



Rezoning

The purpose of this guide is to provide general information about the Rezoning process. This guide is not intended to be all inclusive. Please refer to Section 18.30.050 of the City of Greeley Development code for additional information. Additional submittal information may be requested during the application process.

FEES:

\$600 (Establishment of Zoning)

\$1000 + \$5/acre (other than Establishment of Zoning)

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

For the purpose of establishing and maintaining sound, stable, and desirable development within the City, the rezoning of land is to be discouraged and allowed only under circumstances provided for in this section. This policy is based on the opinion of the City Council that the City's zoning map is the result of a detailed and comprehensive appraisal of the City's present and future needs regarding land-use allocation and other zoning considerations and, as such, should not be amended unless to correct manifest errors or because of changed or changing conditions in a particular area of the city in general. The City Council may, from time to time, amend by ordinance the number, shape, or area of districts on the zoning map, as well as any part of the written regulations set forth within the text of this Code.

A pre-application conference is required with the Community Development Department Staff to discuss rezoning of the property.

The following criteria shall be used to evaluate a rezoning request:

1. Has the area changed, or is it changing to such a degree that it is in the public interest to rezone the subject property to encourage development or redevelopment of the area?
2. Has the existing zoning been in place for at least fifteen (15) years without substantial development resulting, and does the existing zoning appear to be obsolete, given development trends?
3. Are there clerical or technical errors to correct?
4. Are there detrimental environmental impacts, such as flood plains, presence of irrigation ditches, inadequate drainage, slopes, unstable soils, etc., that may affect future development of this site and which may not have been considered during the original zoning of the property?

5. Is the proposed rezoning necessary in order to provide land for a community-related use which was not anticipated at the time of adoption of the City's Comprehensive Plan, or have the policies of the City changed to the extent that a rezoning is warranted?
6. What is the potential impact of the proposed rezoning upon the immediate neighborhood and the City as a whole (including potential noise and environmental impacts, visual impacts, the provision of City services such as police, fire, water, sewer, streets and pedestrian systems and parks and recreational facilities)?
7. Is there clear and convincing evidence that the proposed rezoning will be consistent with the policies and goals of the City's Comprehensive Plan and comply with any applicable zoning overlay requirements?
8. What is the potential impact of the proposed rezoning upon an approved zoning suitability plan for the property?
9. If the proposed rezoning is for placing the property within the H-A, Holding Agricultural District, the following criteria shall be considered in the evaluation of the proposed zoning amendment:
 - a. Existing and proposed uses on the property, including farming uses;
 - b. Existing and proposed uses in the surrounding area; and
 - c. Criteria in Section 18.26.070
10. If the proposed rezoning is for placing property with the C-D Conservation District, the following criteria shall be considered in the evaluation of the proposed zoning amendment:
 - a. The competing values of potential mineral extraction with other forms of development;
 - b. The merits of allowing a conflicting land use that might prevent or discourage such extraction in the future;
 - c. The limitation of adjacent development when it would interfere with the extraction and exploration of minerals; and
 - d. Consistent with the standards in Section 18.38.120 of the Development Code.

Property Rezoning Submittal Checklist

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

- Pre-application Conference

Date	Planner

- Application Form* (Attached)

- Required Fees

- Vicinity Map. 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. (8 copies)

- Project Narrative. A detailed description of the proposed project and how the request complies with applicable zoning and comprehensive planning criteria. Narrative should also address those elements of the Development Code which are applicable.(8 copies)

- Property Boundary Map. 24" x 36" (8 copies) and 11"x17" (8 copies). Map drawn to scale demonstrating the boundary of the area including the following:
 1. Location of ownership tracts, platted lots and boundaries of proposed zone district(s);
 2. Written legal description of the boundaries of the proposed zone district(s) including the identification of the person responsible for preparing it; and
 3. Title and north arrow.

- ❑ Zoning Suitability Plan (18.16.060) (8 copies). The following items shall be required for a Zoning Suitability Plan:
 - ❑ 1. Site Analysis Map (24" x 36" size and one copy 11" x 17" size) showing the following existing conditions:
 - A. Area of property in square feet and/or acres;
 - B. Property boundaries and complete dimensions;
 - C. Boundaries of adjacent properties;
 - D. Topography at two-foot intervals;
 - E. Existing rights-of-way, street, roadways, and probable access points
 - F. Existing utilities and easements;
 - G. Irrigation ditches, head gates, waste ditches;
 - H. Natural drainage patterns, bodies of water, water courses, flood plains, floodway;
 - I. Significant vegetation, including trees;
 - J. Areas of Ecological Significance, including wetlands, steep slopes, etc.;
 - K. Existing structures and land uses; and
 - L. Existing oil and gas facilities and setbacks to such facilities.
 - ❑ 2. Zoning Suitability Map (24" x 36" size and one reduction) showing the following:
 - A. Approximate location and acreage of land for existing and proposed residential uses, including density and/or institutional, commercial and industrial uses and square footage;
 - B. Existing and proposed collector and arterial streets;
 - C. Proposed access points for the property;
 - D. Drainage patterns and proposed detention ponds;
 - E. Proposed open space and trails areas, if known; and
 - F. Existing, proposed, or relocating oil and gas facilities and setbacks to such facilities.
 - ❑ 3. The following reports shall be provided as part of the Zoning Suitability Plan submittal:
 - ❑ Conceptual traffic impact study (3 copies) that provides a general description and designation of area streets, anticipated connections to area streets, and relationship to Master Transportation Plan;
 - ❑ Written general description of how pedestrian access, circulation and connectivity will be addressed;
 - ❑ Conceptual drainage report and plan (3 copies) that provides a general description and location of existing drainage basis to which the site is expected to drain, and relationship to Master Drainage Plan;
 - ❑ Conceptual soils report (3 copies) that provides a general description of existing soils and associated characteristics;

- ❑ Written description of setting of property (location of property with respect to compatibility with surrounding uses, location in special districts, unique aspects of property, and its setting); and
 - ❑ Written description of relationship of the proposed Zoning Suitability Plan to goals and policies of the land use chapter of the City's Comprehensive Plan.

- ❑ A Development Concept Master Plan. A Development Concept Master Plan may be submitted at the time of establishment of zoning or as part of a rezoning request or in conjunction with a subdivision action in order to provide a more comprehensive level of site and building detail for a particular use of a property. Once submitted and approved by City Council, the Development Concept Master Plan becomes binding with the land. Though optional, the submittal of a Development Concept Master Plan is strongly encouraged and will facilitate the timely review and approval of site building permits. (8 copies)

The following items shall be required for a Development Concept Master Plan:

1. Site analysis map as described in Section 18.16.060.1.a-1;
 2. Zoning Suitability Plan as described in Section 18.16.060.2.a-f;
 3. The following supplemental reports shall also be supplied as part of the Development Concept Master Plan submittal:
 - A. Preliminary traffic impact study (3 copies)
 - B. Preliminary drainage report and plan (3 copies)
 - C. Preliminary soils report (3 copies)
 - D. Written description of setting of property (location of property with respect to compatibility with surrounding uses, location in special districts, unique aspects of property, and its setting);
 - E. Written description of how pedestrian access, circulation and connectivity will be addressed;
 - F. Written description of relationship of the proposed Design Master Plan to goals and policies of the City's Comprehensive Plan;
 - G. Written description of proposed design concept including identifying architectural style(s) and theme(s), building materials, and color palette; landscaping, perimeter treatment, focal point and open space intent and theme; and character sketches illustrating the basic roof forms, openings and materials; and reasons supporting these design proposals.
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- ❑ Legal Description. Typed legal description (8½" x 11") of the proposed zone district(s) as it appears on the Property Boundaries Map including the identification of the person responsible for preparing it.
 - ❑ Proof of Ownership. Copies of deed(s) and/or title insurance policies for all properties owned by the applicant(s) included in the zoning request.
 - ❑ Deed Restrictions or Covenants. A copy of any existing or proposed deed restrictions or covenants on the property.

- ❑ Other Reports. Unless waived by Planning Staff, applicant must address the following:
 1. Flood way and flood fringe location(s);
 2. Recoverable gravel resource area(s)

- ❑ Additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed zoning amendment.

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

Property Rezoning Roadmap

Prior to submitting an application for rezoning 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. 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 is scheduled for the next available Planning Commission hearing

NOTICE

- City provides courtesy neighborhood notice to property owners
- Neighborhood meeting held (if necessary)
- Applicant provides 30 day mineral notice (if required)

HEARING

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

FINISH

- City Clerk prepares an ordinance; and
- 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

Development Code Commonly Used Sections

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.**

18.16 Submittal Requirements

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

18.20 Review Procedures

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

18.30.070 Zoning & Land Use

- ▶ Allowed Uses

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.)

18.40 General Performance

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

18.42 Off-Street Parking & Loading

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

18.44 Landscaping & Buffering

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

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

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:

	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: