



# Metropolitan Districts

The purpose of this guide is to provide general information about the Metropolitan (Metro) District review process. This guide is not intended to be all inclusive. The official standards for Metro Districts may be found in Chapter 13.50 of the City of Greeley Development Code and the City's Model Service Plan. Additional information may be requested during the application process. The ordinance and Model Service Plan can be found at [www.greeleygov.com/planning](http://www.greeleygov.com/planning).

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## **FEES:**

\$5000

## **TIMELINE:**

2-3 weeks per review cycle\*

\*Typical development review process takes 3-4 months

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Metropolitan Districts, under appropriate circumstances, provide a financial alternative for the development of municipal infrastructure required as part of a development process. This guide summarizes the regulations of Chapter 13.50 for the processing and review of proposals for the formation of new Districts. The review process is facilitated by the Planning Division and may include the review and comment of several City Departments or other entities. Decisions on Metro District requests shall be made by the City Council after review by the Planning Commission. City Council may require conditions of approval necessary to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Metropolitan District.

**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.**

All Metropolitan District applications shall include the following:

- Application Form\* (Attached)**
- Required Fees**
- Proof of Ownership** (e.g., Warranty Deed)
- Project Narrative.** A detailed description of the proposed District operation and/or use. The narrative should address the Metro District criteria and indicate how the proposal addresses this criteria.
- Vicinity Map.** A scaled City map extending at least 500 feet radius from the proposed District boundary showing zoning districts, transportation systems, major public facilities, any floodplains or floodways, location of nearest residential use, and location of existing municipal boundary lines. Identify and highlight proposed site locations, Provide an 8½” x 11” reduction.
- Basic Site Plan.** Provide a drawing of the District boundaries, showing detail of the proposal, drawn to scale, and provide an 11” x 17” (or appropriate size that shows all necessary information) reduction 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 address the applicant’s request. It is important that this preliminary site plan identify all main site elements.
- Service Plan:**
  - (a) Information required under Section 32-1-202 C.R.S.
  - (b) Information required under Section 18.40.040 of the Development Code (see attached)
  - (c) Itemized costs which petitioners expect City to assume for construction and maintenance of public improvements and when expenditure is expected
  - (d) Proof of ownership for all properties in proposed District
  - (e) A copy of all proposed, contractual and/or operations documents which would affect the District or be executed by the proposed District
  - (f) Provide any proposed Intergovernmental Agreement (IGA) between District and City, and between District and any other entity
  - (g) Provide a capital plan which includes:
    - 1) Description of the type of capital facilities to be developed by the District
    - 2) A cost estimate of the proposed facilities
    - 3) Pro forma capital expenditure plan showing expenditures for development of District infrastructure

- ❑ **Financial Plan:**
  - (a) Total amount of debt issuance planned for five year period commencing with formation of the District
  - (b) All proposed sources of revenue and projected District expenses, as well as assumptions upon which they are based, for at least a 10-year period from the date of District formation
  - (c) The dollar amount of any anticipated financing, including capitalized interest, costs of issuances, estimated maximum rates
  - (d) A detailed repayment plan covering the life of any financing, including the frequency and amounts expected to be collected from all sources
  - (e) The amount of any reserve fund of the expected level of annual debt service coverage which will be minimized for any financing
  - (f) The total authorized debt proposed for the District
  - (g) Any credit enhancements, if any, for the proposed financing, including, but not limited to, letters of credit and insurance
  - (h) A list of written explanation of potential risks of the financing
  
- ❑ Compliance with all other elements of the City Municipal Code is required, including infrastructure, such as water lines, sewer lines, streets, detention facilities, etc.
  
- ❑ Note if property is inside or outside of the Mid-Range Expected Service Area
  
- ❑ Note how project meets minimum criteria (e.g., size, current zoning, proposed zoning if different) and if there is a companion rezone request to be considered concurrently
  
- ❑ Other information deemed necessary or appropriate by the City. This would be identified in the initial scoping area in response to the proposed plan if necessary.

### **Review**

After review by the City departments impacted by the proposed service districts, a public hearing is held with the Planning Commission, which offers a recommendation on any proposed Metro District to the City Council, which makes a final determination at a public hearing. Council uses the service plan criteria (see attached) to make a finding.

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

## **Service Plan Criteria**

- (a) Any testimony or evidence which, in the discretion of the City Council, is relevant to the organization of the District shall be considered.
- (b) The City Council shall apply the following criteria to consideration of the proposed service plan:
  - (1) Is there a sufficient existing and projected need for organized service in the area to be serviced by the proposed District;
  - (2) Whether the existing service in the area to be served by the proposed District is inadequate for present and projected needs;
  - (3) Is the proposed District capable of providing economical and sufficient service to the area within its proposed boundaries;
  - (4) Whether the area to be included in the proposed District has or will have the financial ability to discharge the proposed indebtedness on a reasonable basis;
  - (5) Whether adequate service is not or will not be available to the area through the City or other existing quasi-municipal corporations, including existing Districts, within a reasonable time and on a comparable basis;
  - (6) Whether the facility and service standards of the proposed District are compatible with the facility and service standards of the City;
  - (7) Whether the proposal is in substantial compliance with the City's Comprehensive Plan;
  - (8) Whether the proposal is in substantial compliance with the county, regional or state long-range water quality management plans and wastewater plans for the area;
  - (9) Whether the creation of the District will be in the best interests of the area proposed to be served;
  - (10) Whether the creation of the District will be in the best interests of the residents or future residents of the area proposed to be served;
  - (11) Whether the proposed Service Plan is in substantial compliance with this Chapter; and
  - (12) Whether the creation of the District will foster urban development that is remote from or incapable of being integrated with existing urban areas, or place a burden on the City or adjacent jurisdictions to provide urban services to residents of the proposed District.



# 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: