



APPEALS

Application Requirements

October 1, 2021

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.

Appeals must comply with the standards and follow the process of the City of Greeley Development Code. The Community Development Department, Division of Planning, is responsible for processing the application. City staff reviews the application to determine if it meets City requirements. Once determined, the Planning Commission, City Council or Zoning Board of Appeals will hold a public hearing and may deny, approve, or table the request until a later date.

There are three types of decisions that may be appealed:

- 1) A final decision by the Community Development Director regarding code interpretations, permitted uses, final plats, minor subdivisions, and easement dedications or vacations may be appealed to the Planning Commission. The decision of Planning Commission shall be final, unless the applicant elects to appeal by a party- in-interest to City Council.
- 2) A final decision by the Planning Commission regarding uses by special review or preliminary plats may be appealed to City Council by a party-of-interest.
- 3) A final decision by the Zoning Board of Appeals regarding variances may be appealed to City Council by a party-of-interest.

The appellant shall submit a written appeal to the Community Development Department within ten (10) working days of the date of the final decision by either the Community Development Director, Planning Commission or the Zoning Board of Appeals. The appeal shall be in writing and shall include the basis for appeal; decision of either the Community Development Director, Planning Commission or the Zoning Board of Appeals; the related sections of the Development Code or Subdivision Regulations; and applicable fee. The appeal shall be placed on the next available meeting agenda for consideration.

Application Checklist

- Application form and required fees
- Narrative. A detailed description of the proposed operation and/or use. The narrative should include the basis for appeal; decision of either the Community Development Director, Planning Commission or the Zoning Board of Appeals, and the related sections of the City of Greeley Development Code. The appellant shall submit a written appeal to the Community Development Department within ten (10) working days of the date of the final decision by either the Community Development Director, Planning Commission or the Zoning Board of Appeals.
- Additional information may be required as the application is reviewed.

Appeals **must** be submitted in writing **within ten (10) working days** of the date of the final decision by the Community Development Director, Planning Commission or Zoning board of Appeals.

Process

SUBMIT

- Submit written appeal **within ten (10) working** days of the date of final decision by Staff, Planning Commission, or Zoning Board of Appeals.

NOTICE

- City provides notice according to the City of Greeley Development Code.

HEARING

- Planning Commission considers appeal request, staff recommendation, along with citizen input and makes a decision (may be appealed to City Council).
- Planning Commission meets on the 2nd and 4th Tuesdays of the month.
- City Council considers appeal request, staff recommendation, along with citizen input and makes a final decision.
- City Council meets on the 1st and 3rd Tuesdays of the month.

FINISH

- Applicant may proceed to further development or building permit review phases (if appeal is approved).