



## Planned Unit Development Zoning (PUDZ) Amendment Procedural Guide

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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)

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This form is to be used to apply for a change in the allowed uses within a particular Planned Unit Development (PUD) or to change the required setbacks for all lots in the PUD. This form is not for changing property lines within the PUD. This process does not change the property from a PUD.

Any owner of property within a PUD may apply for this change for the PUD. Prior to submitting the application, the applicants or their representative must submit a Pre-Application Request Form and meet with the Department of Planning Services to discuss the proposal.

Following the Pre-Application meeting, submit all the application components as separate documents, in PDF format, in the order outlined in the checklist below.

### **Submittal Requirements:**

The following application items are required:

- \_\_\_\_\_ Application Form. (See attached)
- \_\_\_\_\_ Authorization Form. (See attached)
- \_\_\_\_\_ Articles of Organization or Incorporation documents if the owner is a business entity, including Statement/Delegation of Authority documentation for the person authorized to sign on the corporation's behalf, or trustee documents if the owner is a trust.
- \_\_\_\_\_ Questionnaire. (See attached)
- \_\_\_\_\_ Signed report of the names, addresses, and parcel numbers of the property owners within the PUD and within 500 feet of the PUD. Once signed, the buffer report expires within 30 days.
- \_\_\_\_\_ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- \_\_\_\_\_ Application fee.

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Application Type	Fee	Review	Processing Time
PUDZ Amendment	\$500.00	Board of County Commissioners	90 days*

\*Estimated processing time once the application is determined to be complete.

Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners by Resolution and 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 PUD Zoning Amendment application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the process. The application shall not be assigned a case number or reviewed until all required items on the 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 27-2-10 of the Weld County Code: Overview of PUD amendments
- Section 27-2-20 of the Weld County Code: Amendments to PUD zoning
- Section 27-3-10 of the Weld County Code: Standards for all PUDs

**Planned Unit Development Zoning (PUDZ) Amendment  
Application**

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

**PUD (subdivision) name:** \_\_\_\_\_

**Brief description of request:** \_\_\_\_\_

**Applicant/Authorized Agent** *(Optional: An authorization form must be included if there is an Authorized Agent. If there is not an authorized agent, a property owner must sign this application form. If the owner is a corporation, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.)*

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

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

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

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

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

I (We) request that the above described Planned Unit Development be amended as described above 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.

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

Print name: \_\_\_\_\_

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

Print name: \_\_\_\_\_

**Planned Unit Development Zoning (PUDZ) Amendment  
Questionnaire**

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1. Describe your requested change to the PUD and why you think the request should be approved. The description may reference uses permitted within zone districts described in Article III of Chapter 23 of the Weld County Code. If approved, such uses shall be considered uses by right. Certain uses may require subsequent submittal and approval of a Site Plan Review as described in Section 23-2-150.B of the Weld County Code.

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2. Will the requested change apply to every lot in the PUD? If not, be sure to clearly state which lots the amendment will apply to.

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## **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)



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