



## Pre-Application Request | Form

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)

### 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](mailto:pctechs@weld.gov).
- Or mail or drop off your form at: **1402 N. 17<sup>th</sup> 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, Wednesdays, or Thursdays.

#### **Need help?**

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

### Contact Form:

#### **Applicant Information**

<b>Name:</b>	
<b>Company (optional):</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Project Description:</b>	
<b>Project Type (check one):</b>	<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 _____
<b>Preferred meeting format:</b>	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid
<b>Preferred day:</b>	<input type="checkbox"/> Tuesday (am or pm) <input type="checkbox"/> Wednesday (pm) <input type="checkbox"/> Thursday (am)

#### **Property Information**

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



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## 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 (Access):**

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

1. Will an existing access point be utilized or is there a new proposed access point for the project?
2. Identify the access location for the project by providing the following information:
  - a. Roadway the access will be located on and distance to the nearest intersection.
  - b. Latitude and longitude for the access location (not property location).
3. Provide the distance (in feet) to the nearest intersection for each existing and new/proposed access point and what they are currently used for (i.e., agricultural, residential, commercial/industrial, and/or oil and gas).
4. Describe any difficulties seeing oncoming traffic from the proposed existing or new access point.
5. Provide two (2) photos taken from the proposed access point – one looking left and one looking right – to identify the existing sight distance conditions (Google photos are not accepted and photos shall have no edits such as zoomed in, wide lens or cropped).



## Pre-Application Request | Traffic

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### **Development Review Items (Traffic):**

#### **A Traffic Narrative shall be submitted for the Pre-Application Meeting.**

At a minimum, the traffic narrative shall provide the following information in as much detail as possible. Please submit narrative 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, etc. (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.

**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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### **Development Review Items: (Drainage):**

Weld County requires regional and/or on-site detention for all future developments that do not meet an exception to storm water detention defined in Section 8-11-45.B., of the Weld County Code. A Development Review Engineer will be present at the pre-application meeting to help evaluate criteria and options regarding site-specific drainage. To assist the Development Review Engineer in evaluating potential drainage options, please provide the following items:

1. Any information, analysis, or documentation that would be helpful in determining drainage requirements for the project. Examples include: exceptions being requested, existing drainage features, previous drainage reports, master drainage plans, and ditch owner agreements.
2. Previous drainage problems with the property.

Additional drainage requirements are outlined in the Map section below in this document.





## Pre-Application Request | Helpful Contacts

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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](http://www.weld.gov/Government/Departments/Planning-and-Zoning)  
[www.weld.gov/Government/Departments/Building](http://www.weld.gov/Government/Departments/Building)

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### **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](http://www.weld.gov/Government/Departments/Health-and-Environment)

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### **Colorado Department of Transportation (CDOT)**

10601 W. 10th Street Greeley, CO 80634  
(970) 353-1232  
[www.codot.gov/](http://www.codot.gov/)

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### **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>

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### **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)

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### **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)



## 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 " <b>N/A</b> " 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/>