



# Site Plan Review Procedure

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 by the city during the application process.

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## **FEES:**

\$1000 - Major, Major Amendment  
\$500 - Minor, Minor Amendment

## **TIMELINE:**

2-3 weeks per review cycle\*

\* Typical development review process takes 3-4 months

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The following is a reference guide to the City of Greeley Development Code non-residential development standards. The following is not a complete lists of requirements, rather a general list of code sections containing the major standards applicable to non-residential developments. Additional code sections may apply.

### **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
- 18.40.090 Architectural Review Standards
- 18.40.110 Lighting Standards

### **18.42 Off-Street Parking and Loading Standards**

- 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**

- 18.44.050 Measuring Landscape Material
- 18.44.070 General Landscape Standards for all Properties
- 18.44.100 Landscape Provisions for Multi-family, Institutional, Commercial, Industrial and Mixed-use
- 18.44.110 Buffer yard and Screening Standards
- 18.44.120 Parking Lot Landscaping Standards
- 18.44.130 Perimeter Treatment



# Site Plan Review Submittal Checklist

1 The following checklist is intended to provide an outline for applicants to ensure a complete application submitted and avoid processing delays due to inadequate information. Site Plan Review applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative outlining reasons why the item has not been submitted shall be included. The lack of such statement or any required items will constitute an incomplete submittal and shall be rejected by the City. Please review Chapter 18.16 of the City of Greeley Development Code for complete application and procedural requirements.

## 2 SUBMITTAL REQUIREMENTS

Application form (*attached*).

Application fee consistent with the City of Greeley's *Fee Schedule*.

Proof of ownership or legal instrument identifying the applicant's interest in the property.

Project Narrative – Describe the reason for the application including proposed changes.

Basic Site Plan (*see requirements below*).

Landscape Plan (*see requirements below*).

Utility Plan (*see requirements below*).

Architectural Elevations (*see requirements below*).

Photometric Plan – Include location, type style and height of lighting fixtures, wattage of lights, and average foot-candles across the site.

Parking Plan – Required for new development, new buildings, building additions, and changes of use. Plan should include any landscaping requirements.

Irrigation Plan – Drawn to the same scale as the landscape plan, demonstrating the use of a low-volume irrigation system specifically designed for the proposed landscape. See Water & Sewer standards for more information.

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 land. Also required for sites that have potential for significant impact on the City's storm water facilities, streets, or receiving basins.

Traffic Study – If required by Engineering Development Review.

Drainage Report – If required by Engineering Development Review.

## 3

### **BASIC SITE PLAN REQUIREMENTS**

All elements drawn to an engineering scale at no more than one hundred (100) feet to one (1) inch.

Provide a title block indicating the name, address, and phone number of site plan designer.

Provide a scale, north arrow, and date of preparation.

Show the location of municipal boundaries at or near the development.

Show the location and area of building, structures, uses and principle site development features.

## 4

### **LANDSCAPE REQUIREMENTS**

All elements drawn to the same scale as the site plan.

Show the location, type and size of all existing vegetation.

Show the location of all structures, freestanding signs, parking areas, drive loading docks, drainage and stormwater detention areas.

Show the location, type, and size of all proposed landscaping.

Provide a plant list, which includes the quantities of all proposed landscape material, common botanical names, and their square foot equivalencies according to Table 18.44-1 Vegetation Credit Table.

## 5

### **UTILITY PLAN REQUIREMENTS**

All elements drawn to the same scale as the site plan.

Show dimensions and locations of all easements, physical lines, and other equipment and apparatus for providing water, sanitary sewer, fire protection, electricity, natural gas and other utility services.

Show grades and cross-sections of all streets, alleys and sidewalks.

## 6

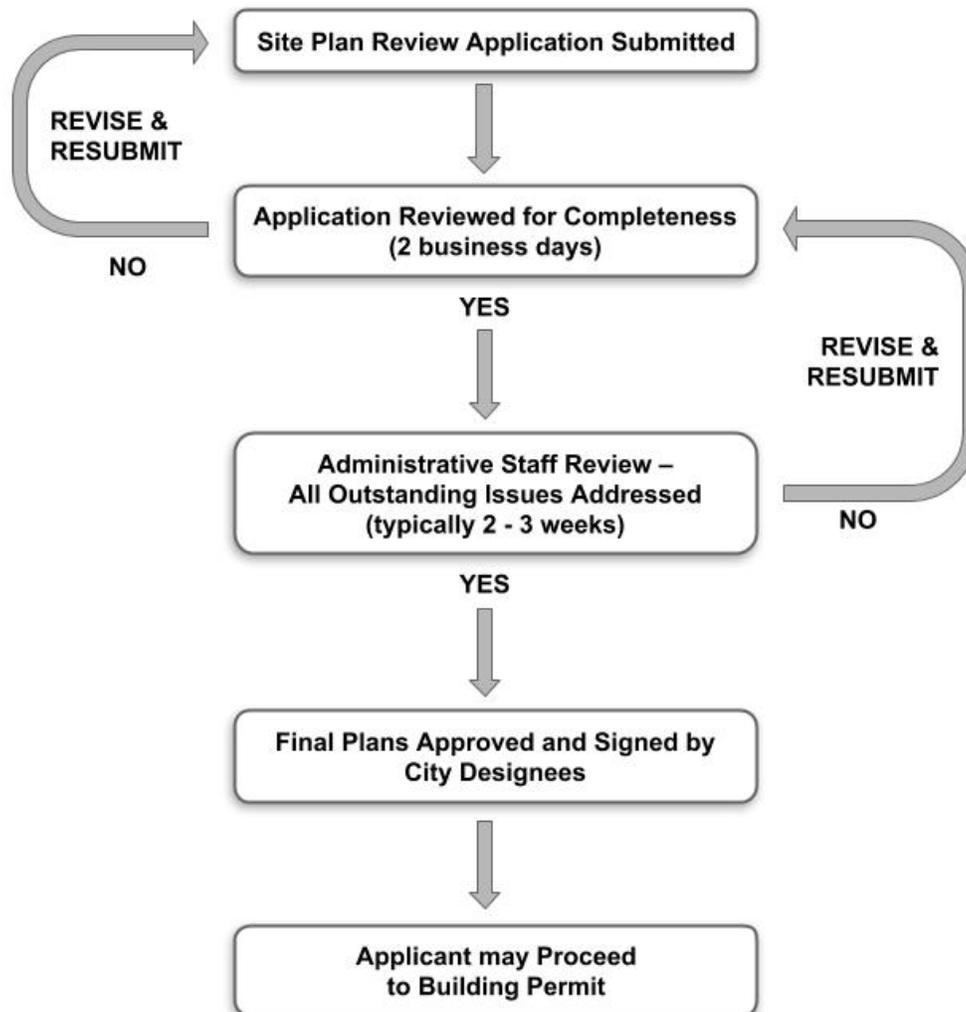
### **ARCHITECTURAL ELEVATION REQUIREMENTS**

Show sufficient detail to convey the architectural content for all proposed building and structures including; building height, pitch of roof, percentage of openings, building materials and colors, and architectural elements.

For infill areas, a written narrative describing how the proposed architecture is compatible with existing buildings and structures.

Provide a description of the architectural elements or groupings included from Section 18.40.090(10) of the Development Code.

# Site Plan Review Process





# 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:	_____



# Development Assistance Packet

## Note Regarding Development Assistance Packets

Development Assistance Packets are meant to facilitate applicants in land use review procedures, submittal requirements, and overall process for evaluation of land use applications in the City of Greeley, Colorado.

Although the packets contain information regarding land use review processes, they are not a complete summary of the City of Greeley's Development Code, nor are they intended to be. Applicants are highly encouraged to familiarize themselves with the requirements of the City of Greeley's Development Code and all amendments thereto.

### City of Greeley Development Code:

[https://library.municode.com/co/greeley/codes/municipal\\_code?nodeId=TIT18DECO](https://library.municode.com/co/greeley/codes/municipal_code?nodeId=TIT18DECO)

## eTRAKiT Electronic Development Review System

### Online Access 24 Hours a Day / 7 Days a Week

Greeley's New Online Portal for:

Land Use & Development Applications

Permits

Inspections

Code Compliance Cases

Citizen Inquiry & Reporting Portal

▪ Applications ▪ Payments ▪ Scheduling ▪ Uploads/Downloads ▪ View Documents ▪

eTRAKiT website: <https://trakit.greeleygov.com/etrakit/>

The City of Greeley has implemented a new online system – eTRAKiT – to facilitate the best access possible for all development related activities. All development projects, permits, and inspections must be submitted and requested through this portal. For additional information on our new system and helpful tips, please visit the eTRAKiT help page at <http://greeleygov.com/services/etrakit/about>.