



# CITY OF GREELEY'S

DEVELOPMENT HANDBOOK | 2021



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# OVERVIEW

This Development Guide includes resources for developers, property owners, consultants and citizens to provide insight into the City's development process. Our development process is designed with customers in mind, with predictable review timeframes, a personalized approach, and a solution-minded perspective to resolve project issues for a mutually beneficial outcome.

## **Important features of the process include:**

### **Effective Communication**

We provide information materials to clarify our process and requirements. We make regular review comments available and provide open-communication and feedback along the way.

### **Partnership**

Our goal is to be a great place to do business and live! We build relationships with our customers and future citizens on a foundation of respect and shared goals to create a thriving and high-quality community.

### **Pre-Application Meetings**

Pre-application meetings are required for most applications. These meetings are held prior to application submittal to provide the applicant with as much information as possible regarding the review process and submittal requirements. This process ensures that you have all the necessary information you need to submit a successful application.

### **Electronic Plan Submittals and Tracking Software**

Online electronic submittal of all plan sets and applications is required via eTRAKiT. The City of Greeley no longer accepts paper submittals. This saves time and money in printing and delivery of plan sets.

Our online tracking tool (eTRAKiT) also allows applicants and other interested parties to check the status of a project's plan reviews and approvals, permit issuance, and even inspections at any time during the development process.

### **Application Completeness Check**

When an application is submitted, City staff will review it for completeness. Applicants are informed within 1-2 business days if their application is missing any required items. This ensures an efficient project review with quicker and fewer reviews.

# RESOURCES

While moving through the process, staff are available to assist with questions about comments received, next steps in the process, or regarding the overall the progress of a project.

<p><b>Project Managers</b></p> <p>Project Managers will be assigned by the Community Development Department and/or Public Works (for CIP) when a development application is submitted and deemed complete. Project Managers are a resource throughout the development review process.</p>	<p><b>Planning</b></p> <p>Planning staff reviews and guides development applications through the land use approval process. This may include neighborhood meetings and public hearings, in addition to the plan review cycles. <u>For most land use applications the assigned Planner will be your Project Manager.</u></p>	<p><b>Engineering Development Review (EDR)</b></p> <p>Engineering staff reviews and guides public improvement plans through the review process. They coordinate with Public Works and schedule pre-construction meetings and civil engineering inspections.</p>
<p><b>Plans Examiner – Building Permit Review</b></p> <p>A plans examiner from Building Inspections will be assigned to your project upon submittal of a building permit. Your submittal should include all building construction documents for plan review. Building Inspections staff will review and guide building permit applications through the review process and coordinate inspections and certificates of occupancy and completion.</p>	<p><b>Project Team Meetings</b></p> <p>City staff members are available to collaborate and meet on projects to resolve any Code issues or assist with design during the project review. You should contact your Project Manager to coordinate these meetings to ensure appropriate project team members are present.</p>	<p><b>Online Tools</b></p> <p>After your plan is submitted, you can follow the progress through the City’s online application tool that tracks and reports the status of projects under review.</p>

# GETTING STARTED

## STEP 1 | Online - City Website

Visit the City website ([www.greeleygov.com](http://www.greeleygov.com)) for information related to property development:

- Imagine Greeley Comprehensive Plan
  - <https://greeleygov.com/services/lrp/long-range-planning>
- Land Development Code
  - [https://library.municode.com/co/greeley/codes/municipal\\_code](https://library.municode.com/co/greeley/codes/municipal_code)
- Zoning and Property Facts Maps (GIS)
  - <https://greeleygov.com/government/gis/geographic-information-systems>
- Weld County Records and Property Facts
  - Property search tool:  
<https://www.co.weld.co.us/apps1/propertyportal/>

## STEP 2 | City Departments

### Community Development Services

- Zoning and land use
- Engineering
- Development review
- Long-range planning
- Historic preservation

### Building Inspection

- Building and sign permits
- Plan review
- Building code
- Inspections

### Code Compliance

- Code enforcement
- Property maintenance

## STEP 2 | City Departments (Cont'd)

### Economic Health & Housing

- Infill and redevelopment opportunities and incentives

### Public Works

- Right-of-way
- Grading
- Traffic and transportation planning
- Water and sewer utilities
- Public improvements

### Water Resources

- Water rights
- Water conservation
- Raw water policies
- Irrigation ditches etc.

### Natural Resources and Parks

- Right of way improvements, open space, parks and other public lands

### Floodplain and Stormwater Management

- Storm drainage and floodplains
- Stormwater management
- MS4 permit

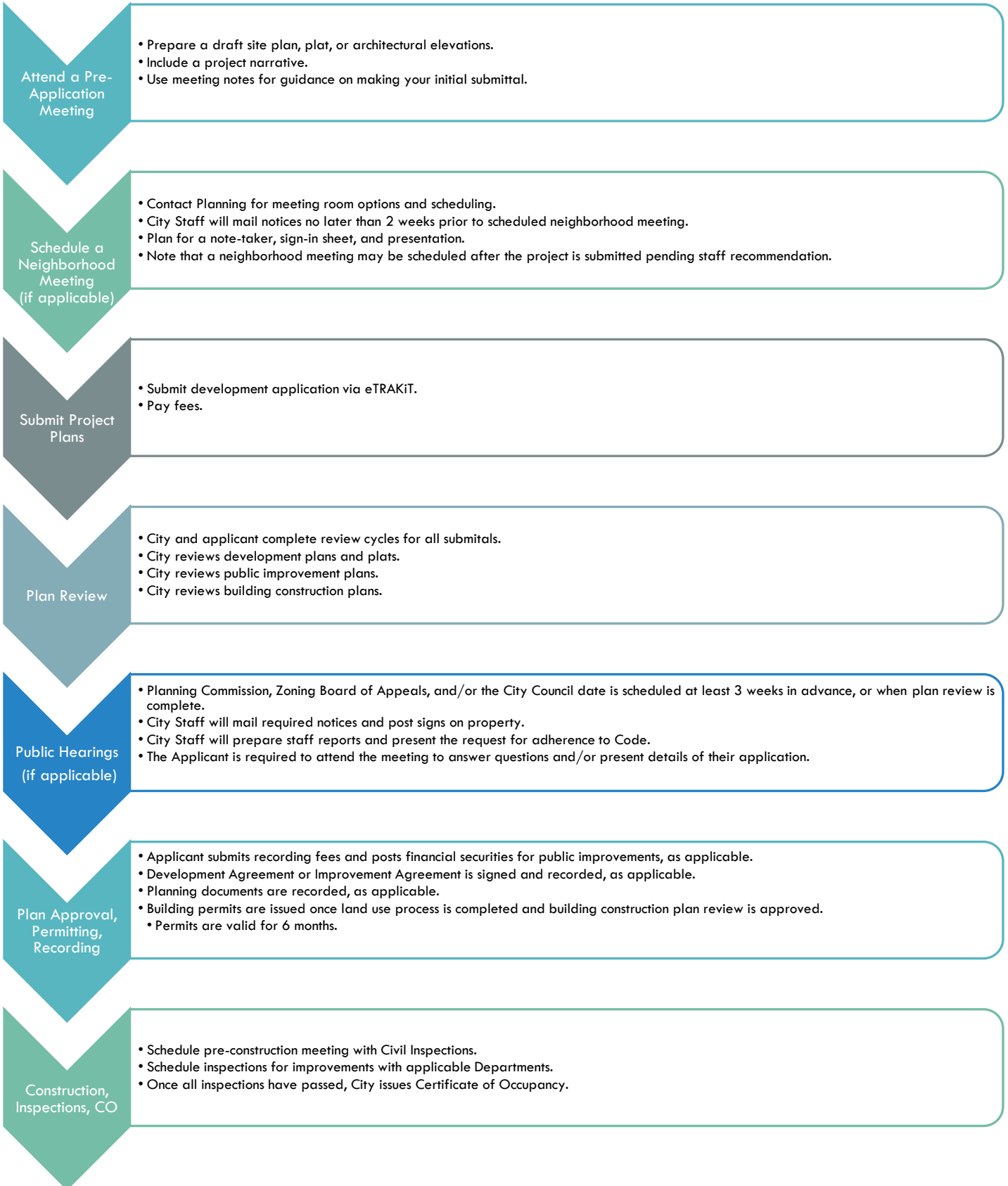
### Public Safety

- Fire
- Police

### Neighborhood Resource Office

- Housing
- Neighborhood Resources

# DEVELOPMENT REVIEW FLOWCHART



# APPLICATION TYPES



## DEVELOPMENT APPLICATIONS

### PUBLIC HEARING OR PUBLIC MEETING APPLICATIONS

(require approval by Planning Commission, Zoning Board of Appeals, and/or City Council)

- Annexation
- Planned Unit Development (Preliminary and Final)
- Preliminary Plat
- Metropolitan District
- Rezone
- Use by Special Review (Major)
- Variance

### ADMINISTRATIVE APPLICATIONS

(administrative approval)

- Minor Subdivision
- Final Plat
- Site Plan
- Design Review
- Administrative Easement
- Use by Special Review (Minor Amendment)

## PUBLIC IMPROVEMENT PLANS

Public improvement plans are typically required with new subdivisions that include new streets, utilities, drainage greenways, and other public infrastructure. Public improvement plans can also be required for site plans on previously platted lots when substantial public infrastructure is required.

## BUILDING PERMIT PLANS AND CONSTRUCTION DRAWINGS

Building permits are generally required for construction on new or existing buildings and structures and are reviewed under the most recently adopted building and fire codes. Sign permits are generally required for most permanent and some temporary signs and are reviewed under the most current sign codes and applicable building codes. Demolition permits are required for any building demolition.

## CONCURRENT PLAN REVIEW

Certain types of applications can be reviewed concurrently, such as site plan and platting applications. Concurrent review can reduce time in the overall review process, however the applicant must assume the risks of potential site plan or building permit changes.

# STEP 1

## PRE-APPLICATION MEETING

Pre-application meetings are typically required for most development applications. Prior to submitting your application, please contact the Planning Department to determine if a pre-application meeting is required. The pre-application meeting is an introduction to the City's development process, and touches on submittal, approval and permitting requirements. The meeting, offered at no cost, is designed for landowners, business owners, developers and their consultants who are interested in proceeding with a development project.

Applicants are encouraged to take advantage of a pre-application meeting early in the process, before the land use application submittal process begins.

### PREPARING FOR YOUR PRE-APPLICATION MEETING

In preparation for the pre-application meeting, applicants are required to provide a sketch plan, list of questions, and project narrative to [planning@greeleygov.com](mailto:planning@greeleygov.com) to schedule. See the checklist on the right-hand side of this page.

### WHAT TO EXPECT

- A pre-application team of City staff from Planning and Engineering Development Review.
- Opportunity for the applicant to ask questions about the development review process.
- The pre-application meeting will provide technical information related to the property and proposed project. You will also receive information regarding potential issues and how to be proactive in addressing issues.

### BENEFITS OF A PRE-APPLICATION MEETING

- First-hand information from plans reviewers who will ultimately evaluate your application
- Identification of issues that may affect your proposal
- Tips on how to make your review process as smooth and cost effective as possible
- Detailed notes from the meeting with links to important forms, city specifications, applications, and fees you will need in preparation for your submittals

### PRE-APPLICATION CHECKLIST

- Project location(s) determined
- Zoning and land use verified
- Code research conducted
- Sketch plan
- Narrative
- List of questions (i.e. utility connections, parking, access, land dedication requirements)
- Schedule meeting ([planning@greeleygov.com](mailto:planning@greeleygov.com))



# STEP 2



## NEIGHBORHOOD MEETING

Neighborhood meetings are encouraged for projects that may have a significant impact or in an area of interest. Staff may require a neighborhood meeting upon request by interested residents in the area surrounding the subject property or when a significant concern is expected.

Projects that may require a neighborhood meeting include, rezoning, establishment of zoning, use by special review, or planned unit developments.

Applicants may elect to hold additional neighborhood meetings to convey project changes or if they think it may help improve the project. The City may also require additional neighborhood meetings either prior to or after an application submittal if there have been substantial changes or issues associated with a project.

### WHAT TO EXPECT

Neighborhood meetings allow the applicant to communicate a project to citizens in surrounding neighborhoods early in the design process. The meeting is for the applicant to present their proposal and answer questions, with City staff available to address policy and process questions.

Neighborhood meetings are an opportunity to discuss neighborhood concerns and to keep open communication channels.

It is not uncommon for applicants to modify their plans once they are aware of neighborhood concerns and have explored viable alternatives.

### PREPARING FOR YOUR NEIGHBORHOOD MEETING

Typically the need for a neighborhood meeting will be discussed at the pre-application meeting. Staff may become aware after a submittal is made that significant interest exists in the project and will inform the applicant at that time.

City staff will secure a meeting location and will mail a courtesy letter to the neighboring properties within 500 feet of the subject property notifying residents of the neighborhood meeting. The applicant will be responsible for note-taking, presentation, and coordinating a sign-in sheet. The sign-in sheet and notes will be provided to the Project Manager by the applicant with application submittal or resubmittal documents.

# STEP 3

## APPLICATION OVERVIEW

The following submittals comprise the majority of applications required:

- Development Application (Land Use)
- Construction Documents and Public Improvement Plans
- Building Permit Plans

All plans must be submitted through eTRAKiT (<https://greeleygov.com/services/etrakit>).

See Appendix for links to applications.

### BEFORE YOU SUBMIT

Review the application requirements and check for completion before submitting. Any incomplete applications will be returned to the applicant. If you had a pre-application meeting, be sure you are referencing your meeting notes. Use resources such as application checklists, Development Code, design specifications etc. to ensure a complete submittal. Submittal and review of all applications are conducted electronically.

### WHAT TO EXPECT

The City's review process is designed to complete the review in a predictable time frame once the application has been deemed complete and placed in the review queue. The Appendix in this guide contains the City's review time performance measures based on application type. Quality submittals, and prompt responses from applicants and consultants are key to a successful process.

### APPLICATION FEES

Review fees are due at time of application through eTRAKiT.

# STEP 4



## PLAN REVIEW

This step involves several City departments reviewing projects for compliance with State and City requirements.

### **DEVELOPMENT APPLICATIONS (see page 6 for list)**

Development applications are processed through the Planning Department. Review times vary depending on the type of application submitted but are typically completed within 2 to 3 weeks. Major applications that require notice and public hearings typically require additional time for adequate public notice.

If a project requires the creation of additional separate legal documents such as easements, the review of these documents typically follow the same timeline as the development application. Development applications will be reviewed by all affected departments and outside referral agencies. Comments will be consolidated and sent to the applicant and consultant once review is complete. The applicant may also follow the review process by logging into eTRAKiT and checking the review statuses.

### **APPROVAL**

Completion of the process requires the submittal of signed documents for most applications and satisfaction of raw water requirements, if applicable. The City then records the documents with the County for the approval process to be considered complete.

### **CONSTRUCTION DOCUMENTS and PUBLIC IMPROVEMENT PLANS**

These plans are processed through Public Works and/or Engineering Development Review (EDR). Review timelines vary by the number and complexity of the public improvements within a subdivision or other land use project, but reviews are typically completed within 3 to 4 weeks for initial reviews and 2 to 3 weeks for subsequent reviews. The plan will be reviewed by all affected departments before comments are consolidated and sent to the applicant and consultant.

### **APPROVAL**

Public improvement plans and agreements are reviewed and approved administratively. Approval requires submittal of required financial securities, fees and reimbursements outlined in the public improvement agreement and approval of applicable storm water quality discharge permits.

# STEP 5

## PUBLIC HEARING

### OVERVIEW

Public hearings are required for major applications as noted below. Some applications require only a hearing before the Planning Commission or Zoning Board of Appeals, while others require hearings before both the Planning Commission and City Council.

### Major Applications

- Annexation: Planning Commission **and** City Council
- Code Amendment: Planning Commission **and** City Council
- Use by Special Review: Planning Commission
- Metropolitan District Service Plan: City Council
- Preliminary Subdivision Plat: Planning Commission
- Preliminary PUD (Establishment of Zoning): Planning Commission **and** City Council
- Final PUD (Development): Planning Commission
- Rezoning: Planning Commission **and** City Council
- Vacation or Dedication: City Council
- Variance: Zoning Board of Appeals

### APPROVAL

Major development applications are approved either by the Planning Commission, City Council, or Zoning Board of Appeals (Variance) at a public hearing.

### APPEALS

See City of Greeley Code Chapter 18.24 for specific information on who may file an appeal and how the appeal process works.

# STEP 6



## BUILDING PERMITS

Review timelines vary by the type and scope of the improvements being proposed and are generally within 2 to 3 weeks.

Plans are reviewed for code compliance and include a review of structural, plumbing, mechanical, electrical and life safety systems. When all reviews are completed a City plan reviewer will provide comments in eTRAKiT.

*Fire staff will review plans for all site development and construction plan reviews related to the International Fire Code including fire alarms, fire sprinklers, site access, fire rating etc.*

Building permit plans will be routed if needed to other relevant city departments to confirm all required approval requirements (subdivision plat, site plan, public improvement plans, easements, agreements, etc.) have been met.

### APPROVAL

Building permit construction drawings are approved administratively. A building permit can be issued when the following steps have been completed and appropriate fees have been paid:

1. Applicable site plan, subdivision plat, and any necessary separate easements and agreements are approved and recorded
2. Public improvement plans and agreements are approved and construction acceptance has been granted
3. Building construction plans meet all code requirements and have been approved

### BUILDING PERMIT FEES

Fees that are required with building permits, including plan review fees, impact and development fees, utility fees, school impact fees, and other fees are due at time of issuance. Fee information may be found online at <https://greeleygov.com/services/building-inspection>

# STEP 7 – FINAL STEPS

## CONSTRUCTION AND INSPECTIONS

The final step in the process involves completion of all construction, scheduling inspections, and obtaining approval to release permits and/or certificates of occupancy (CO). Required City inspections ensure site plan details, engineering, and building codes have been met and the site and building are safe for occupancy.

### STORMWATER MANAGEMENT PLAN INSPECTIONS

Before construction begins, initial inspection of the stormwater best management practices is needed prior to activation of a stormwater discharge permit. During construction, routine inspections are done by Public Works stormwater staff to ensure the site continues to comply with the Stormwater Quality Discharge Permit.

More information on this process is available in the City's Stormwater Quality Program <https://greeleygov.com/services/pw/stormwater/stormwater-quality>.

### PLANNING INSPECTIONS

All site improvements specified in the site plan, landscape plan, and building elevations need to be complete and inspected prior to CO (Certificate of Occupancy) being issued. Planning will review landscaping, site amenities, access, parking, lighting and building design and other private and common area features.

### EDR/ENGINEERING INSPECTIONS

All site work included in the construction drawings need to be complete and inspected prior to CO being issued. Engineering will review civil site work and infrastructure for conformance with the approved civil CD's (Construction Documents) prior to issuance of CO.

### BUILDING PERMIT INSPECTIONS AND CERTIFICATES OF OCCUPANCY

Inspections may be scheduled online through eTRAKiT and should be scheduled no less than 48 hours in advance.

All buildings have a Certificate of Occupancy (CO) that describes the approved uses for the building. If construction on existing buildings will result in a change of use, a new CO will be issued upon completion of work.

## **BUILDING PERMIT INSPECTIONS AND CERTIFICATES OF OCCUPANCY (Cont'd)**

A CO checklist can be obtained from Building Inspection and must be completed and submitted and accepted prior to the issuance of a CO. A CO will not be issued until the requirements of all inspection agencies involved are satisfied.

# APPENDIX

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## DEVELOPMENT APPLICATIONS AND CHECKLISTS:

<http://greeleygov.com/services/cd/applications-and-permits>

## LONG RANGE PLANNING:

<http://greeleygov.com/services/lrp>

## BUILDING PERMITS:

<http://greeleygov.com/services/building-inspection/building-permit-plan-submittal>

## DESIGN CRITERIA AND CONSTRUCTION SPECS:

<http://greeleygov.com/services/pw/design-criteria-and-construction-specifications>

## ETRAKIT PLAN SUBMITTAL:

<http://greeleygov.com/services/etrakit>

## PUBLIC WORKS RIGHT-OF-WAY PERMIT PORTAL:

<http://greeleygov.com/services/pw/online-permits/about>