



Resubdivision (RES) Procedural Guide

Department of Planning Services
1402 N. 17TH Avenue, P.O. BOX 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

Submit all the application components as separate documents, in PDF format, in the order outlined in the checklist below.

Submittal Requirements:

Prior to submitting a Resubdivision application, the applicant shall submit a Pre-Application Request Form and meet with the Department of Planning Services to discuss the proposal. Following the Pre-Application meeting the applicant may submit a complete Resubdivision application electronically. The following application items are required:

- _____ Application Form.
- _____ Authorization Form, if applicable. (See attached)
- _____ *Resubdivision* Standards Certification that the application complies with the criteria per Section 24-9-20 of the Weld County Code. (See attached)
- _____ Minor Subdivision Standards Certification that the application complies with the criteria per Section 24-5-20 of the Weld County Code, if applicable. (See attached)
- _____ Rural Land Division Standards Certification that the application complies with the criteria per Section 24-6-20 of the Weld County Code, if applicable. (See attached)
- _____ Deed identifying the surface estate ownership in the property and relevant lease documents.
- _____ Articles of Organization or Incorporation documents if the owner is a business entity. Include Statement/Delegation of Authority documentation.
- _____ Trustee documents if the owner is a Trust.
- _____ Questionnaire. (See attached)
- _____ Example: A letter or bill from a water district or municipality, or a well permit from the State Division of Water Resources.
- _____ Sewage Disposal Documentation. Example: A septic permit or bill from a sanitary sewer district.
- _____ A Septic Suitability Report shall be prepared in compliance with the requirements of Section 24-3-90 of the Weld County Code.
- _____ Provide any covenants, grants of *easement* and restrictions imposed on the land and/or *structures* within the *Resubdivision*.
- _____ Draft Resubdivision land survey plat prepared according to the plat requirements per Section 24-9-50 of the Weld County Code, as amended.
- _____ A signed buffer report and affidavit of the names, addresses and *parcel* numbers of the surrounding property owners within 500 feet of the property. The buffer report shall expire thirty (30) days from preparation.
- _____ A title commitment, including Schedules A and B-2, issued by a title insurance company and prepared within thirty (30) days of the date of application.
- _____ Plat Closure Report prepared by a Colorado-licensed Professional Land Surveyor, including a closure analysis of exterior boundaries, linear misclosure, closure ratio, and certification that the plat closes. The proposed plat shall demonstrate a minimum boundary closure precision of 1 part in 10,000 (1:10,000).
- _____ A signed Statement of Taxes from the County Treasurer showing no delinquent property taxes for the subject property. The Statement shall be from the current tax year.
- _____ A Preliminary Drainage Report per Section 24-3-200.B of the Weld County Code, as amended, if required.
- _____ A Traffic Narrative shall be submitted in accordance with Section 24-3-220.B of the Weld County Code, as amended.
- _____ Any other item(s) deemed necessary by the Departments of Planning Services and Public Works.
- _____ Application fee.

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Fees

Application Type	Fee*	Review by Staff
Merging existing lots together	\$550.00	Staff Review**
No right-of-way will be vacated	\$1,100.00	Staff Review**
Right-of-way is to be vacated	\$2,200.00	Board of County Commissioners
Plat recording fee	\$43.00	Due with the final mylar

*A 2.8% service fee will be included with credit card payments.

**If the Staff recommendation for the Resubdivision application is for denial a meeting before the Board of County Commissioners will be scheduled.

Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, change, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule, per Chapter 5, Appendix 5-J of the Weld County Code.

Purpose

The purpose of this packet is to provide applicants with information regarding the Weld County Resubdivision application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Resubdivision application process. Resubdivision application shall be assigned a case number to be reviewed until all required items on the Resubdivision submittal checklist have been completed and submitted to the Department of Planning Services.

Code Requirements

Refer to the following code sections for detailed information, found in Chapter 24, Article V of the Weld County Code. The Weld County Code is available online at www.weld.gov (Useful Links > Weld County Code).

- Section 24-9-10 of the Weld County Code: Resubdivision Overview
- Section 24-9-20 of the Weld County Code: Resubdivision Standards
- Section 24-9-30 of the Weld County Code: Resubdivision Submittal Requirements
- Section 24-9-40 of the Weld County Code: Resubdivision Procedure
- Section 24-9-50 of the Weld County Code: Resubdivision Plat Requirements
- Section 24-9-60 of the Weld County Code: Resubdivision Enforcement
- Section 24-5-70 of the Weld County Code: Resubdivision Amendment
- Section 24-5-80 of the Weld County Code: Resubdivision Correction
- Section 24-5-90 of the Weld County Code: Resubdivision Vacation
- Appendix 24-E of the Weld County Code: Resubdivision Plat Certificates

Resubdivision (RES) Application

Planning Department Use: _____	Date Received: _____
Amount \$ _____	Case # Assigned: _____
Application Received By: _____	Planner Assigned: _____

Parcel # _____ Parcel # _____

Parcel # _____ Parcel # _____

(12-digit number – found on Tax I.D. information, obtainable at the Weld County Assessor's map found at www.weld.gov)

Legal Description _____

Section _____, Township _____ North, Range _____ West Subdivision name: _____

Total Acreage: _____ Proposed #/Lots _____

Service Provider:

Gas: _____
Electric: _____
Post Office: _____

Property Owner(s) *(Attach additional sheets if necessary.)*

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Applicant/Authorized Agent *(Authorization Form must be included if there is an Authorized Agent)*

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

	Lot 1	Lot 2	Lot 3
Address			
Well Permit # or Water District Tap #			
Septic Permit # or Sewer Tap #			
Existing Acreage			
Proposed Acreage			

I (We) request that the above described property be designated a Resubdivision by the Weld County Board of County Commissioners. I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. Signatures of all fee owners of property must sign this application, or if an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.

Signature _____ Date _____ Signature _____ Date _____

Print _____ Print _____



Departments of Planning
Building and Development Review
1402 N 17th Avenue, P.O. Box 758
Greeley, CO 80632

Authorization Form

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access or Grading** permits on our behalf, for the property located at
(address or parcel number) below:

Legal Description: _____ of Section _____, Township _____ N, Range _____ W

Subdivision Name: _____ Lot _____ Block _____

Property Owners Information:

Address: _____

Phone: _____ E-mail: _____

Authorized Agent/Applicant Contact Information:

Address: _____

Phone: _____ E-Mail: _____

Correspondence to be sent to: Owner _____ Authorized Agent/Applicant _____ by: Mail _____ Email _____

Additional Info: _____

I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.

_____ Date _____ _____ Date _____
Owner Signature Owner Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____ by
_____.

My commission expires _____

Notary Public

**Resubdivision (RES)
Standards Certification**

Per Section 24-9-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Resubdivision. Please read and initial each item.

- _____ A Resubdivision is permitted within any Zone District included in Chapter 23, Article III, Division I of the Weld County Code, as amended.
- _____ The Resubdivision process shall not be utilized to create more than two (2) additional buildable lots.
- _____ The minimum parcel size of any Resubdivision Lot shall be determined by the underlying zone district or Historic Townsite requirements per Chapter 23, Articles III and V of the Weld County Code, as amended.
- _____ Resubdivision lots shall be served by an adequate water source.
- _____ Resubdivision lots shall be served by an on-site wastewater treatment system (OWTS).
- _____ Parcels created by a Resubdivision are not eligible for another Resubdivision which creates additional lots.
- _____ A Resubdivision that result in additional lots with additional uses will required a drainage report and detention pond design unless they qualify for an exemption to stormwater detention as defined in Section 8-11-40.I of the Weld County Code, as amended

Signature	Date	Signature	Date
Print		Print	

Minor Subdivision (MIN) Standards Certification

Per section 24-5-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Minor subdivision. Please read and initial each item.

- _____ The property to be divided by the proposed Minor Subdivision shall be comprised of legal lots.
- _____ Lots within a Minor Subdivision shall be served by a public water supply system.
- _____ Lots within a Minor Subdivision shall be served by an adequate sewer service.
- _____ The Minor Subdivision is allowed in any zone district included in Chapter 23, Article III of the Weld County Code, as amended, excluding the A (Agricultural) Zone District.
- _____ The Minor Subdivision shall only be permitted beyond one-quarter (1/4) mile of a municipal boundary.
- _____ Any proposed Minor Subdivision must be separated by a minimum of 1/320 feet or one-quarter (1/4) mile, in any direction, as measured from the exterior property line of any existing, platted Minor Subdivision or Rural Land Division
- _____ The minimum parcel size of Minor Subdivision lots shall be determined by the underlying zone district requirements per Chapter 23, Article III of the Weld County Code, as amended.
- _____ If the average lot area exceeds three (3) acres in size in an Estate zoned Minor Subdivision, no common open space, or recreational elements are required.
- _____ The maximum number of lots within the Minor Subdivision shall be nine (9) buildable lots, excluding outlots.
- _____ A Homeowners Association is required and shall be managed by the property owners within the Minor Subdivision.
- _____ Drainage and utility easements within the Minor Subdivision shall follow the easement standards per Chapter 24, Article III of the weld county Code, as amended.
- _____ The Minor Subdivision lots shall be accessed via a privately maintained road located in a single internal publicly dedicated right-of-way.
- _____ All lots within a Minor Subdivision shall connect directly onto an internal public road. No Minor Subdivision shall contain any access easement except:
 - a. Pre-existing access easements for non-residential purposes for example: ditch roads, oil and gas facility access roads, et cetera.
 - b. Access easements solely for the use of emergency services.
 - c. Easements to provide lot owners with access to common elements located within the Minor Subdivision.
- _____ The Minor Subdivision roadway shall intersect with a publicly maintained roadway.
- _____ The Minor Subdivision internal roadway shall be perpendicular to the publicly maintained roadway.
- _____ The Minor Subdivision internal roadway shall not access directly onto County arterial roads or County, State, or Federal highways.
- _____ The Minor Subdivision roadway shall be maintained by the Homeowners Association.
- _____ The Minor Subdivision roadway shall be paved if connecting to a paved publicly maintained roadway. The Minor Subdivision roadway may be gravel if connecting to a gravel publicly maintained roadway.
- _____ All accesses shall be in accordance with Chapter 8, Article XIV of the Weld County Code, as amended.
- _____ An Improvements/Road Maintenance Agreement may be required.
- _____ The Minor Subdivision shall reasonably accommodate the requirements of fire districts, police authorities and other emergency services.
- _____ The Minor Subdivision shall be designed to preserve prime agricultural land.
- _____ The Minor Subdivision shall be designed to preserve wetlands, wildlife habitats, historical sites and burial grounds.

**Minor Subdivision (MIN)
Standard Certification**

I/We the undersigned, certify compliance with the Minor Subdivisions Standards per Section 24-5-20 of the Weld County Code.

Signature

Date

Signature

Date

Print

Print

Rural Land Division (RLD) Standards Certification

Per Section 24-6-20 of the Weld County Code, all the foregoing standards shall be met to apply for a Rural Land Division. Please read and initial each item.

- _____ The property to be divided by the proposed Rural Land Division shall be comprised of legal lots.
- _____ Lots within a Rural Land Division shall be served by a public water supply system.
- _____ Lots within a Rural Land Division shall be served by an on-site wastewater treatment system (OWTS) or public sewer.
- _____ The Rural Land Division shall only be approved on property located in the A (Agricultural) Zone District.
- _____ The Rural Land Division shall be at least one (1) mile beyond a municipal boundary.
- _____ Any proposed Rural Land Division must be separated by a minimum of 1,320 feet or one-quarter (1/4) mile, in any direction, as measured from the exterior property line of any existing, platted Rural Land Division or Minor Subdivision.
- _____ The maximum parcel size on which a Rural Land Division is proposed shall not be greater than forty-five (45) acres.
- _____ If the proposed Rural Land Division will be located on the largest lot of a Recorded Exemption, the following applies:
 - a. The applicant shall apply for a Lot Line Adjustment per Chapter 24, Article X of the Weld County Code, as amended, in conjunction with the Rural Land Division application, in order to except out a parcel of land that will contain the Rural Land Division.
 - b. The excepted parcel of land that will contain the Rural Land Division, shall be a maximum of forty-five (45) acres.
 - c. The remaining acreage of the large Recorded Exemption lot shall not be less than one hundred and twenty (120) acres.
 - d. The Lot Line Adjustment standard per Section 24-10-20.A.4 of the Weld County Code, as amended, does not apply to a Lot Line Adjustment processed in conjunction with a Rural Land Division.
 - e. The Rural Land Division Final Plat and Lot Line Adjustment plat shall be recorded concurrently.
 - f. If the Rural Land Division is not approved, the Lot Line Adjustment plat will be void.
- _____ The maximum number of lots within the Rural Land Division shall be four (4) lots.
- _____ The minimum lot size in a Rural Land Division shall be three (3) acres net.
- _____ Rural Land Divisions shall not be financed by a Title 32 Metropolitan District.
- _____ A Homeowners Association is not required but may be voluntarily created and managed by the residents within the Rural Land Division.
- _____ Drainage and utility easements within the Rural Land Division shall follow the easement standards per Chapter 24, Article III of the Weld County Code, as amended.
- _____ The Rural Land Division lots shall be accessed via a single internal publicly dedicated right-of-way and shall be privately maintained, according to a road maintenance agreement applicable to all present and future lot owners.
- _____ No access easements are permitted within a Rural Land Division to serve parcels within or not a part of the development.
- _____ The Rural Land Division roadway shall intersect with a publicly maintained right-of-way.
- _____ The Rural Land Division internal roadway shall be perpendicular to the publicly maintained right-of-way.
- _____ The Rural Land Division shall not connect directly onto County arterial roads or County, State or Federal highways.
- _____ The Rural Land Division roadway shall be designed, constructed and maintained by private recorded agreement between the landowners within the Rural Land Division.

**Rural Land Division (RLD)
Standards Certification**

- _____ The internal access roadway shall meet all safety criteria as outlined in Chapter 8, Article XIV of the Weld County Code
- _____ The Rural Land Division shall be designed to meet the requirements of local governments or districts to provide fire and police protection or other emergency services.
- _____ The Rural Land Division shall be designed to preserve prime agricultural land.
- _____ The Rural Land Division shall be designed to preserve wetlands, wildlife habitats, historical sites or burial grounds.

Signature	Date	Signature	Date
Print		Print	

Resubdivision (RES) Questionnaire

Answer the following questions per Section 24-9-30.J. of the Weld County Code. Please type on a separate sheet.

1. Explain how the Resubdivision complies with the recorded subdivision plat and all codes, covenants and restrictions associated with the subdivision.
2. Explain the reason for the Resubdivision request.
3. Explain the reason of the proposed layout.
4. Describe the existing and proposed uses of the property.
5. Describe the existing and proposed potable water source.
6. Describe the existing and proposed sewage disposal system.
7. Describe existing and proposed improvements.
8. Describe the existing and proposed access to the site.
9. Describe any existing and proposed drainage, access and/or utility easements and rights-of-way.
10. Describe the current irrigation practices occurring on the site.
11. Describe the unique physical characteristics of the property, including, but not limited to, topography, water bodies, CRP lands, vegetation, floodplains, geohazard areas, MS4 and airport overlay district.
12. Detail the location of any on-site oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc. Provide the names and addresses of any owner or operator of any oil and gas facilities, irrigation ditches/laterals, pipelines, overhead lines, railroads, etc.

