



Use by Special Review

The purpose of this guide is to provide general information about the Use by Special Review process. This guide is not intended to be all inclusive. Please refer to Section 18.20.060 of the Greeley Development Code for additional information. Additional submittal information may be requested during a pre-application meeting and/or the application process.

FEES:

\$500 – Minor (Major Home Occupations)

\$1250 – Major (All other Use by Special Review)

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

Uses by special review (designated by “S” in the Table of Principal Land Uses), see Chapter 18.30 of the Development Code, possess characteristics that require a public hearing to determine if the uses have the potential to adversely affect other land uses, transportation systems, public facilities or the like in the surrounding neighborhood. Decisions on use by special review requests shall be made by the Planning Commission. The Planning Commission may require conditions of approval necessary to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed use by special review.

(a) The following criteria shall be used to evaluate use by special review requests:

1. The proposed use shall be consistent with the Land Use chapter of the Comprehensive Plan;
2. The location, size, design and operating characteristics of the proposed use shall be compatible with the existing and future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses in the vicinity. Reasonable conditions may be placed on uses by special review to protect the public health, safety and welfare by mitigating impacts to achieve compatibility and complementary design, especially where a non-residential use is located adjacent to a residential use;
3. The site shall be physically suitable for the type and intensity of the proposed land use;
4. The proposed land use shall not adversely affect traffic flow and parking in the neighborhood; and
5. The location of any other approved uses by special review in the neighborhood shall be determined, so that a concentration and/or cumulative effect of such uses can be evaluated.

- (b) Use by special review applications shall also be reviewed to ensure that all of the applicable development standards of Chapter 18.38, Zoning District Development Standards, have been met, as well as any applicable overlay district provisions.
- (c) In addition to those criteria and requirements listed in Subsections (a) and (b), special review applications shall meet all applicable General Performance Standards found in Chapter 18.40, Parking Standards in Chapter 18.42, Landscaping and Buffering Standards in Chapter 18.44, all applicable Design Review Performance Standards in Chapter 18.46 and if applicable, Overlay Districts in Chapter 18.34, Areas of Ecological Significance in Chapter 18.48, Accessory and Temporary Uses, Hillside Standards in Chapter 18.50 and Structures and Buildings in Chapter 18.52.
- (d) Applications for use by special review for oil and gas operations shall also be subject to the provisions of Chapter 18.56, Oil and Gas Operations (Ord. 65, 2002 §1; Ord. 48,2000 §1; Ord.27, 1998 §1).

Use by Special Review 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

- | | | | |
|--------------------------|--|-------------|----------------|
| <input type="checkbox"/> | Pre-application Conference | _____ | _____ |
| | | Date | Planner |
| <input type="checkbox"/> | Application Form* (Attached) | | |
| <input type="checkbox"/> | Required Fees | | |
| <input type="checkbox"/> | 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) | | |
| <input type="checkbox"/> | Project Narrative. A detailed description of the proposed operation and use. Include uses of surrounding properties, maximum number of users per day or week, the hours of operation, the number and location of parking spaces provided and the time frame for development. Address any impacts the use may have on the area (i.e. traffic, noise, lighting, etc.). Narrative should also address those elements of the Development Code which are applicable, including, landscaping and buffering, design review, general performance standards, areas of ecological significance, oil and gas operations, overlay districts, etc. (8 copies) | | |
| <input type="checkbox"/> | Basic Site Plan. An 11"x17" drawing, drawn to scale, 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 applicants request (e.g. city limits, property lines, buildings and structures, uses and principal site development features, parking, easements, access points, etc.) (8 copies) | | |
| <input type="checkbox"/> | Architectural Building Elevation Plans. Plans demonstrating all sides of building and identifying the following: title, scale, direction (north, south, east, west), building height(s), siding materials, roofing materials, roof pitch, colors, doors, windows, and other architectural details, exterior stairs, and balconies. (8 copies) | | |
| <input type="checkbox"/> | Landscape Plan. Plan depicting title, north arrow, scale, property location and address, basic improvements including: location of plants and materials including ground cover, shrubs and trees with quantity, size, and species type of each; method of irrigation; party(ies) responsible for landscape maintenance. (8 copies) | | |

- 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.

- 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 total land area. Also required for sites that create a potential for significant negative impact on the City's storm water facilities, streets, or receiving basins. **(2 copies)**

- 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.

- Additional** information may be required as the application is reviewed.

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

Use by Special Review Roadmap

Prior to submitting an application for a Use by Special 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 USR request, staff recommendation, along with citizen input and makes a final decision.
- Planning Commission meets every 2nd and 4th Tuesday of the month

FINISH

- Staff prepares an approval document; and
- Applicant may proceed to building permit (if necessary); or
- The decision may be appealed (within 10 working days) to City Council

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 Stencel	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: