



Appeals

The purpose of this guide is to provide general information about the Appeals process. This guide is not intended to be all inclusive. Please refer to Section 18.24 of the Greeley Development Code for additional information. Additional information may be requested during the application process.

FEES:

\$200

TIMELINE:

Within 14 days

Appeals must comply with the standards and follow the process found in Chapter 18.24 of the Development Code and/or 18.04.1200 of the Subdivision Regulations. 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, design review of permitted uses, final plats, minor plats, 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, final PUD plans, or preliminary plats may be appealed by a party- in-interest to City Council.
- 3) A final decision by the Zoning Board of Appeals regarding variances may be appealed by a party- in-interest to City Council.

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.

City Review Team Submittal Checklist

SUBMITTED

REQUIREMENTS

- Pre-Application Conference
Date _____ Planner
- Application form and required fees
- Pre-Application Conference Information Sheet
- 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 Chapter 18.24 of the Development Code and/or 18.04.1200 of the Subdivision Regulations. 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 Roadmap

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.

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 section 18.18 Notice

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 every 2nd and 4th Tuesday of the month
- City Council considers appeal request, staff recommendation, along with citizen input and makes a final decision.
- City Council meets ever 1st and 3rd Tuesday of the month

FINISH

- Applicant may proceed to further development or building permit review phases (if necessary)

City Review Team Contact Information

Every project is assigned to a planner and an engineer, who will contact you after the project has been assigned. If you have general questions in the meantime, please contact the Administrative Assistant at 970-350-9780 who will connect you to the appropriate person.

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the meeting. They include:

Atmos Energy	Jerry Adams	970-304-2075
Colorado Department of Transportation	Gloria Hice-Idler	970-350-2148
Xcel Energy	Terry Stencil	970-395-1207
Poudre Valley REA	Terry Willis	970-282-6432
Weld School District #6	Wayne Eads	970-348-6405
Century Link	Carson Ortega	970-392-4837
Comcast Cable	Bill Blair	720-490-3891



Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name:

Land Use Request:

Address/Location:

	Existing		Proposed (if different)	
Zoning				
Site Use				
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:

3

Owner

Submittal Contact (if different)

Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

Name:

Name:

Signature:

Signature:

Date:

Date: