



SUBSTANTIAL CHANGE SUBMITTAL PROCEDURAL GUIDE

DEPARTMENT OF PLANNING SERVICES
1402 N. 17th Avenue, PO BOX 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

This form is to be used to apply for a Substantial Change hearing before the Board of County Commissioners for a land use application that was denied within the previous five years. In order to submit a new land use application for any portion of the property contained in the original application, the Board must first find, based upon a showing by the applicant, there has been a substantial change in the facts and circumstances regarding the application subsequent to the original decision of denial by the Board of County Commissioners or that there is newly discovered evidence which would have been likely to affect the outcome of the original decision that the applicant could not have discovered with diligent effort prior to the original decision of denial.

“Land use application” includes applications for any 1041 permits under Chapter 21 except under Article V; changes of zoning (COZs) under Division 1 of Article II of Chapter 23; uses by special review (USRs) under Divisions 4, 5, or 6 of Article II of Chapter 23; subdivisions under Chapter 24; or planned unit developments (PUDs) under Chapter 27.

“Substantial change in facts and circumstances” means a substantial change in the land use application, which addresses the issues raised by the Board of County Commissioners in the original decision of denial, in the surrounding land uses, or in applicable provisions of the law.

No substantial change application will be accepted by the Department of Planning Services if the decision of the Board of County Commissioners on the land use application has been appealed or contested in any court of law, during the pendency of the court action.

Once the application is deemed complete, County staff will schedule the hearing before the Board of County Commissioners and provide notice.

Refer to Section 2-3-10 of the Weld County Code.

SUBSTANTIAL CHANGE SUBMITTAL REQUIREMENTS

The following application items are required:

- _____ Application Form. (See attached)
- _____ Authorization Form, if applicable. (See attached)
- _____ Deed(s) identifying the surface estate ownership in the property.
- _____ 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.
- _____ Narrative describing the substantial change in the facts and circumstances regarding the application subsequent to the original decision of denial by the Board of County Commissioners or the newly discovered evidence which would have been likely to affect the outcome of the original decision that the applicant could not have discovered with diligent effort prior to the original decision of denial.
- _____ Maps or other graphic evidence depicting the change(s) described above.
- _____ Buffer report, signed, of the names, addresses, and parcel numbers of the surrounding property owners within 500 feet of the PUD. Once signed, the buffer report expires within 30 days.
- _____ Affidavit and certified list of the names and addresses of all mineral owners and lessees of mineral owners on or under the parcel of land being considered. The list shall be prepared from the real property records by a person qualified to do the task and shall be current as of a date more than 30 days prior to the date the application is submitted to the Department of Planning Services.
- _____ Title product, sometimes referred to as a "preliminary title report" or an "informational commitment," issued by a title insurance agency, agent, or company registered with the state, that includes a legal description and date of the report (typically on "Schedule A") and a list of exceptions (typically on "Schedule B" or "Schedule B-2"). The title product shall be dated no more than thirty (30) days prior to submittal.
- _____ Signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property. The Statement shall be from the current tax year.
- _____ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- _____ Application fee: \$2,300. A 2.8% service fee will be included with credit card payments. Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners 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.

**SUBSTANTIAL CHANGE SUBMITTAL
APPLICATION**

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

Parcel Number _____ - _____ - _____ - _____ - _____
(12 digit number - found on Tax I.D. information, obtainable at the Weld County Assessor's Office, or www.weld.gov)
(Include all lots being included in the application area. If additional space is required, attach an additional sheet.)

Legal description _____, **Section** ____, **Township** ____, **North**, **Range** ____, **West**

Property address (If Applicable) _____

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: Owner or Authorized Agent Date

Signature: Owner or Authorized Agent Date



Departments of Planning
Building and Development Review
1402 N 17th Avenue, P.O. Box 758
Greeley, CO 80632

Authorization Form

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access or Grading** 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 Date _____

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

My commission expires _____

Notary Public

Contact Information and Office Locations

Weld County Planning, Building and Development Review

1402 N 17th Avenue
PO Box 758
Greeley, CO 80632
(970) 400-6100
www.weld.gov/Government/Departments/Planning-and-Zoning
www.weld.gov/Government/Departments/Building

Weld County Department of Public Health and Environment

Weld County Septic Permits
On Site Waste Water Systems (OWTS)
1555 N 17th Avenue
Greeley, CO 80631
(970) 304-6415
www.weld.gov/Government/Departments/Health-and-Environment

Colorado Department of Transportation (CDOT)

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

Division of Water Resources

Water Wells
1313 Sherman St. Ste. 821
Denver, CO 80203
(303) 866-3581 ext. 0

1809 56th Avenue
Greeley, CO 80634
(970) 352-8712
<https://dwr.colorado.gov/>

Well Permitting Information:
<https://dwr.colorado.gov/services/well-permitting>

Soil Conservation Districts

Boulder Valley and Longmont – (303) 776-4034
Brighton & Southeast Weld – (303) 659-0525
Centennial – (970) 522-7440 ext. 3
Greeley – (970) 356-6506
Larimer (Big Thompson & Ft. Collins) – (970) 295-5658
Morgan – (970) 867-9659 ext. 4
Platte Valley – (303) 857-6721
Southeast Weld – (303) 659-7004 ext. 101
West Adams – (303) 659-2080
www.coloradoacd.org

Colorado Geological Survey

Division of Minerals and Geology

1313 Sherman Street
Room 715
Denver, CO 80203
(303) 384-2643
www.coloradogeologicalsurvey.org

