



Site Plan Review

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

FEES:

\$500
\$250 (Minor in scope)

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

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 Site Plan Review applications shall include **eight (8)** copies of the following:

- Application Form* (Attached)**
- Required Fees** (for Site Plan Review)
- Project Narrative.** A detailed written description of the reason for the application including any proposed changes (interior/exterior/change of use) and whether the building will be new or is a renovation of an existing building.
- Basic Site Plan.** This is a view from the top of the entire site. Provide a drawing of the appropriate size, showing detail of the proposal, drawn to scale and provide an 11"x17" (or an 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 answer applicant's request (e.g. city limits, property lines, buildings and structures, uses and principal site development features). It is important that the site plan address design review criteria for the proposal.

- Building Elevations (if exterior changes are being proposed or for a new building or addition).** This is a view of each side of the building. A drawing of the appropriate size, showing detail of the proposal, drawn to scale that depicts all sides of the building and an 11" x 17" (or an appropriate size that shows all necessary information) reduction are required for certain proposals. The elevation may be thought of as a drawing that portrays what the completed proposal will look like, including color and building material. The elevation should be drawn to scale, which includes a title, scale of the drawing (e.g., 1" = 10') and all necessary dimensions and distances (height, width, etc.)

- Landscaping Plan (for new development, new buildings, building additions, and changes of use).** In some instances, a separate landscaping and irrigation plan is needed or may prove helpful in facilitating prompt review of a proposal. The landscaping plan provides detailed information of both existing and proposed vegetation, landscaped materials, paving, and gravel and defines method of irrigation and source of irrigation water. A detailed description of landscape plan requirements may be found in Section 18.16.040 of the Greeley Development Code. Site and landscaping plans may be combined as long as all required information is legible.

- Parking Plan (for new development, new buildings, building additions, and changes of use).** Some development, particularly development with higher traffic volumes or parking needs, will require a comprehensive parking plan. This should include any landscaping requirements. Special landscaping requirements apply to parking lots containing at least six (6) parking spaces. Parking and landscaping plans are often combined.

- 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.

- 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.**

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		970-395-1207
Poudre Valley REA	Terry Willis	970-282-6432
Weld School District #6		970-348-6405
Century Link	Carson Ortega	970-392-4837
Comcast Cable	Bill Blair	720-490-3891



Non-Residential Site Plan Check List

City of Greeley Planning Division requirements for non-residential building permit review:

_____ Narrative describing proposal (i.e. location, address, zone district, use, square footage of each building, floor or unit, number of units, number of parking spaces, architectural details, landscaping, square footage of lot, square footage of open space, contact person with telephone and fax numbers).

_____ Site Plan demonstrating:

- title, north arrow, scale, property address
- property lines with dimensions
- adjacent right of ways
- building(s) foot print(s)
- distance between property lines and all structures
- easements with dimensions
- utilities (existing and proposed)
- access points
- paved parking (with dimensions of typical spaces and accessible parking spaces and aisle widths) and bicycle parking
- existing and proposed sidewalks, curbs and tire stops
- lighting (location and total height of poles or wall packs)
- landscape areas
- open spaces areas
- drainage detention area(s)
- fences and walls
- signs (locations and dimensions) including traffic control and directional signs
- fire hydrant locations
- trash receptacles with enclosures detail
- recreational amenities

_____ Building Elevation Plans demonstrating all sides of building and identifying the following:

- title, scale, direction
- building height(s)
- siding materials
- roofing materials
- roof pitch
- colors
- doors, windows, and other architectural details
- exterior stairs and balconies

_____ Landscape Plan demonstrating:

- title, north arrow, scale, property address
- basic improvement as shown on the site plan
- location of plants and materials including ground cover
- quantity
- size
- species type
- method of irrigation

_____ Lighting Plan (Photometric demonstrating foot candles)

The following is a reference guide to the City of Greeley Development Code non-residential development standards. This list is not intended to be totally comprehensive but is designed as a general list of code sections containing the major standards applicable to non-residential developments. Specific site conditions may require additional code sections to apply to the proposal.

18.38 Zoning District Development Standards

- 18.38.020 General Provisions
- 18.38.080 C-L, C-H Commercial Districts
- 18.38.090 I-L, I-M & I-H Industrial Districts

18.40 General Performance Standards

- 18.40.050 Vehicular Access and Circulation Standards
- 18.40.070 Utility and Service Standards
- 18.40.080 Environmental Standards
- 18.40.090 Site and Building Design Standards
- 18.40.100 Lighting Standards

18.42 Off-Street Parking and Loading Standards

- 18.42.040 General Provisions
- 18.42.050 Off-Street Parking Regulations
- 18.42.060 Parking for the Disabled
- 18.42.070 Bicycle Parking
- 18.42.080 Parking Space Dimensions

18.44 Landscaping and Buffering Standards

- 18.44.040 General Provisions
- 18.44.050 Landscape Standards
- 18.44.060 Buffer Yard and Screening Standards
- 18.44.070 Parking Lot Landscaping Standards
- 18.44.080 Perimeter Treatment
- 18.44.090 Fences, Wall and Hedges

18.46 Design Review Performance Standards

- 18.46.040 Infill Design Standards (Infill Areas Only)

See Building Inspections for the number and type of plans required for each department (i.e. drainage reports/plans or Traffic Impact Study for Public Works).



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: