

VARIANCE APPLICATION PACKET

City of Greeley Community Development Department

City of Greeley
Planning

Variance Pre-Application Checklist

Meeting Date:	Project Address/Parcel ID #:
Applicant Name:	Pre-Application Meeting Number:

- This checklist must accompany all development applications submittal requirements.
- Provide one (1) electronic copy of each required item in a searchable PDF format.
- All files must use the following naming convention: (Name of Document_Year-Month-Day) See attached document naming convention.

Required	Provided	Name of Document (description)
		Application Fees (paid through online project portal – electronic check or *credit card) * credit card fee applies. Project Type: <div style="display: flex; justify-content: space-around;"> Major _ \$1000 Minor _ \$500 </div>
		Development Application
		Owner Authorization or Letter of Authorization from property owner
		Project Narrative (Provide a summary of the project information including size, scale, timing, density, design, and compatibility 1. with the surrounding area. describing the grounds on which the claim is justified. Address the specific criteria in Section 24-209.
		Title Commitment or Ownership & Encumbrances Report (Current within 90 days)
		Basic site plan (dimensioned and/or to scale), site photos, building elevations or other supporting documentation, following the Exhibit Requirements below.
		Additional materials may be required as part of the application review. (examples: floor plans, parking study, noise study, shadow study, site impact analysis, site circulation exhibit, tenant roster, 3-D drawing of relevant block face context, annexation impact report)
		Other:
		Other:

Planning Staff:	EDR Staff:
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Variance Application

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1. Introduction to the Development Code

This manual is a guide to the Greeley Development Code (Development Code). It helps applicants prepare thorough and well-organized applications. Following the guidelines and requirements of this manual may also shorten review time and minimize the need for resubmitting proposals.

The Development Code ensures that new development projects meet all applicable city standards. It also guides long-term growth and redevelopment toward the vision, goals, and policies of the city’s comprehensive plan. To accomplish this, the Development Code balances private rights and public objectives while promoting investment that contributes to the larger and greater whole – of the block, the neighborhood, the district, and the city.

Organization of the Development Code:

The Development Code is organized in the following Chapters:

Chapter 1 <i>General Provisions</i>	The General Provisions provide legal foundations and technical aspects of the code. This Chapter includes purposes, interpretation, jurisdiction, and authority under the code. It is most useful for those who use the code daily or when a specific question on the general applicability of the development standards arises.
Chapter 2 <i>Procedures</i>	The Procedures section outlines the scope of the application, steps involved in the review process, criteria for decision-making, and the outcomes of decisions based on the development code. This Chapter is a valuable resource for anyone who might be engaged in a development application, such as applicants, city staff, public officials, or residents and property owners affected by the proposed development.
Chapter 3 <i>Subdivision Standards</i>	The Subdivision Standards are requirements that help coordinate development in various areas over time. This Chapter ensures that all lots and parcels align with the larger plan and have access to public services. It covers development patterns, urban design, engineering, and infrastructure requirements. These standards are helpful for anyone looking to divide land, development professionals working on large-scale projects, and city staff and officials reviewing development applications and their long-term effects.
Chapter 4 <i>Zoning Districts & Uses</i>	The Zoning Districts & Uses section establishes regulations for permitted land uses and their locations. It divides the community into different areas and ensures compatibility between various uses in terms of size and type. This chapter aligns with the long-term land use categories in the comprehensive plan. This information benefits landowners, developers, city staff, and officials who review projects and the assess the potential impacts on surrounding areas.

<p>Chapter 5 Residential Development Standards</p>	<p>The Residential Development Standards outline precise guidelines for the design and construction of residential developments. This chapter covers various aspects such as lot size, building heights, setbacks, open space, and accessory building standards for different types of residential buildings. It also incorporates design standards to accommodate diverse building types within different neighborhoods, including standards for streetscape, lot frontages, building design, and open spaces. The information is valuable for individuals planning residential property improvements and designers seeking to ensure projects harmonize with their surroundings.</p>
<p>Chapter 6 Non-residential Development Standards</p>	<p>The Non-residential Development Standards provide clear guidelines for designing and constructing non-residential properties. This chapter includes regulations for lot size, building heights, setbacks, open space, and accessory buildings in non-residential districts. It also offers design standards that focus on how projects fit into their specific district, block, and site. You can find frontage design, building design, and open space standards based on the building's relationship to the surrounding streetscape. This information is valuable for anyone making improvements to non-residential properties, particularly for designers who need to ensure the project blends well with its surroundings.</p>
<p>Chapter 7. Access & Parking Standards</p>	<p>The Access & Parking Standards set guidelines to enhance site access using different transportation methods, such as walking, biking, and driving. This Chapter considers various factors like streetscape design, access points (curb cuts and driveways), parking spaces for cars and bikes, and internal traffic flow for vehicles, bicycles, and pedestrians. The goal is to strike a balance between different interests while ensuring these elements don't negatively affect the streetscape or neighboring properties. This information is beneficial for designers who need to ensure that a project fits well into its surroundings and for engineers responsible for planning site layouts and minimizing the impacts of the development.</p>
<p>Chapter 8 Landscape Standards</p>	<p>The Landscape Standards are a set of guidelines that outline specific design standards for the undeveloped area of a site, focusing on the living (plant and vegetation) and aesthetic hardscape (non-living elements like pathways, walls, etc.). This chapter divides the site into various components, such as streetscapes, frontages, parking areas, perimeter treatments, and open spaces. Each area has its own set of standards, aimed at creating a harmonious relationship between the project and its surroundings. The standards help designers, especially landscape architects, in addressing the finer details of how the project integrates into its environment. They provide guidance on site design, installation specifications, and ensuring the survival and well-being of landscape areas.</p>
<p>Chapter 9 Signs</p>	<p>The Signs standards offer guidelines for any sign on property that might be seen from the road or neighboring sites. This Chapter categorizes signs into a few general types, and property owners can use these types according to specific allowances. It covers basic standards for each sign type, including size, quantity, location, and design. This information benefits business owners who want to manage their property and establish their identity and anyone considering putting up a message on their property.</p>

<p>Chapter 10 Special Purpose Districts & Areas</p>	<p>The Special Purpose Districts & Areas section provides standards applicable only in certain areas of the city that are not strictly dependent on the general zoning districts in Chapter 4. This Chapter includes overlay districts for distinct areas and standards to protect certain geographic or natural features. It is most useful for anyone considering a project within these special districts or areas.</p>
<p>Chapter 11 Supplemental Standards</p>	<p>The Supplemental Standards consist of topic-specific guidelines that apply throughout the city, regardless of the specific zoning district involved in the proposal. These topics often have more intricate or issue-specific regulations and procedures that don't blend smoothly with the other broadly applicable districts, standards, or processes. This chapter is helpful for anyone considering or affected by a project that deals with these specific topics.</p>
<p>Chapter 12 Metropolitan Districts</p>	<p>This Chapter contains the process for Metropolitan Districts.</p>
<p>Chapter 13 Definitions & Terms</p>	<p>This Chapter serves as a "glossary" for all the chapters in this code, except for a few sections with topic-specific definitions. It is organized into three parts: first, defined terms (terms with specific meanings); second, descriptions of uses (details about the type, scale, and nature of general land uses); and third, a glossary of architecture and design terms used to interpret and apply some of the discretionary or design-oriented standards. This information is helpful for anyone who needs to interpret a specific provision in the development code.</p>

2. Overview: Common Questions

Before starting a land development application, asking some initial questions is essential. These questions will help applicants and stakeholders understand the required procedures and standards outlined in the Development Code.

➤ Does the property need to be platted?

Is the property already platted? Property information can be found on the City's GIS

site: <https://gis3.greeleygov.com/Html5Origin/?viewer=propertyfacts>

Metes and bounds legal descriptions indicate that the property has not been platted. A lot number and a subdivision name denote subdivided property.

- Will the proposed application change the property boundaries?

If the property has not been platted or you are changing property boundaries, you will likely be required to plat the property. Adjustments to public easements or rights-of-way may also require plats or amendments to existing plats. *[See Chapter 3, Subdivision Standards, and the options for different platting procedures in Chapter 2, Procedures, Section 24-202 and 24-203 of the Development Code.]*

➤ Is the proposed use allowed in the applicable zoning district?

Check the current zoning. Zoning information can be found on the City's GIS

site: <https://gis3.greeleygov.com/Html5Origin/?viewer=propertyfacts>

- Is the proposed use listed in the use table and permitted in the current zoning district? *[See Table 24-4-2 Zoning Districts & Uses.]*
- Does the proposed use require any special review process? *[Uses noted "S" in the table; consult the Use by Special Review processing in Section 24-206, Development Code.]*
- Does the proposed use require any specific additional standards? *[See Section 24-404, Specific Use Standards, or Chapters 10 and 11 for special districts, areas, or topics requiring additional standards.]*
- Will the conceptual plan or the anticipated development layout match the development standards applicable to the lot and site? *[See Table 24-5-2 and 24-6-2. Development Code.]*

Uses not permitted in the designated zoning district require a rezoning process. This involves a discretionary review, which includes public hearings. The Planning Commission provides a recommendation, and the City Council makes the final decision. The goal is to assess whether rezoning aligns with the comprehensive plan, adequate public facilities, and other criteria outlined in the Development Code. *[See Section 24-204 of the Development Code]*

If a rezoning application is not required, applicants will be required to follow other development review procedures based on the project's level of development or scale.

➤ What if anticipated plans do not meet certain standards?

The Development Code is intended to be a flexible document. However, flexibility is limited to meeting specific criteria and the extent or type of deviation requested on a particular application. There are three general types of flexibility in the Development Code:

- Alternative Compliance.** Alternative Compliance is an administrative process where the Community Development Director can approve alternatives to what the Development Code would ordinarily require. It only applies to specific circumstances, with criteria to guide how alternatives are reviewed and approved. This is essentially an "equal or better" process. It does not allow the Director to waive or change the standards but does allow for different solutions when the intent or design

objective can be equally or better met by design that was not anticipated by the standard. *[See Section 24-208 Alternative Compliance, Development Code, and any additional criteria in the subsection of the standard for which the alternative is proposed.]*

- ❑ **Planned Unit Development (PUD).** Projects of a certain scale can benefit from more advanced planning and may be granted flexibility through “planned zoning.” This is not a way to waive or alter the standards on a specific site or development project. In contrast, these applications allow the Planning Commission and City Council to view projects in a broader scale, based on plans to integrate a project into a specific context. These applications start with the base zoning districts and development standards, but can allow deviations, additions, or subtractions from the otherwise applicable standards where the plan demonstrates broader public benefits. This type of rezoning requires public hearings and formal review to establish the parameters for any area or project. *[See Section 24-205 Planned Unit Development, Development Code]*
- ❑ **Variances.** Variances offer project-scale relief from Development Code numeric standards. Variances are not a tool for flexibility in the standards; they provide relief from the standards for unique circumstances not anticipated or addressed by the Development Code and where no other alternative exists. Applicants have the burden of proof and must demonstrate that their site is unique from other similarly zoned or situated sites, and the applicant must establish that they meet **all** criteria required for a variance to be granted. *[See Section 24-209, Development Code.]*

➤ How is a proposed project reviewed?

The Development Code provides for two basic types of review:

- **Administrative Review.** This applies to proposals generally allowed “by right” under applicable regulations and standards. The property has been platted, and the proper zoning is in place. However, review is still required to ensure the application meets the standards of the Development Code. Decisions are made by administrative staff, and discretion is limited to determining if the application meets the standards if changes are needed so that it better meets approval criteria, or if it meets any specific criteria for flexibility included in the standards.
- **Public Hearing.** This applies to projects that have a broader impact on surrounding property or projects that otherwise require a public hearing. Often these projects involve a change in laws applicable to the property (rezoning) or a change in the boundaries, ownership, and development patterns (platting). State statutes often require public hearings and notices to specific property owners, giving the public the right to testify. This testimony can become part of the record upon which a decision should be made.
[See Table 24-2-1, Procedure Summary, Development Code, for a summary of application procedures and Chapter 2, Procedures, for details on each specific application.]

➤ Does the project involve a substantial scale and scope that might require specialized, advanced planning tailored to the project’s unique requirements?

The following questions aim to assess the scale and scope of the project to

determine if the approval process would benefit from conceptual plans, master planning, or other advanced plans.

- Are there multiple existing or proposed zoning districts within the project area?
- Does the project impact street networks and open space systems, whether on the perimeter or internal to the project?
- Does the project propose different “frontages” (the relation of building and sites to the street) at different locations, and would planning and coordinating different frontages be advantageous to the design and character of different project components?
- Is the project site already subject to an area plan or some other smaller scale plan that gives more specific guidance than offered from the comprehensive plan?
- Does the project propose flexibility offered through planned zoning applications?

➤ *What happens after a project is approved?*

- As part of the application process, applicants are required to submit detailed plans and construction documents for required permits that may be impacted by other codes and standards. This further level of technical review can often refine projects further within the parameters of previous approvals. This “behind the scenes” review may take additional time before a project is ultimately built.
- In case a project is denied, there may be options available to appeal the decision.
- If construction documents and plans are not submitted or completed, or if no appeal is made to the decision, some approvals may expire, necessitating the submission of a new application before any development can proceed.

3. Development Procedures

The general path for approval of a development project, the specific submittal requirements, and detailed procedures are determined by three main factors:

1. The scale and complexity of the project.
2. Whether the proposed location has been platted into developable lots.
3. Whether the proposed site is zoned for the use and building type.

A small-scale or simple project on property that has been platted and is appropriately zoned will take fewer steps and have basic submittal requirements. A large-scale or complex project, where land needs to be subdivided, infrastructure needs to be built, and where rezoning must occur, may take several steps and require detailed, technical, and comprehensive submittal requirements. These same factors usually dictate the type of notice, the extent of public review, and the final decision-making authority. These factors and the submittal requirements and procedures can be defined at a pre-application conference with staff.

[See Table 24-2-1, Procedure Summary, Development Code for a summary of these factors and procedures, and Chapter 2, Procedures for detailed provisions.]

A. Application Steps.

Step 1 – Due Diligence: Call the On-Call Planner

- General staff-level preliminary questions.
- Zoning or Development Code questions to assist with your due diligence on a specific property.
- General code review - review the Development Code for any impacts on your specific concept, including the zoning districts/ allowed uses, basic development parameters, any special approvals, etc.
- General review of design criteria and specifications:
<https://greeleygov.com/services/pw/design-criteria-and-construction-specifications> (Contact Engineer Development Review Team)
- Property due diligence (review property for relationship to the comprehensive plan, current zoning, platting status, and other opportunities and constraints)

Step 2 - Pre-application: Prepare Pre-Application Materials & Schedule Meeting

- Prepare pre-application meeting materials. (Refer to pre-application instructions)
- At the time of meeting request, provide all required pre-application documents.
- Planning & Engineering Development Review staff will discuss the project plans, submittal requirements, specific code requirements, and review process (notice, review meetings, etc.).
- Staff will provide applicant with a **Submittal checklist** [*see Checklist; to be filled out by staff during the pre-application meeting*]
- A professional Engineer and/or Architect will be required to be present at the meeting.
- Staff will provide meeting notes & next steps [*available in eTRAKiT*]

Step 3 - Formal Application: Submit Completed Plans

- Follow submittal checklist requirements provided at Pre-application Meeting.
- Follow electronic document submittal guide and naming convention.
- Applicant pays all applicable fees through the eTRAKiT site. Fees may be paid via electronic check or credit card – electronic check is preferred [*refer to City of Development Fee Schedule*]
- Submit all application materials, technical studies and reports [*see Application Checklist provided during Pre-Application meeting*]
- Staff reviews application for completeness [*Application Checklist provided during pre- application meeting*]

Step 4 - Technical Review: Coordinate with City and Other Review Agencies

- Technical internal review by city departments and external referral agencies where applicable.
- Requested changes / recommendations (if any)
- Resubmittal (if necessary)
- Formal scheduling & public notice (if required, otherwise formal decision)

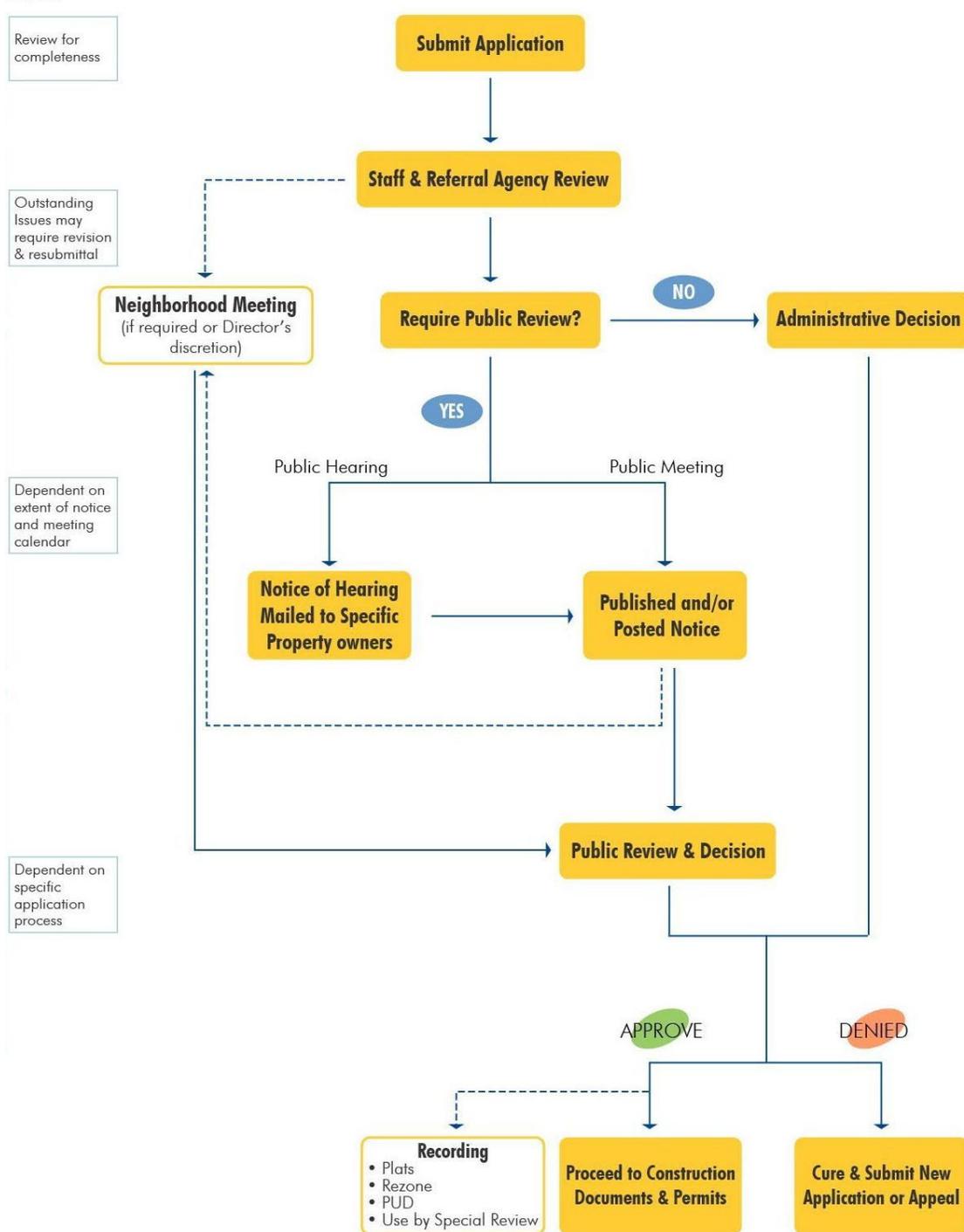
Complete applications that have addressed all comments, completed any necessary resubmittals or additional information, or have not been withdrawn by the applicant or due to inactivity, proceed to Step 6.

Step 6 - Formal Review & Decision: *Public Hearings, Public Meetings, or Administrative Decisions*

Step 7 - Post-Decision Actions: *Approval of CDs, Final Signed Plan Set, Development Agreements, etc.*

Step 8 - Interim & Post Approval Inspections: *Pre-Construction Meeting, Final Inspection, etc.*

B. Application Process Flowchart



Variance Application Requirements



VARIANCES Application Requirements

These Application Standards have been adopted by reference and are required and reviewed in conjunction with the City's Development Code. Please refer to the Application Checklist, Development Application, and Fee Schedule for additional information.

The City of Greeley's Development Code, Title 24 of the Municipal Code, sets development standards for physical construction of a property. Specifically, the Development Code sets certain minimum standards for the location, size and height of structures and improvements on a property. Where exceptional circumstances exist, a variance or deviation from these standards may be granted. A variance is a process to provide relief from a strict interpretation of the zoning and development standards of this code, which when applied to a particular property and in a specific context would create practical difficulties or unnecessary hardship on all reasonable use of the property. Variances shall only apply to the design, dimension, and other site development standards of this code; variances shall not be used to authorize a use that is prohibited by the applicable zoning district.

See Section 24-209 of the Development Code for additional information on variance requirements and procedures. Minor variances can be granted by Community Development staff and are limited to:

1. Variance to a setback, building location, or building height requirement by up to 10% of the requirement. Where this would be less than 1 foot, the Director may approve a variance up to 1 foot.
2. Variance to a lot or open space area or dimension requirement of up to 5% of the requirement.
3. Variance to a building coverage requirement by up to 10% of the requirement.

All other variances must be considered by the Zoning Board of Appeals (ZBA), which is a seven-member board, appointed by the City Council.

Variance Exhibit Requirements

1. Include a Sheet Index and number each sheet. Page numbering format for the plan set is: Sheet/Page 1 of X. Pages and Sheets shall be numbered consecutively.
2. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
3. All drawings must be prepared using an **engineering** scale. Plan sets using architect's scale will not be accepted.

Please review Section 24-209 of the City of Greeley Development Code for complete application and procedural requirements.

Application Submittal Requirements:

- Application form.
- Application fee. See City of Greeley's Fee Schedule.
- Proof of ownership or legal instrument identifying the applicant's interest in the property.
- **Narrative** describing the grounds on which the claim is justified. Address the specific criteria in Section 24-209.
- Basic site plan (dimensioned and/or to scale), site photos, building elevations or other supporting documentation, following the Exhibit Requirements below.

Variance Exhibit – Sheet 1 of X

Title block for a new variance request (example)

SUCH AND SUCH VARIANCE REQUEST
 Lot 1 of Scenic View Subdivision Filing No. 1
 City of Greeley, County of Weld, State of Colorado
 Project Number: VAR2021-XXXX

1. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site).
2. Include names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
3. Include the legal description for the property – subdivision, block, lot.
4. Include the preparation date, as well as each of the revision dates. These must be placed in the lower right-hand corner on all sheets of the plan set.
5. Include an intent statement and clearly describe the variance request. Include a North arrow.
6. Include a scale – (both written and graphic) not smaller than 1”=50’ with 1”=20’ desired.
7. Show all property lines and lot dimensions (bearing and distance).
8. Label all setback lines; tie all building and site improvements to the lot lines.
9. Label adjacent zoning, subdivision name (lots & tracts), and uses.
10. Include a Variance Request Table:

VARIANCE REQUEST				
	ZONE DISTRICT REQUIREMENT	REQUESTED VARIANCE	LOCATION ON SITE PLAN	JUSTIFICATION
[insert: description of variance request; provide a separate row for each requested variance]	[insert: code requirement]	[insert: description of proposed requirement]	[insert: sheet number and/or location as found in the plans]	[insert: rationale and reasoning as to why the new requirement is better or will create a better development than the zone district requirement]

Note: Additional items may be requested based on unique site characteristics or project details.

Minor Variances are reviewed and approved administratively by Community Development staff. An appeal of a staff decision may be made and proceeds to the Zoning Board of Appeals as described above. See Section 24-209 of the Development Code for additional information. Minor Variances must conform to the same Application Submittal Requirements outlined above.

City of Greeley Signature Blocks:

CERTIFICATE OF VARIANCE APPROVAL

THE VARIANCE AS DEPICTED HEREON WAS APPROVED BY THE CITY OF GREELEY ZONING BOARD OF APPEALS ON _____, 2_____.

- Failure to obtain necessary approvals or permits for this variance as approved within twelve (12) months after approval, or to obtain an extension shall result in the forfeiture of the approval and no further action is permitted.

The undersigned as the owner or owner’s representative of the lands described herein hereby agree on behalf of itself, its successors and assigns to develop and maintain the property described hereon in accordance and compliance with this approved Variance and the City of Greeley Development Code.

(for Corporate or LLC owner)

(print Corporation/LLC name)

By: _____
(signature)

By:

Title: _____

Date: _____

ATTEST: (if corporation)

Secretary/Treasurer

(For Individual Owner)

Owner Name

(signature of owner(s)) Date

COMMUNITY DEVELOPMENT DIRECTOR

Director of Community Development

Date



Development Application
 1100 10th Street Greeley, CO 80631
 970-350-9780 www.greeleygov.com
Planning@greeleygov.com

Pre-Application Meeting Date: _____ Meeting Number: PAM _____		
Type of Application: _____		
Project Name: _____		
APPLICANT NAME:	ADDRESS: EMAIL:	PHONE:
OWNER(S) OF RECORD:	ADDRESS: EMAIL:	PHONE:
OWNER(S) OF RECORD:	ADDRESS: EMAIL:	PHONE:
POINT OF CONTACT:	ADDRESS: EMAIL:	PHONE: CELL:
PARCEL / LOT INFORMATION		
Account Number:		
Address or Cross Streets:		
Legal Description:	Inside City Limits: Lot/Tract _____ Block _____ Outside City Limits: County Parcel Number: _____	
Subdivision Name & Filing No.:		
Related Case Numbers: (PUD, Rezoning, and/or Plat)		
	EXISTING	PROPOSED
Zoning:		
Use:		
Site Area (Acres & Square Ft.):		
Density (Dwelling Units/Acre):		
Building Square Footage:		
<p>This application must be signed by owner(s) of record or authorized officer if a corporation. Owner(s) listed must match title work. Processing and review of this application may require the submittal of additional information, subsequent reviews, and/or meetings, as outlined in the City of Greeley Development Code and application packet. After three (3) months of inactivity, a reminder will be sent to applicants stating that action is required within the next thirty (30) days, or the application will be closed due to inactivity. Any additional reviews beyond the included 3 rounds will be charged additional review fees.</p> <p>I hereby certify that, to the best of my knowledge, all information supplied with this application is true and accurate and authorize the applicant listed above to process the application on my behalf.</p>		
Owner's Signature: _____ Date: _____		



Owner Authorization Form

I, (We) _____ (Owner), give permission to _____

(Applicant/Agent) to apply for permits on our behalf for property located at:
_____ (Address).

Legal Description: _____ of Section _____ Township _____ Range _____

or

Subdivision Name: _____ Lot _____ Block _____

Property Owner Information

Phone: _____ Email: _____

Applicant/Agent Information

Phone: _____ Email: _____

Email and Postal Correspondence to be sent to:

- Owner
- Applicant/Agent
- Both

Additional Info: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Note: If owner is LLC/Corporation, please attach documentation authorizing representative signatures.

Electronic Document Submittal Guide

The following are instructions for completing an Electronic Document Submittal:

- I. Prepare required documents.
- II. Organize and format files as follows:
 - a. PDF “Plan Set” must be combined into a single PDF file.
 - b. PDF “Construction Documents-CDs” must be combined into a single PDF.
 - c. All Plans must be generated to scale (e.g., 1/4" = 1'; 1/8" = 1'; 1:10; etc.)
 - d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
 - e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
 - f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
 - g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-workingformat.
 - h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages cannot be rotated in different directions/orientations).
 - i. Plans cannot have any working, active, or living comments (must be a clean, flattenedset).
 - j. Group and name each file according to the [Electronic Document Naming Convention](#) below.
- III. Submit all required plans and documents. Incomplete submittals will not be accepted or routed for review. A project will be considered withdrawn after 30 days incomplete.
- IV. Login to your [City of Greeley Citizen Portal](#) to apply for a project. You must create an account if you do not have one. If you're a contractor, architect, engineer, or professional, contact cd_admin_team@greeleygov.com to obtain a professional login.
- V. Click on apply for a project and complete all steps required for submittal. The City of Greeley will not receive your application until the last step, payment, is complete.
- VI. If you are not able so submit an application or need further clarification, contact planning@greeleygov.com



**City of Greeley Planning
Community Development Department**
1100 10th Street, Greeley, CO 80831
970.350.9780 Greeleygov.com/planning

Electronic Re-Submittal Instructions

The following are instructions for completing an Electronic Document Re-Submittal:

- I. Login to your [City of Greeley Citizen Portal](#)
- II. Click on “my dashboard”
- III. Navigate to the section, “my active projects” and locate the project you are wanting to resubmit documents.
- IV. Documents must be complete, full set, without any active or working comments (must be flattened)
- V. Under the “attachments” click on the paperclip icon
- VI. Click on “upload project attachments” to find the document to attach. In the “description” box, name document according to Electronic Document Naming Convention.
- VII. Click “upload”
- VIII. Repeat steps 4-6 until all documents required for re-submittal are uploaded.
- IX. City of Greeley Staff receive 2 daily reports that will provide notification of uploaded attachments.



City of Greeley Planning
Community Development Department
 1100 10th Street, Greeley, CO 80831
 970.350.9780, Greeleygov.com/planning

Electronic Document Naming Convention Instructions

Each file included in a submittal should be named according to the table below.

If you are submitting a document that is not listed below, contact planning@greeleygov.com for guidance in the naming of said document.

Name	Naming Convention 4-digit year, 2-digit month; 2-digit day
General Documents	
Conceptual Rendering	Conceptual Rendering
Application	Application_ 2022-06-01
Letter of Authorization	Authorization_ 2022-06-01
Project Narrative	Narrative_ 2022-06-01
Title Commitment or O&E	Title_ 2022-06-01
Plan Set	Plan Set_ 2022-06-01
Final Plan Set	Final Plan Set_ 2022-06-01
Engineering Documents and Reports	
Development Agreement - Final	Final Agreement - Development_ 2022-06-01
Development Agreement (Not Final)	Agreement - Development_ 2022-06-01
Subdivision Improvement Agreement (not final)	SIA_ 2022-06-01
Final Subdivision Improvement Agreements	Final SIA_ 2022-06-01
Civil CD's (Final)	Final Civil CDs_ 2022-06-01
Civil CD's (Not Final)	Civil CDs_ 2022-06-01
Construction Cost Estimates	Construction Cost Estimates_ 2022-06-01
Site Circulation Exhibit	Site Circulation_ 2022-06-01
Traffic Study	Traffic Study_ 2022-06-01
Traffic Memo	Traffic Memo_ 2022-06-01
Final Traffic Study	Final Traffic Study_ 2022-06-01
Final Traffic Memo	Final Traffic Memo_ 2022-06-01
Drainage Report	Drainage Report_ 2022-06-01
Final Drainage Report	Final Drainage Report_ 2022-06-01
Drainage Memo	Drainage Memo_ 2022-06-01
Final Drainage Memo	Final Drainage Memo_ 2022-06-01
Hydraulic Analysis	Hydraulic Report_ 2022-06-01
Final Hydraulic Report	Final Hydraulic Report_ 2022-06-01
Biologist Report	Biological Report_ 2022-06-01
Surveyor's Closure Calculations	Closure Calcs_ 2022-06-01
Planning Documents	
Materials Board	Materials Board_ 2022-06-01
Landscape Plan	Landscape Plan_ 2022-06-01
Site Photo	Site Photo_ 2022-06-01
Conceptual Elevations	Conceptual Elevations
Annexation Impact Report	Annexation Report_ 2022-06-01
Final Landscape Plan	Final Landscape Plan_ 2022-06-01

Other Reports & Studies	
Floor Plans	Floor Plans_ 2022-06-01
Parking Study	Parking Study_ 2022-06-01
Noise Study	Noise Study_ 2022-06-01
Shadow Study	Shadow Study_ 2022-06-01
Site Impact Analysis	Site Impact Report_ 2022-06-01
Tenant Roster	Tenant Roster_ 2022-06-01
3-D Rendering	3-D Drawings_ 2022-06-01
Public Notice & Neighborhood Outreach	
Neighborhood Meeting Notes	Neighborhood Mtg Notes_ 2022-06-01
Neighborhood Meeting Minutes	Neighborhood Mtg Minutes_ 2022-06-01
Public Notice - Sign	Public Notice-Sign_ 2022-06-01
Sign Posting Agreement	Sign Posting Agreement_ 2022-06-01
Public Notice - Mailed	Public Notice-Mailed_ 2022-06-01
Mailed Notice Agreement	Mailed Notice Agreement_ 2022-06-01
Public Notice - Published	Public Notice-Published_ 2022-06-01
Mineral Estate Notification	Mineral Notice_ 2022-06-01
Metro District & Special District Documents	
Service Plan - Clean - Metropolitan Districts	Metro District Service Plan Clean_ 2022-06-01
Service Plan- Word-Metropolitan Districts	Metro District Service Plan Word_ 2022-06-01
Service Plan- Redlines-Metropolitan Districts	Metro District Service Plan Redlines_ 2022-06-01
Final Service Plan – Metropolitan Districts	Final Metro District Service Plan_ 2022-06-01
Final Service Plan – Special Districts	Final Special District Plan_ 2022-06-01
Service Plan - Clean – Special Districts	Special District Service Plan Clean_ 2022-06-01
Service Plan- Word - Special Districts	Special District Service Plan Word_ 2022-06-01
Service Plan- Redlines-Special Districts	Special District Service Plan Redlines_ 2022-06-01
Other Documents	
Geotechnical Report	Geotechnical Report_ 2022-06-01
Traffic Study Addendum	Traffic Study Addendum_ 2022-06-01
Stormwater Management Plan	SWMP_ 2022-06-01
Emergency Response Plan	Emergency Response Plan_ 2022-06-01
Pollutant Emission Notice	Pollutant Emission Notice_ 2022-06-01
Safety Data Sheets	Safety Data Sheets_ 2022-06-01
Ecological Significance	Ecological Significance_ 2022-06-01
Utility Report	Utility Report_ 2022-06-01
Traffic Compliance Letter	Traffic Compliance Letter_ 2022-06-01
Photometric Plan	Photometric Plan_ 2022-06-01
Affidavit of Circulator	Affidavit of Circulator_ 2022-06-01
Petition for Annexation	Petition for Annexation_ 2022-06-01
Authorization to withdraw from fire district	Withdraw from Fire District_ 2022-06-01
Site Analysis Map	Site Analysis_ 2022-06-01
Exhibit A- *	Exhibit A- *_ 2022-06-01
Eligible Facility Request Criteria of Determination	EFF Criteria of Determination_ 2022-06-01
Photometric Study	Photometric Study_ 2022-06-01
Zoning Suitability Map	Zoning Suitability Map_ 2022-06-01
Property Boundary Map	Property Boundary Map_ 2022-06-01
Market Study	Market Study_ 2022-06-01
Comment Responses	Comment Responses_ 2022-06-01
Radio Frequency Emission Statement	Radio Frequency Emission Statement_ 2022-06-01

Radio Frequency Letter	RF Letter_2022-06-01
Wireless Communication Facility Affidavit	WCF Affidavit_2022-06-01
Updated Inventory of Sites	Inventory_2022-06-01
Annexation Information Sheet	Anx Info Sheet_2022-06-01

****To find out what documents are required for your project, please refer to the applicable Submittal Checklist. ****