



Planned Unit Development Zoning (PUDZ) Amendment Procedural Guide

Department of Planning Services

1402 N. 17th Avenue, P.O. BOX 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

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
PUDZ Amendment	\$600.00	Board of County Commissioners

*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 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 (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

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.

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.

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



Departments of Planning
Building, Development Review
and Environmental Health
1402 North 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, 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