



# Design Review

The purpose of this guide is to provide general information about the Design Review process. This guide is not intended to be all inclusive. The official Design Review Performance Standards may be found in Chapter 18.46 of the City of Greeley Development Code. Additional information may be requested during the application process.

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## **FEES:**

\$50 - Alternative Parking  
\$250 - Infill  
\$150 - Minor  
\$500 - Major

## **TIMELINE:**

2-3 weeks per review cycle\*

\*Typical development review process takes 3-4 months

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Certain land uses or development applications require Design Review approval (designated by "D" in the Table of Principal Land Uses, see Chapter 18.30 of the Development Code). Design Review is an administrative process that is facilitated by the Planning Division and may include the review and comment of several City Departments or other entities. Decisions on Design Review requests shall be made by the Community Development Director. The Community Development Director may require conditions of approval necessary to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Design Review use.

The design standards required are in addition to other sections of the Greeley Development Code which may also apply to the proposed land use or development application. These design standards may be found in Chapter 18.46 of the Greeley Development Code. Summary guides or checklists for many of the land uses or development applications that require Design Review have been prepared to assist you and may be available through the City of Greeley Planning Department.

# Design Review Submittal Checklist

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**NOTE: Electronic submittals of applications are accepted. For instructions on how to submit documents electronically, please contact Mike Garrott, Planning Manager, at 970-350-9784.**

## SUBMITTED

## REQUIREMENTS

- |                          |  |             |                |
|--------------------------|--|-------------|----------------|
| <input type="checkbox"/> | <b>Pre-application Conference</b>  | _____       | _____          |
|                          |  | <b>Date</b> | <b>Planner</b> |
| <input type="checkbox"/> | <b>Application Form* (Attached)</b>  |             |                |
| <input type="checkbox"/> | <b>Required Fees</b>   |             |                |
| <input type="checkbox"/> | <b>Vicinity Map.</b> City zoning map or 1" = 600' scale map extending at least ½ mile radius from property boundary showing zoning districts, transportation systems, major public facilities and location of existing municipal boundary lines. Identify and highlight proposed site location. Provide an 8 ½" x 11" reduction. <b>(8 copies)</b>   |             |                |
| <input type="checkbox"/> | <b>Project Narrative.</b> A detailed description of the proposed operation and use. Include uses of surrounding properties, maximum number of users per day or week, the hours of operation, the number and location of parking spaces provided and the time frame for development. Address any impacts the use may have on the area (i.e. traffic, noise, lighting, etc.). Narrative should also address those elements of the Development Code which are applicable, including, landscaping and buffering, design review, general performance standards, areas of ecological significance, oil and gas operations, overlay districts, etc. <b>(8 copies)</b> |             |                |
| <input type="checkbox"/> | <b>Basic Site Plan.</b> An 11"x17" drawing, drawn to scale, which includes: a title, scale of the drawing (e.g. 1"=10') and all necessary dimensions and distances, north arrow, existing and proposed site information necessary for staff to analyze and answer applicants request (e.g. city limits, property lines, buildings and structures, uses and principal site development features, parking, easements, access points, etc.) <b>(8 copies)</b>   |             |                |
| <input type="checkbox"/> | <b>Architectural Building Elevation Plans.</b> Plans demonstrating all sides of building and identifying the following: title, scale, direction (north, south, east, west), building height(s), siding materials, roofing materials, roof pitch, colors, doors, windows, and other architectural details, exterior stairs, and balconies. <b>(8 copies)</b>  |             |                |
| <input type="checkbox"/> | <b>Landscape Plan.</b> Plan depicting title, north arrow, scale, property location and address, basic improvements including: location of plants and materials including ground cover, shrubs and trees with quantity, size, and species type of each; method of irrigation; party(ies) responsible for landscape maintenance. <b>(8 copies)</b>   |             |                |

- Drainage Report**, if required by Engineering Development Review. **(2 copies)**
  
- Utility Plans** prepared by a professional Engineer registered in the State of Colorado **(8 copies)**, containing:
  - (a) Detailed drawings of dimensions and locations of all easements, physical lines, and other equipment and apparatus for providing water, sanitary sewer, fire protection (including water meter pits, fire hydrants, and sanitary sewer manholes), electricity, natural gas, and any other utility services; and
  - (b) Detailed drawings showing grades and cross sections of all streets, alleys, and sidewalks.
  
- Erosion Control Plan and Land Grading Permit.** Required for sites having construction activity, including clearing, grading, and excavation activities, that result in the disturbance of one acre or more of total land area. Also required for sites that create a potential for significant negative impact on the City's storm water facilities, streets, or receiving basins. **(2 copies)**
  
- Traffic Study**, if required by Engineering Development Review. **(2 copies)**
  
- Proof of Ownership** or legal instrument identifying the applicant(s) interest in the property under consideration. If an authorized agent signs the application, a notarized letter granting power of attorney to the agent from the property owner(s) shall be provided in addition to the deed.
  
- Digital copy of site plan** in PDF format.
  
- Photometric Plan.** Include location, type, style and height of lighting fixtures, wattage of lights, average foot-candles across the site.
  
- Block Face Setback.** Detailed information showing how the average setback of existing principal structures on a block face has been determined. This is required for most infill development
  
- Additional** information may be required as the application is reviewed.

**\*Application Note: Incomplete applications will delay the review process.**

# Design Review Roadmap

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Prior to submitting an application for Design Review it may be worthwhile to schedule a pre-application meeting or apply for a preliminary “scoping” review. Having early feedback on a land-use proposal can often make a formal application proceed quicker as many concerns may be able to be addressed with the initial submittal rather than later in the process. To schedule a pre-application or scoping review contact the Planning office at (970) 350-9780.

## SUBMIT

- Submit application for review (incomplete submittals will cause delays)
- Projects submitted by 5pm **Monday** are scheduled for review the following Wednesday

## REVIEW • REVISE • RESUBMIT

- Staff reviews completed application (2-3 weeks per review cycle)
- Substantial correction comments will **require** resubmittal
- Once **all** comments have been addressed the project may submit for building permit review

## FINISH

- Staff prepares an approval document; and
- Applicant may proceed to building permit (if necessary); or
- The decision may be appealed (within 10 working days)

# City Review Team Contact Information

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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

# Development Code Commonly Used Sections

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This list is not intended to be comprehensive but as a general list of code sections containing the common development standards. Specific site conditions may require additional code sections to apply to the proposal. **Digital users may click the text below to link directly to code sections.**

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## 18.16 Submittal Requirements

- ▶ Site Plan
- ▶ Landscape Plan
- ▶ Architectural Elevations

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## 18.20 Review Procedures

- ▶ Permitted Uses
- ▶ Design Review Uses
- ▶ Use by Special Review

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## 18.30.070 Zoning & Land Use

- ▶ Allowed Uses

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## 18.38 Zoning District Development

*Note: Infill & redevelopment projects regulated under 18.46.040 Infill Design Standards*

- ▶ Lot & Street Size
- ▶ Lot Coverage (Open Space)
- ▶ Setbacks Structure Massing (Height, Size, etc.)

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## 18.40 General Performance

- ▶ Access & Circulation (Pedestrian & Vehicular)
- ▶ Utility Service
- ▶ Environmental
- ▶ Architectural
- ▶ Site Design
- ▶ Lighting

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## 18.42 Off-Street Parking & Loading

- ▶ Parking Requirements
- ▶ Bicycle Parking
- ▶ Parking Dimensions
- ▶ Parking Reduction Options
- ▶ Loading & Stacking

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## 18.44 Landscaping & Buffering

- ▶ Landscaping Requirements
- ▶ Buffer and Screening
- ▶ Parking Lot Landscaping
- ▶ Perimeter Treatment
- ▶ Fencing

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## 18.46 Design Review Performance

*Note: Uses subject to design review can be found in chapter 18.30 Zoning & Land Use*

- ▶ Infill Design Standards
- ▶ Design Review Criteria

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## 18.54 Signage

- ▶ Sign Requirements
- ▶ Prohibited Signs
- ▶ Temporary Signs
- ▶ Permanent Signs (Wall & Freestanding)



# 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:

	<b>Existing</b>		<b>Proposed (if different)</b>	
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: