



**Planned Unit Development Final Plat (PUDF) 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 to lot lines (including combining but not dividing lots), easements, or rights-of-way within a particular Planned Unit Development (PUD). This form may also be used to remove building envelopes or septic envelopes from all or a portion of a PUD. This form is not for corrections that meet all requirements of Section 27-2-40 of the Weld County Code, which may be recorded by a surveyor without application to the County. This form is also not for changing uses allowed within the PUD or required setbacks or offsets, which requires a PUD Zoning Amendment.

This process does not change the exterior boundaries of a PUD.

Every owner of property affected by the proposed amendment(s) must sign the application form or an authorization form designating a representative. A survey plat of an amended PUD final plat showing the change is required, unless the change is only to remove building envelopes or septic envelopes.

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, if applicable. (See attached)
- _____ Deeds 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.
- _____ Statement/Delegation of Authority documentation for the person authorized to sign on the corporation’s behalf, or trustee documents if the owners is a trust.
- _____ Signed report of the names, addresses, and parcel numbers of the property owners within the PUD and within 500 feet of the subject property(ies). Once signed, the buffer report expires within 30 days.
- _____ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property(ies). The Statement shall be from the current tax year.
- _____ A draft final plat prepared according to the plat requirements on the following page, unless the amendment is for the sole purpose of removing building envelopes or septic envelopes.
- _____ Plat Closure Report prepared, signed, and sealed by a Colorado-licensed Professional Land Surveyor, including a closure analysis of exterior boundaries, linear misclosure, closure ratio, and certification that the plat closes. The proposed plat shall demonstrate a minimum boundary closure precision of 1 part in 10,000 (1:10,000).
- _____ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- _____ Application fee.

Planned Unit Development Final Plat (PUDF) Amendment Plat Requirements

A draft final plat prepared in accordance with the following is required, unless the amendment is for the sole purpose of removing building envelopes or septic envelopes:

- a. The plat shall be prepared by a Professional Land Surveyor licensed to do business in the state and shall be a neat, clear, legible, and reproducible document. The plat submitted for recording shall contain the original signatures and seals in permanent ink.
- b. The plat shall be delineated in permanent black ink on a dimensionally stable polyester sheet such as Mylar, or other material as approved in writing by Planning Staff. The size of each sheet shall be twenty-four (24) inches in height by thirty-six (36) inches in width, unless otherwise approved in writing by Planning Staff.
- c. The plat shall be titled at the top of each sheet with the name of the *PUD* and the case number provided by the *Planner*, followed by the section, township, and range, County of Weld, State of Colorado.
- d. The plat shall be drawn at a scale of one inch equals one hundred feet (1" = 100') or one inch equals two hundred feet (1" = 200'). The vicinity map shall be at a minimum scale of one inch equals two thousand feet (1" = 2,000'). Plats drawn to other scales must be approved, in writing, by Planning Staff.
- e. All work shall comply with the requirements of C.R.S. 38-50-101 and 38-51-101, et seq.
- f. All work shall comply with the requirements of the Bylaws and Rules of Procedure of the State Board of Registration for Professional Engineers and Professional Land Surveyors and the Rules of Professional Conduct of the State Board of Registration for Professional Engineers and Professional Land Surveyors - Board Policy Statement.
- g. All plats shall contain:
 1. A north arrow.
 2. A statement of known engineering scale and a bar-type scale.
 3. A statement defining lineal units.
 4. Date of preparation.
 5. A legend designating all abbreviations, line types, and symbols.
 6. Names, telephone numbers, and addresses of the *applicant*, developer, engineer, and surveyor.
 7. Sheet numbers, sheet index, and overlapping match lines, if necessary.
 8. All distances shall be shown to the nearest one hundredth (0.01) of a foot and bearings to the nearest second. All distances shall be given in ground, not grid, distance.
 9. All field-measured dimensions necessary to establish the boundaries on the ground and all dimensions for newly created *lots* necessary to establish the boundaries on the ground.
 10. A description of all monuments, both found and set, that mark the boundaries of the property.
 11. Bearing, distance, and curve data for all *lot* boundaries. All curve data shall include arc length, radius, central angle, chord bearing, and chord distance. Boundaries shall be clearly indicated on the plat. Recorded bearings and distances that vary with measured bearings and distances shall be shown in parentheses along with the measured bearings and distances.
 12. A basis of bearing statement.
 13. Vicinity map delineating the *PUD* boundary with respect to adjacent *roads*, municipal limits, ditches, railroads, floodplain boundaries, etc., which shall be labeled. The subject *section* and dashed quarter *section* lines shall be shown and labeled.
 14. A scale drawing of all boundaries of the entire subject property on one (1) sheet and written property description of the exterior boundary of the subject property, including the acreage to the nearest one-hundredth (0.01) of an acre.
 15. The reception number of the most recent deed for the subject property.
 16. A list of the history of deeds, land divisions, and amendments that resulted in the creation of the parent *parcel*, with references to reception numbers, recording dates, and case numbers, as applicable.
 17. The exterior boundary shall be tied to two (2) or more monumented public land survey monuments.
 18. All recorded and apparent *easements* and *rights-of-way*, including the purpose, width, and location of all existing and proposed *easements* located on the property. A plat note may be necessary to provide complete information of the purpose of the *easement*. Proposed *easements* shall have bearings, distances, and curve data sufficient to allow them to be established on the ground.
 19. Any conflicting boundary evidence (fences, conflicting monuments, physical features, etc.).
 20. The location of any oil and gas facilities, described by longitude and latitude.
 21. Hydrologic features, including, but not limited to, irrigation canals and ditches on the subject property.
 22. The limits of any 500-year and 100-year Special Flood Hazard Area on the subject property.
 23. Applicable plat certificates provided by the Department of Planning Services.
 24. Plat notes provided by the Department of Planning Services.
 25. The existing lot line to be amended shall be shown with a dashed-line type and the proposed lot line shall be shown with a solid heavy line type.
 26. The plat shall include the road right-of-way adjacent to the parcel as well as the physical location of the roadway, and right-of-way creation documentation. Future right-of-way, if any, shall also be shown.

