City of Greeley Colorado | COMMUNITY DEVELOPMENT

SCOPING REVIEW REQUIREMENTS

The purpose of this guide is to provide general information about the Scoping review process. This guide is not intended to be all inclusive. Additional information may be requested during the formal application process. City staff will review the information provided; however, the more complete and detailed the submission, the more effectively staff can evaluate the application.

DESCRIPTION

A scoping review offers a chance to submit a conceptual development proposal to the city and receive one round of written feedback from City staff. This review can be advantageous for identifying City of Greeley Code and Criteria requirements relevant to the development proposal.

FEE

$300

The scoping review fee is non-refundable. If the applicant determines that they would like to continue the required application process, Scoping review fees may be applied to formal submittal application fees. The applicant will be required to pay the difference in application fees.

TIMELINE

Typically, 2-3 weeks review cycle (one-time only, per request)

PROCESS

1. Upon receipt of the application, the Community Development Department assigns the project to a Planner and Engineer, and the review process begins.

2. Following the review, the applicant meets with review staff to discuss scoping comments. At the meeting, the applicant will receive guidance regarding the formal application process and an accompanying formal application checklist. Attendance by the project architect and/or engineer is required.

RECOMMENDED APPLICATION SUBMITTAL REQUIREMENTS

1. **Application**. Complete the application in the City of Greeley permit and project portal, https://trakit.greeleygov.com/eTRAKiT/, by creating an account and applying for a Scoping Review project.

2. **Contextual/site background information**. Provide a copy of the subdivision plat and any studies that affect the site. (Sub-area plans, traffic studies, etc.)

3. **Project Narrative.** A comprehensive description outlining the purpose of this application, detailing any proposed modification (interior/exterior/change of use), and specifying whether the project involves new construction or the renovation of an existing building.

   The project **narrative** should also include information addressing:

   a. Provide a detailed description of the project's intended scope. I**nclude a list of specific questions for staff to address regarding the proposed project.**
   b. Describe how the proposed project meets the goals of the Comprehensive Plan, the City of Greeley Development Code and/or other specific plans or policies that may impact the project application.
   c. The applicant's vision and understanding of the market for the proposed project.
   d. The proposed uses, general site layout, and conceptual or anticipated design of buildings, including how the project relates to surrounding sites and public spaces.
   e. How the project will fit in and contribute to the area and further the intent of the existing or proposed zoning district.
   f. Planning and infrastructure impacts, including timing, phasing, or the need for any technical studies or outside agency coordination and review.
   g. Describe the existing site conditions. Is the site graded? Is this a redevelopment?
   h. Is the proposed project site within an Area of Ecological Significance? Provide known information related to the site's natural areas as applicable.

   i. Describe the existing conditions related to water, sanitary sewer and stormwater. Include information related to water service to the property, water mains in the area, sanitary sewer mains in the area, sanitary sewer service to the site, storm drainage infrastructure (if known) including storm sewer pipes, inlets in the area, detention pond in the area, raw water irrigation (if known) including raw water irrigation mains in the area and

raw water irrigation services into the property, irrigation ditch (if known) including existing irrigation ditch (channel or piped) within or adjacent to the site.

j. Inform if the site is located within a FEMA designated special flood hazard area.
k. Describe the existing transportation/traffic conditions adjacent to subject site. (asphalt, curb and gutter, sidewalks (detached and attached, and existing/proposed traffic control devices) Describe any proposed changes to the existing streets and access.
l. Development review processes and review criteria, and whether any special public information and outreach or specific agency or department reviews are necessary.
m. Opportunities to improve designs or coordinate the preliminary concepts with other private or public investments in the area.
n. Describe the spectrum of affordability intended for the project including affordable, market rate, and executive.
o. Provide information regarding whether the site has gone through a subdivision application and meets the Development Code subdivision chapter.

4. **Basic Site Plan.** This is a view from the top of the entire site. It is important that the site plan address design review criteria for the proposal. Provide a scaled drawing of the appropriate dimensions, ensuring detailed representation of the proposal. The drawing must be formatted to a 24”x36” sheet that includes all the necessary information below:

    a. a title;
    b. scale of the drawing (e.g. 1” =10’) and all necessary dimensions and distances;
    c. north arrow;
    d. vicinity map;
    e. label cross streets and address
    f. label adjacent properties (zoning, uses, ownership, subdivision name)
    g. existing and proposed lot coverage information (open space, parking, etc.)
    h. Existing and proposed site information necessary for staff to analyze and answer applicant’s request (e.g. city limits, property lines, buildings and structures, uses and principal site development features (streets, lots, driveways, sidewalks, and curbs, location of oil & gas facilities within 1000 feet, any

