



# Minor Subdivision

The purpose of this guide is to provide general information about the Minor Subdivision process. This guide is not intended to be all inclusive. Additional information may be requested during the application process.

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**FEES:**

\$1100 (Minor Subdivision/Replat)

\$500 (Lot line/building envelope adjustment)

**TIMELINE:**

2-3 weeks per review cycle\*

\*Typical development review process takes 3-4 months.

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The Minor Subdivision procedure is intended for divisions of land, which are considered to have little impact on existing public improvements and facilities. The Minor Subdivision procedure may be used for the following purposes:

1. Division of a parcel of land into not more than ten (10) lots or building envelopes which are intended for residential use; or into not more than six (6) lots which are intended for commercial or industrial use; or for the creation of lots not less than eighty (80) acres in size, the plat of which does not propose new streets or municipal financial participation in any public improvements required as a result of said proposed plat. A minor plat may also be used to create any number of additional lots in existing commercial or industrial developments as long as the following criteria are met:
  - (a) The site(s) is fully built out and there are no physical changes planned for the site; and
  - (b) No additional access shall be created on a public right-of-way.
2. The aggregation of not more than ten (10) parcels into one (1) or more parcels.
3. The recording of private easements and the dedication and/or vacation of public easements.
4. The division of a parcel of land into lots for existing town house dwellings.
5. Replats to adjust boundary, lot lines or building envelopes.
6. Lot line adjustments to provide for minor adjustments to legally subdivide lots and building envelopes.

## MINOR SUBDIVISION SUBMITTAL CHECKLIST AND PROCEDURAL FLOWCHART

**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> |
| <br><input type="checkbox"/> | <br><b>Application Form* (Attached)</b>                                                                                                                                                                                                                                                                                                                                                                    |             |                |
| <br><input type="checkbox"/> | <br><b>Required Fees</b>                                                                                                                                                                                                                                                                                                                                                                                   |             |                |
| <br><input type="checkbox"/> | <br><b>Vicinity Map.</b> City zoning map or 1" = 600' scale map extending at least one-half 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 8½" x 11" reduction. <b>(1 copy)</b>                                                 |             |                |
| <br><input type="checkbox"/> | <br><b>Project Narrative.</b> A detailed description of the proposed request. Include a review of any structures on the property, how it impacts traffic, proposed drainage, existing and proposed water and sewer service, and how this complies with applicable zoning and comprehensive planning criteria. <b>(1 copy)</b>                                                                              |             |                |
| <br><input type="checkbox"/> | <br><b>Minor Plat. Ten (10) copies</b> of 24" x 36" and not more than 1" = 100' scale for large scale development and 1" = 50' for all developments. Required information to be shown graphically or by note on plans. All proposed data on the same plat shall be at the same scale. All minor plats shall contain the following information (see also Section 18.04.600 of the Subdivision Regulations): |             |                |
|                              | (a) Proposed name of subdivision, legal description and acreage;                                                                                                                                                                                                                                                                                                                                           |             |                |
|                              | (b) Name and address of subdivider, engineer, surveyor and owners of subject property;                                                                                                                                                                                                                                                                                                                     |             |                |
|                              | (c) All subdivision plats shall conform to all requirements as stated in the Colorado Revised Statutes, title 38 – Property Real and Personal, Articles 50-53, inclusive;                                                                                                                                                                                                                                  |             |                |
|                              | (d) Date of preparation and all subsequent revisions, scale and north arrow;                                                                                                                                                                                                                                                                                                                               |             |                |
|                              | (e) Location and description of all monuments;                                                                                                                                                                                                                                                                                                                                                             |             |                |
|                              | (f) Boundary lines of subdivisions, rights-of-way lines and dimensions of existing and proposed streets, easements (including recording information for all existing easements), alleys and other rights-of-                                                                                                                                                                                               |             |                |

- way, irrigation ditches, block and lot lines or building envelopes with accurate bearings and distances;
- (g) Identification of blocks and each lot or building envelope by a number and area in square feet;
  - (h) If applicable, the location and dimensions of all known oil and gas production facilities on site, including well heads, flow lines, transmission lines, gathering lines, tank batteries, and access roads within one thousand (1,000) feet of the subject property for determining high-density classification for oil and gas regulation purposes;
  - (i) If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 18.56, Oil and Gas Operations;
  - (j) If applicable, site distance triangles on all affected lots or building envelopes;
  - (k) If applicable, cross easements, including, but not limited to, access, parking, landscaping and drainage;
  - (l) Designation of areas subject to flooding, including floodplain, floodway and base flood elevations;
  - (m) Zoning on and adjacent to the subdivision;
  - (n) Names of abutting subdivisions or the names of the owners of abutting unplatted property;
  - (o) A location map of the area surrounding the site within a distance of at least one-half (1/2) mile, showing zoning districts, transportation systems, major public facilities and location of existing municipal boundary lines;
  - (p) The following statements and notes shall be shown on the plat, as applicable, the forms of which are found in Appendix A (found at the back of this application):
    - 1) Dedication statement;
    - 2) Certification and seal of registered land surveyor
    - 3) Certificate of approval by City Engineer; and
    - 4) Certificate of approval by the Community Development Director

**In addition to the minor plat, the following supporting documents and data shall be submitted for plats creating lots or buildings envelopes which are intended for the construction of new buildings or structures:**

- Development Agreement.** Development agreement, with attachments, including legal description(s), if determined to be applicable by the City, and in a form acceptable by the City. Said attachments shall include the timetable for the construction of the improvements, any special conditions of construction, and cost estimates at one hundred percent (100%) of the total cost of all required improvements. **(3 copies)**
- Written Evidence** of ownership and evidence of written notice to all ownership or lien holder interests, including, but not limited to, a warranty deed, contract, or property tax notice of the subject property.

- ❑ **If vacating easements or rights-of-way**, a completed “Utility Company Consent of Vacation” form, available from the Community Development Department.
  
- ❑ **Utility Plans (8 copies)**, prepared by a professional Engineer registered in the State of Colorado, 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.
  
- ❑ **Water and sanitary sewer hydraulic report. (2 copies)**
  
- ❑ **Drainage Plans & Reports (3 copies)**. Prepared by a professional Engineer registered in the State of Colorado. A brief summary of drainage requirements is listed as follows (for a complete list of requirements, see the City’s Storm Drainage Design Criteria Manual):
  - (a) All areas intended for residential use shall be designed for two (2) and one hundred (100) year storm return periods. Streets shall carry a two (2) year storm without overtopping the curb and gutter, and all permanent improvements shall be protected from inundation due to a one hundred (100) year storm.
  - (b) All areas intended for commercial, business or industrial use shall be designed for five (5) year and one hundred (100) year storm return periods. Streets shall carry a five (5) year storm without overtopping the curb and gutter, and all permanent improvements shall be protected from inundation due to a one hundred (100) year storm.
  - (c) Calculated flow quantities at each intersection for the minor storm; flow quantities entering and leaving property, along with final disposition of these quantities; all drainage basins and sub-basins contributing to flows through the property with design acreage noted; inundation line for one hundred (100) year storm; all design data with all calculations; plan, profile and design sheets for any other drainage facilities required by the Director of Public Works, pursuant to the director’s authority as granted in Chapter 17.45 of the Code of the City of Greeley, Colorado.
  
- ❑ **Dust Abatement and Construction Traffic Plan**. Consisting of a written description of methods to control dust, and routes planned for construction traffic to access and exit the construction site. **(1 copy)**

- ❑ **Storm Water Management Plan.** Including as plan for erosion and sediment control. This plan may include the drainage plan and report, as required in (b) above. **(1 copy)**
- ❑ **If applicable, Final Development Phasing Plans.** Consisting of an overall plan of the subdivision and written description of the proposed phasing schedule for all public improvements and utility installation. **(3 copies)**
- ❑ **Perimeter Treatment Plan.** For those minor subdivisions which border arterial or major collector streets, showing materials, techniques, and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, berms, screen walls, or a combination of such items, and addressing the subdivider's responsibility to establish a mechanism and timing for the installation and maintenance of such materials placed between the back of the curb and property line. For further information, refer to Chapter 18.44, Landscaping and Buffering Standards. Also show off-site water and sewer lines within ten (10) feet of the perimeter of the site, water meter pits, fire hydrants, and sanitary sewer manholes. **(1 copy)**
- ❑ **Certification** that written notice was mailed to mineral rights owners and lessees at the last known address of record and that a legal notice was placed in a local newspaper by the applicant regarding the proposal.
- ❑ **Copy** of any existing or proposed deed restrictions or covenants for the property.
- ❑ **Other information in report and/or plan form, as applicable:**
  - (a) Proposed parking areas and total number of parking stalls.
  - (b) Lighting plan containing one (1) reduction measuring 11" x 17" showing location and height of all exterior lights and description of light and lamination pattern.
  - (c) Signage plan showing location of all signs, including traffic control signs, as well as the description and dimensions of all signs.
  - (d) Construction plans for any proposed public improvements, including pavement marking and traffic signal plans.
  - (e) Soil and pavement design report, documenting soil conditions and proposed pavements installation with the structural cross sections for parking lots and streets.
  - (f) Retaining wall design report, with all supporting engineering calculations needed for retaining wall installations that are thirty (30) inches or more above finished grade.
  - (g) Development phasing plan (if construction of development is to be phased and all required public improvements are not completed prior to occupancy) detailing temporary construction required to support each phase of development.

- (h) Location, character, and proposed disposition of existing natural features and size of vegetative cover, including trees having a caliper greater than two and one-half inches (2½”) and shrubs of at least five (5) gallon size.
  - (i) Existing and proposed street lanes, driveways, and signs with turn lanes shown to scale.
- Evidence** that current property taxes for subject property are paid.
- If applicable** information detailing the mechanism for perpetual maintenance of common open space areas and recreational facilities.
- Biologist’s Report** in compliance with Chapter 18.48, Areas of Ecological Significance, unless waived by the Community Development Director.
- Estimated Peak-Hour Vehicle Trips.** If over fifty (50) on a minor street, or one hundred (100) on an arterial, a TIS may be required.
- Such additional information** as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed minor plat.

**In addition to the minor plat, the following supporting documents and data shall be submitted for plats which dedicate or vacate easements:**

- If vacating an easement, a copy of the legal instrument that dedicated said easement and a completed “Utility Company Consent of Vacation” form, available from the Community Development Department.

**In addition to the minor plat, the following supporting documents and data shall be submitted for plats which propose the creation of lots for existing town house dwellings:**

- Written description** of the proposed lots and townhouse dwellings, describing how the existing building qualifies as a townhouse building and detailing the construction of the common walls and applicable Building Code regulations.
- Site Plan** showing the townhouse dwellings, evidence of existing separate utility services (water, sewer, and electric), access and parking for each of the proposed lots and units, and that all setbacks are met for the existing parcel prior to the creation of the lots.
- Improvement Location Certificate** showing all existing improvements on the proposed lots, prepared by a land surveyor licensed in the State of Colorado.

- If easements are affected**, a completed “Utility Company Consent of Vacation” form, available from the Community Development Department.
- Legal Description.**
- Additional** information may be required as the application is reviewed.

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



## Article VI Minor Plat

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### 18.04.600 Purpose and application.

(a) The minor subdivision procedure is intended for divisions of land which are considered to have little impact on existing public improvements and facilities. This procedure may be used for the following purposes:

(1) Division of a parcel of land into not more than ten (10) lots or building envelopes which are intended for residential use; or into not more than six (6) lots which are intended for commercial or industrial use; or for the creation of lots not less than eighty (80) acres in size, the plat of which does not propose new streets or municipal financial participation in any public improvements required as a result of said proposed plat. For existing commercial or industrial developments, a minor plat may also be used to create any number of additional lots in existing commercial or industrial developments as long as the following criteria are met:

a. The site is fully built out and there are no physical changes planned for the site; and

b. No additional access shall be created on a public right-of-way.

(2) The aggregation of not more than ten (10) parcels into one (1) or more parcels.

(3) The recording of private easements and the dedication and/or vacation of public easements.

(4) The division of a parcel of land into lots for existing townhouse dwellings.

(5) Replats to adjust boundary, lot lines or building envelopes.

(6) Lot line adjustments to provide for minor adjustments to legally subdivided lots and building envelopes.

(b) A minor plat shall not be approved if the property is within a parcel, any part of which has been subdivided by a minor subdivision plat within the immediately preceding twelve (12) months. This time limitation shall not apply to minor subdivision plats submitted solely for the purposes identified in Paragraphs (2), (3), (4) and (5) of Section 18.04.600. The Community Development Director shall determine whether or not any minor subdivision plat application is submitted with the intent of, or having the effect of, avoiding preliminary plat procedures and requirements. If it is determined that the minor subdivision plat application circumvents preliminary plat procedures, the Director shall reject the application submitted under this Section and require the subdivider to submit a preliminary subdivision plat, meeting all the provisions of Article IV of this Chapter.

(c) A minor plat shall not be approved by the Community Development Director if the plat proposes variances to any provision contained within this Chapter. Such variances shall only be considered by the Planning Commission as specified in Section 18.04.130 of this Chapter, and said plat shall be submitted and processed as a preliminary plat.

(d) Any subdivider proposing a minor subdivision shall begin the minor subdivision process with the pre-application conference stage, as provided in Section 18.04.200 of this Chapter. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

**18.04.610 Compliance with zoning and other regulations.**

The minor subdivision shall comply with all other City ordinances and/or regulations as added or amended and as required by the City of Greeley, including this Development Code and any applicable performance options as provided in Chapter 18.38. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

**18.04.620 Minor plat filing.**

(a) Ten (10) copies of a minor plat and required supporting data and documents prepared in accordance with requirements as set forth in Section 18.04.630 shall be filed with the Community Development Department as a minor plat application. Additional copies of the plat and supporting data and a digital file of the plat may be requested by staff and, upon request, shall be provided by the subdivider.

(b) The submittal shall be checked by Community Development Department staff for completeness. If incomplete as to those requirements as set forth in Section 18.04.630, the submittal shall be returned and the subdivider notified in writing.

(c) The information required as part of the minor plat submittal shall be shown graphically, by note on plans or by letter and may comprise several sheets, showing various elements of required data. All mapped data for the same plat shall be drawn at the same engineering scale, said scale having not more than one hundred (100) feet to one (1) inch and shall be provided on drawings measuring twenty-four (24) inches by thirty-six (36) inches.

(d) Community Development Department staff shall process and coordinate the review of the minor plat and supporting data and documents and shall provide comments to the subdivider within a reasonable time after a complete submittal is made to Community Development Department staff. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

**18.04.630 Required information.**

(a) All minor plats shall contain the following information:

- (1) Proposed name of subdivision, legal description and acreage.
- (2) Name and address of subdivider, engineer, surveyor and owners of subject property.
- (3) All subdivision plats shall conform to all requirements as stated in the Colorado Revised Statutes, Title 38, Property Real and Personal, Articles 50-53, inclusive.
- (4) Date of preparation and all subsequent revisions, scale and north arrow.
- (5) Location and description of all monuments.
- (6) Boundary lines of subdivision, rights-of-way lines and dimensions of existing and proposed streets, easements (including recording information for all existing easements), alleys and other rights-of-way, irrigation ditches, block and lot lines or building envelopes with accurate bearings and distances.
- (7) Identification of blocks and each lot or building envelope by a number and area in square feet.

(8) If applicable, the location and dimensions of all known oil and gas production facilities on site, including well heads, flow lines, transmission lines, gathering lines, tank batteries and access roads within one thousand (1,000) feet of the subject property for determining high density classification for oil and gas regulation purposes.

(9) If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 18.56.

(10) If applicable, sight distance triangles on all affected lots or building envelopes.

(11) If applicable, cross-easements, including, but not limited to access, parking, landscaping and drainage.

(12) Designation of areas subject to flooding, including floodplain, floodway and base flood elevations.

(13) Zoning on and adjacent to the subdivision.

(14) Names of abutting subdivisions or the names of the owners of abutting unplatted property.

(15) A location map of the area surrounding the site within a distance of at least one-half (½) mile, showing zoning districts, transportation systems, major public facilities and location of existing municipal boundary lines.

(16) The following statements and notes shall be shown on the plat, as applicable, the forms of which are found in Appendix 18-A:

- a. Dedication statement;
- b. Certificate and seal of registered land surveyor;
- c. Certificate of approval by City Engineer;
- d. Certificate of approval by Community Development Director;

(b) In addition to the minor plat, the following supporting documents and data shall be submitted for plats creating lots or building envelopes which are intended for the construction of new buildings or structures:

(1) Development agreement with attachments, including legal descriptions, if determined to be applicable by the City and in a form acceptable to the City. Said attachments shall include the timetable for the construction of the improvements, any special conditions of construction and cost estimates at one hundred percent (100%) of the total cost of all required improvements.

(2) Current written evidence of ownership and evidence of written notice to all ownership or lienholder interests, including, but not limited to, a warranty deed, contract or property tax notice of the subject property.

(3) If vacating easements or rights-of-way, a completed "Utility Company Consent of Vacation" form available from the Community Development Department.

(4) Utility plans (eight [8] copies), prepared by a professional engineer registered in the State, 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.

(5) Water and sanitary sewer hydraulic report (two [2] copies).

(6) Drainage plans and report (three [3] copies), prepared by a professional engineer registered in the State. A brief summary of drainage requirements is listed as follows. For a complete list of requirements, see the City's *Storm Water Drainage Design Criteria Manual*.

a. All areas intended for residential use shall be designed for two- and one-hundred-year storm return periods (streets shall carry a two-year storm without overtopping the curb and gutter, and all permanent improvements shall be protected from inundation due to a one-hundred-year storm).

b. All areas intended for commercial, business or industrial use shall be designed for five- and one-hundred-year storm return periods (streets shall carry a five-year storm without overtopping the curb and gutter, and all permanent improvements shall be protected from inundation due to a one-hundred-year storm).

c. Calculated flow quantities at each intersection for the minor storm; flow quantities entering and leaving property, along with final disposition of these quantities; all drainage basins and sub-basins contributing to flows through the property with design acreage noted; inundation line for one-hundred-year storm; all design data with all calculations; plan, profile and design sheets for any other drainage facilities required by the Director of Public Works pursuant to the Director's authority as granted in Chapter 17.45 of this Code.

(7) Dust abatement and construction traffic plan, consisting of a written description of methods to control dust and routes planned for construction traffic to access and exit the construction site.

(8) Stormwater management plan, including a plan for erosion and sediment control. This plan may include the drainage plan and report as required in Paragraph (6) above.

(9) If applicable, final development phasing plans (three [3] copies), consisting of an overall plan of the subdivision and written description of the proposed phasing schedule for all public improvements and utility installation.

(10) Perimeter treatment plan for those minor subdivisions which border arterial or major collector streets, showing materials, techniques and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, berms, screening walls or a combination of such items and addressing the subdivider's responsibility to establish a mechanism and timing for the installation and maintenance of such materials placed between the back of curb and property line. For further information, refer to Chapter 18.44. Also show off-site water and sewer lines within ten (10) feet of the perimeter of the site, water meter pits, fire hydrants and sanitary sewer manholes.

(11) Certification that written notice was mailed to mineral rights owners and lessees at the last known address of record and that a legal notice was placed in a local newspaper by the applicant regarding the proposal.

(12) Copy of any existing or proposed deed restrictions or covenants for the property.

(13) Other information in report and/or plan form, as applicable:

a. Proposed parking areas and total number of parking stalls.

b. Lighting plan containing one (1) reduction measuring eleven (11) inches by seventeen (17)

inches, showing location and height of all exterior lights and description of light and lumination pattern.

c. Signage plan - showing location of all signs, including traffic control signs, as well as the description and dimensions of all signs.

d. Construction plans for any proposed public improvements, including pavement marking and traffic signal plans.

e. Soil and pavement design report, documents soil conditions and proposed pavement installation with the structural cross-sections for parking lots and streets.

f. Retaining wall design report, with all supporting engineering calculations needed for retaining wall installations that are thirty (30) inches or more above finished grade.

g. Development phasing plan (if construction of development is to be phased and all required public improvements are not completed prior to occupancy) detailing temporary construction required to support each phase of development.

h. Location, character and proposed disposition of existing natural features and size of vegetative cover, including trees having a caliper greater than two and one-half (2½) inches and shrubs of at least five-gallon size.

i. Existing and proposed street lanes, driveways and signs with turn lanes shown to scale.

(14) Evidence that current property taxes for subject property are paid.

(15) Applicable fee for processing and reviewing the plat.

(16) Project narrative (three [3] copies) consisting of a written description of the proposed subdivision and how the subdivision complies with applicable zoning and comprehensive planning criteria, including performance options.

(17) If applicable, information detailing the mechanism for perpetual maintenance of common open space areas and recreational facilities.

(18) A biologist's report in compliance with Chapter 18.48, unless waived by the Community Development Director.

(19) Estimated peak hour vehicle trips. If over fifty (50) on a minor street or one hundred (100) on an arterial, a TIS may be required.

(20) Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed minor plat.

(c) In addition to the minor plat, the following supporting documents and data shall be submitted for plats which dedicate or vacate easements: If vacating an easement, a copy of the legal instrument that dedicated said easement and a completed "Utility Company Consent of Vacation" form, available from the Community Development Department.

(d) In addition to the minor plat, the following supporting documents and data shall be submitted for plats which propose the creation of lots for existing townhouse dwellings:

(1) A written description of the proposed lots and townhouse dwellings, describing how the existing building qualifies as a townhouse building and detailing the construction of the common walls and applicable Building Code regulations.

(2) A site plan, showing the townhouse dwellings, evidence of existing separate utility services (water, sewer and electric), access and parking for each of the proposed lots and units and that all setbacks are met for the existing parcel prior to the creation of the lots.

(3) An improvements location certificate showing all existing improvements on the proposed lots, prepared by a land surveyor licensed in the State.

(4) If easements are affected, a completed "Utility Company Consent of Vacation" form, available from the Community Development Department. (Ord. 4, 2006 §1; Ord. 14, 2003 §1; Ord. 51, 1998 §1)

**18.04.640 Minor plat review.**

(a) Upon determination by Community Development Department staff that the minor plat submittal is complete, the staff shall furnish the following agencies and offices with a copy of such plat and relating supporting documents for review and comment:

- (1) Building Inspection Department.
- (2) Public Works Department.
- (3) Fire Department (or other applicable fire district).
- (4) Water and Sewer Department.

(b) If the Community Development Department staff determines that other agencies and offices may be affected by or interested in the minor plat, staff may furnish the following agencies and offices with a copy of such plat and supporting documents for review and comment:

- (1) Parks and Recreation Department.
- (2) Police Department.
- (3) City Attorney's office.
- (4) Public school districts.
- (5) Colorado Department of Transportation.
- (6) Weld County Planning Department.
- (7) U.S. Post Office.
- (8) Natural gas companies.
- (9) Electric power companies.
- (10) Telephone and communications companies.
- (11) Ditch and irrigation companies.
- (12) Railroad companies.
- (13) Cable television companies.
- (14) U.S. Army Corps of Engineers.
- (15) Greeley-Weld County Airport.
- (16) Northern Colorado Water Conservancy District.

(17) Adjacent municipalities.

(18) Other interested agencies and offices.

(c) All such reviewing agencies and offices will be requested to review the application within two (2) weeks from the date of distribution of the plat and required supporting documents to make any objections or comments to Community Development Department staff. This time period may be extended due to case load and complexity of applications. Community Development Department staff shall include a summary of all comments received on the minor plat, along with the staff recommendation, in a report which shall be presented to the Community Development Director for consideration of the minor plat. See the illustration below for a description of the minor plat process.

(d) The Community Development Director shall hold a review in the offices of the Community Development Department at a reasonable time as determined by the Director, to approve, approve with conditions, deny or table for future consideration the proposed minor subdivision.

(e) In taking action on a minor plat, the Director shall consider any comments received from agencies or offices receiving copies of the minor plat. If the Community Development Director determines that the minor plat is in conformance with the provisions of this Chapter, as well as the zoning regulations applicable to the zoning of the subject property, the Director shall approve the minor plat. If the Director determines that the minor plat as proposed may be detrimental to the public health, safety or welfare, does not qualify as a minor subdivision or involves factors which should be reviewed by the Planning Commission, the Director shall treat the application as a standard preliminary subdivision and refer the request to the Planning Commission. The subdivider shall have the option to withdraw the application and, upon withdrawal, shall forfeit any application fees paid for the minor plat. If the application continues as a standard preliminary subdivision, the subdivider shall pay such additional fees as may be required for processing the plat as a standard preliminary plat.

(f) The decision of the Community Development Director on a minor plat shall be considered final unless appealed by the applicant or subdivider to the Planning Commission. The decision of the Planning Commission on appeal shall be final, unless the applicant or subdivider elects to appeal the Planning Commission decision to the City Council, in which case the decision of the City Council shall be final. Appeals must be filed, in writing, with the Community Development Department within ten (10) working days of the decision of the Director. Appeals shall meet all provisions of Article XIII of this Chapter. Decisions of the Community Development Director, the Planning Commission or the City Council on appeal shall not prevent the subdivider from filing an application for standard preliminary subdivision approval by the Planning Commission. No building permit or Certificate of Occupancy shall be issued for any lot or building envelope within a subdivision until and unless the same shall have become final, pursuant to the provisions herein and the appeal period as provided in Article XIII of this Chapter has expired, except if the subdivider signs a waiver of appeal rights or enters into a written agreement with the City for issuance of the permit or CO. In no event shall the plat be recorded prior to the end of the appeal period.

(g) After approval of a minor plat and upon completion of all related documents to the satisfaction of the City, the Community Development Director shall record a copy of the signed minor plat in the County Clerk and Recorder's Office.

(h) By submittal of a minor plat for approval, the subdivider shall be deemed to have agreed to construct, at the subdivider's expense, all improvements required by this Chapter, including those improvements noted on the plat, utility plans and perimeter treatment plan, such as streets and alleys, landscaping and improvements shown on the drainage and utility plans. The subdivider shall provide a written agreement with the minor plat submittal, legally binding the subdivider to construct improvements required by this Chapter. Said agreement shall be mutually acceptable to the subdivider and the City and

shall specify all improvements to be constructed by the subdivider, either for the entire development or for a particular phase of the development and shall include a timetable for the construction of the improvements, any special conditions of construction and a cost estimate at one hundred twenty-five percent (125%) of the total construction costs. In lieu of the completion of all required improvements prior to the issuance of building permits as specified in Section 18.04.1170, the subdivider may elect to post a financial guarantee acceptable to the City as provided in this Code, in the amount of one hundred twenty-five percent (125%) of the total cost of all required improvements. Said financial guarantee may be reduced in increments upon the completion of a portion of the required improvements, as deemed appropriate by the City and as provided for in the development agreement. This agreement shall be recorded in the County Clerk and Recorder's Office.

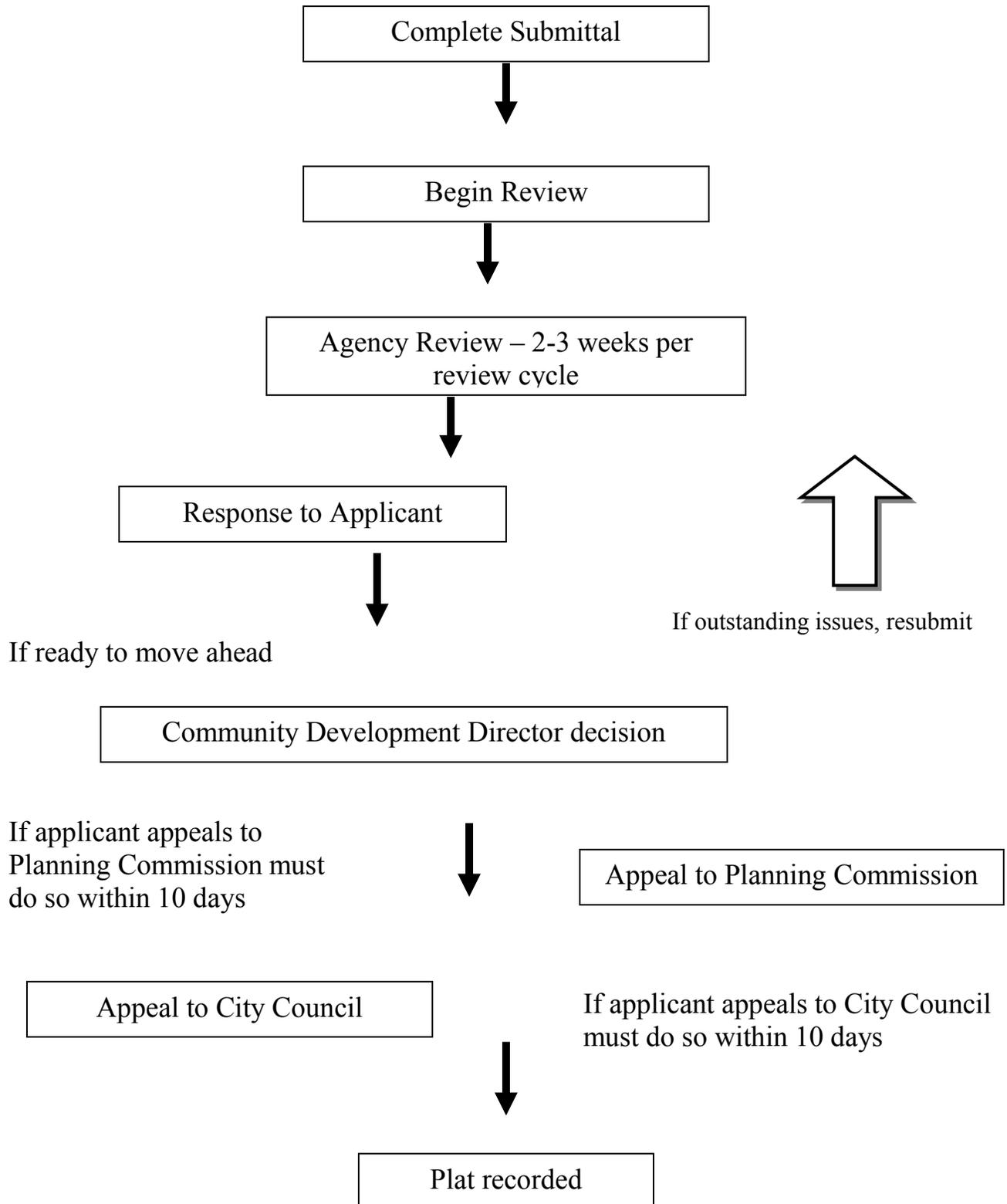
(Ord. 14, 2003 §1; Ord. 51, 1998 §1)

**18.04.650 Time limit for validity of minor plat.**

(a) The subdivider shall undertake and complete all work within the public right-of-way of an approved minor plat within five (5) years from the date of approval, or for phased developments, within five (5) years of the completion of each phase. For the purposes of this Chapter, a minor plat is considered complete once all public improvements (water, sewer, streets, curbs, gutters, sidewalks, street lights, fire hydrants and storm drainage improvements) are installed and completed in accordance with City regulations. Construction drawings may be amended from time to time and shall not be affected by this time limit, and such amendments shall not be construed to extend said time limit. This Section is intended to apply to the vesting of the approval of a minor subdivision plat. A more restrictive time deadline may be placed on the actual completion of public improvements as per individual development agreements, as provided in Section 18.04.1195 through 18.04.1197.

(b) Extensions for successive periods of not more than twelve (12) months shall be granted by the Community Development Director. A request for extension of final approval under this Section must be submitted to the Director in writing prior to the date of expiration. Failure to submit a written request within the specified time period shall cause forfeiture of the right to extension of the final plat approval. Failure to develop within the specified time limit shall cause forfeiture of the right to proceed under the minor plat and require resubmission of all materials and re-approval of the same. All dedications as contained on the minor plat shall remain valid unless vacated in accordance with law. The City reserves the right to require changes to the approved final plat as a condition to granting the extension. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

# *Minor Plat*



# 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



2. The minor plat shall bear the Certificate and Seal of the Registered Land Surveyor who prepared the plat. The certificate shall be substantially as follows:

I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land, including all existing right-of-way easements, and that the corner monuments shown thereon were properly placed under my supervision, in accordance with the regulations of the State of Colorado.

\_\_\_\_\_  
Registered Land Surveyor

(SEAL)

\_\_\_\_\_  
Registration Number

3. The minor plat shall bear the Certificate of Approval of the City Engineer concerning all technical data such as distances, angles, reference points, control monuments, and other survey data. The City Engineer's Certificate shall be substantially as follows:

Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by the City of Engineer of the City of Greeley, Colorado.

\_\_\_\_\_  
City Engineer

4. The minor plat shall contain the following Certificate of Approval by the Community Development Director:

Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by the Community Development Director of the City of Greeley, Colorado.

\_\_\_\_\_  
Community Development Director



# 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: