments on the submittal.

## **Zoning Permit for Certain Uses in ag Zone (ZPAG)**

### **Public Works Traffic, continued & General Requirements**

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#### **Traffic Impact Study Area**

Traffic impacts shall be analyzed within the traffic impact area. The determination of a traffic impact area is done on a case-by-case basis; however, at a minimum, the limits of the study should include:

1. Internal roads.
2. Adjacent roads.
3. Access locations and/or new intersections.
4. Off-site roads to the nearest paved County collector or arterial road or state highway.
5. Off-site roads where traffic from the proposed development or land use action will account for at least 20% of the average daily traffic upon build-out.
6. Off-site intersections where traffic from the proposed development or land use action:
  - a. Contributes a 10% impact of the peak hour traffic on any approach leg of an intersection where the intersection is operating at a level of service (LOS) C or better upon build-out.
  - b. Contributes a 5% impact of the peak hour traffic on any approach leg of an intersection where the intersection is operating at a LOS D or worse upon build-out.
  - c. Impacts a specific turning movement that currently does not have an auxiliary turn lane by at least 50% of the peak hour volume warrant for an auxiliary turn.
  - d. Intersection levels of service for a.m. and p.m. peak hours.
  - e. The appropriateness of access locations and if necessary, a traffic signal warrant analysis.
  - f. The need for auxiliary lanes (turn lanes, deceleration and acceleration lanes), including explanations of how acceleration/deceleration lengths, storage lengths, and taper lengths were determined.
  - g. Sight distances.

#### **MS4 Information** (If the site is in an MS4 area.)

Some Weld County parcels are located in Municipal Separate Storm Sewer System (MS4) areas that have special requirements. To learn more about MS4 and to find out if your parcel is in the MS4 go here:

<https://www.weld.gov/Government/Departments/Public-Works/Stormwater>

If the site is located within a Weld County Municipal Separate Storm Sewer System (MS4) area special requirements apply as specified in Chapter 8, Article IX, of the Weld County Code. A preliminary drainage report with water quality is required for application to be considered complete.

#### **Access Information** (not required for a complete application)

- An Access Permit is required for access onto Weld County maintained roadways. (Weld County Code, Section 8-14-40)
- The location of an access can negatively impact public safety and traffic movement efficiency.
- Access locations shall comply with the spacing criteria for the road's functional classification. Accesses on both sides of the road should be considered when determining access spacing. (Weld County Code, Section 8-14-30.1)
- Information about the Weld County Functional Classification Map can be found here:  
<https://www.weld.gov/Government/Departments/Public-Works/Transportation-Planning/2045-Transportation-Plan>

## Zoning Permit for Certain Uses in Ag Zone (ZPAG) Public Works General Requirements, continued

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- Accesses should not be located within a horizontal curve if possible.
- Accesses should not be located where it is difficult to see oncoming traffic.
- Select County roads have “Access Control Plans” that have special requirements that you should be aware of. Please check to see if your project’s access location is impacted by an Access Control Plan here: <https://www.weld.gov/Government/Departments/Public-Works/Transportation-Planning/Access-Control-Plans>
- We strongly encourage you to discuss your access with Public Works prior to laying out your site plan to ensure the approved accesses are compatible with your layout.

**Important information to know** (not required for a complete application)

**Right-of-way Use Permit.** Per Weld County Code, Section 8-13-30.B, a Weld County Right-of-way Use Permit is required for any project that will be occupying, constructing, or excavating facilities within, and/or encroaching upon, any county rights-of-way or easement. Right-of-way Use Permit instructions and application can be found at:

<https://www.weld.gov/Government/Departments/Public-Works/Permits>

**Overlapping Easements.** Weld County will not replace overlapping easements located within the existing right-of-way or pay to relocate existing utilities within the County right-of-way.

**Tracking Control.** Per Weld County Code, Section 8-14-50.D, your project may require permanent or temporary tracking control to prevent mud or debris from being tracked onto a county road. For information about tracking control go here:

[https://library.municode.com/co/weld\\_county/codes/charter\\_and\\_county\\_code?nodeId=CH8PUWO\\_ART\\_XIVROACPO\\_S8-14-50PEHOGERE](https://library.municode.com/co/weld_county/codes/charter_and_county_code?nodeId=CH8PUWO_ART_XIVROACPO_S8-14-50PEHOGERE)

**Improvements and Road Maintenance Agreement.** Public Works may require an Improvements Agreement for one or all the following reasons:

- Off-site public improvements
- Road Maintenance Agreement
- Construction Maintenance Agreement
- Access Improvements Agreement
- On-site improvements for subdivisions/PUDs

An Improvements and Road Maintenance Agreement will detail the approved haul route(s), outline when offsite improvements will be triggered and include a maintenance agreement for the haul routes. Possible mitigations included in the road maintenance agreement may include, but are not limited to: dust control, specified haul routes, damage repairs, and future improvement triggers. An example agreement is available at:

[https://www.weld.gov/userfiles/servers/server\\_6/file/departments/public%20works/developmentreview/usr-spr-permits%20improvements%20agreement%20template.pdf](https://www.weld.gov/userfiles/servers/server_6/file/departments/public%20works/developmentreview/usr-spr-permits%20improvements%20agreement%20template.pdf)

**Grading Permit.** Per Weld County Code, Section 8-12-30.B, a Weld County Grading Permit will be required if disturbing more than one (1) acre unless your project qualifies for a grading exemption. To learn more about grading permits or to see if your project qualifies for an exemption go here:

[https://library.municode.com/co/weld\\_county/codes/charter\\_and\\_county\\_code?nodeId=CH8PUWO\\_ART\\_XIIGRPEPO](https://library.municode.com/co/weld_county/codes/charter_and_county_code?nodeId=CH8PUWO_ART_XIIGRPEPO)

## **Zoning Permit for Certain Uses in Ag Zone (ZPAG)**

### **Public Works General Requirements, continued**

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**Construction Stormwater Permit.** A Construction Stormwater Permit is also required with the State for disturbing more than one (1) acre. Contact: Colorado Department of Public Health and Environment, Water Quality Control Division, Permit Support Staff at: 303-692-3517.

#### **Contact List**

##### **Access Permits:**

Stephanie Flores [sflores@weld.gov](mailto:sflores@weld.gov) (970) 400-3718

**Improvements Agreements:** Jazmyn Trujillo-Martinez [jtrujillomartinez@weld.gov](mailto:jtrujillomartinez@weld.gov) (970) 400-3711

**Right-of-Way Permits:** Amy Mutchie [amutchie@weld.gov](mailto:amutchie@weld.gov) (970) 400-3764

**MS4 Requirements:** Lyndsay Holbrook [lhobrook@weld.gov](mailto:lhobrook@weld.gov) (970) 400-3788

##### **Development Review (Engineering):**

Mike McRoberts [mmcroberts@weld.gov](mailto:mmcroberts@weld.gov) (970) 400-3798

Dan Campbell [dcampbell2@weld.gov](mailto:dcampbell2@weld.gov) (970) 400-3808

Aaron Maurice [amaurice@weld.gov](mailto:amaurice@weld.gov) (970) 400-3588