existing wireless communication facilities);

i. Drainage features;(existing and proposed detention ponds, water quality, etc.) Provide information on where the storm flows convey.
j. Water, wastewater, stormwater, and power utilities;(existing and proposed infrastructure)
k. Emergency vehicle access on site;
l. Easements (dimension);
m. Lighting (location, total height of poles or wall packs, Photometric demonstrating foot candles)
n. Signs (location and dimensions) including traffic control and directional signs
o. Fire hydrant locations]
p. Trash receptacles and enclosure detail
q. Open space areas
r. Landscape areas
s. Building elevations plans (demonstrating all sides and identifying the following)
    i. Title, scale, direction
    ii. Building height(s)
    iii. Siding materials
    iv. Roofing materials
    v. Roof pitch
    vi. Colors
    vii. Doors, windows, and other architectural details
    viii. Exterior stairs and balconies
    ix. Material board (including proposed colors)

5. **Landscape Plan** (demonstrating the following)
    a. Title, north arrow, scale, property address
    b. Show existing and proposed landscape to include the adjacent Streetscape as applicable.
    c. Basic improvements as shown on the site plan
    d. Location of plants and materials including ground cover quantity
    e. Size
    f. Species type
    g. Method of irrigation
    h. Open space areas
    i. Hydrozone areas
    j. Irrigation plan

RESOURCES

Planner On-Call Services
Call 970-350-9780
Email Planning@Greeleygov.com

Engineer On-Call Services
Email: edr.comdev@Greeleygov.com

PLANNING RESOURCES

City of Greeley Development Code
Small Business Land Use Center
Plants for Greeley website

ENGINEERING RESOURCES

A civil engineer is required to design the site improvements, including grading, streets, water, sanitary sewer, stormwater, detention, and erosion-control measures. Horizontal control must also be provided. Please consult with your civil engineer to determine whether a survey will be necessary.

A Transportation Base Assumptions Form is included in this submittal packet. If possible, please have the form completed by a licensed Civil Engineer and submitted with the Scoping Review materials. If the form cannot be completed at this time, a follow-up meeting will be scheduled once it is received, which may extend the Scoping Review process.

Transportation Master Plan: Mobility | City of Greeley

Traffic impact study may be required. See document for TIS criteria:

Traffic count

City adopted Criteria for Water and Sewer, Stormwater, and Streets

General information on Stormwater Quality and Ponds

Adequate Public Facility Maps

GIS map link: Greeley Property Facts!

Traffic Impact Study – Base Assumptions Form

Ver. 03/25/2026

Project Information

Date: _____

Project Name: _____

SCOP No.: _____

Project Location: _____

Scoping Expiration Date (6 months from meeting: _____

TIS Assumptions

Type of Study *(See Section 2(A) of the City of Greeley Transportation Impact Studies Criteria 2019)*

***Select one**: Conceptual, Memo, Intermediate, Full*

Study Area Boundaries

North:

South:

East:

West:

Future Growth Rates

Short Term:

Long Term:

Study Intersections

-
-
-
-
-
-

Time Period for Study

AM 7:00-9:00

PM 4:00-6:00

Sat. Noon

Trip Generation Rates (list approximate peak hour and ADT)

-

Trip Adjustment Factors

Passby:

Captive Market:

Overall Trip Distribution

-

Mode Split Assumptions

-

Other Traffic Studies

-

Active Mode Analysis

-

Other Areas Requiring Special Study

-

Is the project within 1 mile from a State highway?

-

Is a Public Space permit anticipated to be needed?

-

Vehicle Design Used in Analysis (Refer to NACTO) *City standard is DL-23

-

** If an existing traffic study is more than 3 years old, a new TIS will be required.*

Scoping Submittal Checklist (Applicant):

- ✓ Completed Base Assumptions Form
- ✓ Completed Traffic Calming Worksheet (min. 1 per proposed road classification)
- ✓ Pedestrian Level of Stress Rating (see 204.1.6.8)
- ✓ Proposed Street Cross Sections for all roadways
- ✓ Review in its entirety the document "CRITERIA FOR DEVELOPMENT OF TRANSPORTATION IMPACT STUDIES" found at the following link: City of Greeley Transportation Impact Studies Criteria 2019 and be prepared to discuss items 1-14 of Section 1(D)(i)(a) of this document.

Date: _____

Public Works Authorized Representative: _____

Approval Document Checklist (City Staff)

- Signed Base Assumptions Form
- Approved Traffic Calming Worksheet
- Pedestrian Level of Stress Rating
- Approved (or redlined) Street Cross Sections