**Planned Unit Development Final Plat (PUDF) Amendment
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Application Type	Fee*	Review
PUDF Amendment	\$1,100.00	Board of County Commissioners
PUDF Amendment to remove building or septic envelopes	\$300.00	Board of County Commissioners
Plat recording fee (excluding building envelope removal)	\$43.00	Due with the signed plat after approval

*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 are 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 Final Plat 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 27-2-30 of the Weld County Code: Amendments to PUD final plans and final plats
- Section 27-3-10 of the Weld County Code: Standards for all PUDs

Some of the regulations that the PUD amendment must maintain compliance with include the following:

- The proposed amendment shall not create or increase any nonconformity.
- Platted PUD lots may not be further subdivided.
- Lot lines may be adjusted, lots may be combined, and building or septic envelopes may be removed in accordance with Section 27-2-30 without amending a PUD zoning plat.
- The exterior boundaries of a PUD shall not be changed by any amendment.

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

**Planned Unit Development Final Plat (PUDF) 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, each owner must sign this application form. If a corporation is a fee owner, 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: _____

For each lot to be amended, list the parcel number and names and contact information for all owners of the lot, with the owners' signatures. (The parcel number is a 12-digit number found on Tax I.D. information, obtainable on the Weld County Assessor's map found at <https://www.co.weld.co.us/maps/propertyportal/>. *Attach additional sheets if necessary.*)

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.

Parcel #: _____ Owner name(s): _____

Phone#: _____ Email: _____

Address: _____

City/State/Zip Code: _____

Signature(s) (if no authorized agent): _____

Parcel #: _____ Owner name(s): _____

Phone#: _____ Email: _____

Address: _____

City/State/Zip Code: _____

Signature(s) (if no authorized agent): _____

Parcel #: _____ Owner name(s): _____

Phone#: _____ Email: _____

Address: _____

City/State/Zip Code: _____

Signature(s) (if no authorized agent): _____

Parcel #: _____ Owner name(s): _____

Phone#: _____ Email: _____

Address: _____

City/State/Zip Code: _____

Signature(s) (if no authorized agent): _____



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