



## CERTIFICATE OF DESIGNATION (CD) PROCEDURAL GUIDE CHECKLIST

DEPARTMENT OF PLANNING SERVICES \* 1555 N. 17<sup>TH</sup> AVENUE \* GREELEY, CO 80631  
[www.weldgov.com](http://www.weldgov.com) 970-400-6100 \* FAX 970-304-6498

### APPLICATION REQUIREMENTS

The applicant shall submit 1 hard copy and 1 electronic copy containing one of each of the items listed below.  
The application will be reviewed for completeness during the Completeness Review.

- \_\_\_\_\_ Submit a copy of the Pre-application meeting minutes
- \_\_\_\_\_ Submit application form
- \_\_\_\_\_ Submit Applicant's representative/authorization form. If applicant or authorized agent is different than owner, submit incorporation documents if the owner is an LLC, INC, etc.
- \_\_\_\_\_ Submit a copy of an Engineering Design and Operation Plan per the State of Colorado Department of Public Health and Environment per Hazardous Materials and Waste Management Division 6 CCR 1007-2, Part 1.
- \_\_\_\_\_ Submit a copy of the deed.
- \_\_\_\_\_ Submit a list of all the surrounding property owners (surface estate) within 500 feet of the property under consideration. This list must be a certified list of the names, addresses, and the corresponding parcel number assigned by the Weld County Assessor of the owners of property. Also submit the affidavit stating that the list is accurate. This list shall be compiled from the records of the Weld County Assessor, the Weld County Website, [www.weldgov.com](http://www.weldgov.com), or a person qualified to do the task. This list expires in thirty days of the date compiled.
- \_\_\_\_\_ Notice of Inquiry or letter/email from a municipality, if the site is located within an Intergovernmental Agreement (IGA) boundary or a Cooperative Planning Area (CPA).
- \_\_\_\_\_ A community meeting is encouraged for owners within 500 feet of property boundary
- \_\_\_\_\_ Submit all required documents electronically or via email in .pdf format.
- \_\_\_\_\_ Application fee
- \_\_\_\_\_ Investigation fee, due only if this is a violation.
- \_\_\_\_\_ Hazardous Waste Site and Facilities require additional requirements per Section 12-8-50 of the Weld County Code.

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## CERTIFICATE OF DESIGNATION (CD) PROCEDURAL GUIDE

<u>HEARINGS/MEETINGS</u>	<u>NUMBER OF DAYS AFTER SUBMITTAL OF COMPLETE APPLICATION</u>
Board of County Commissioners Public Hearing	~ 60 days after the state's approval

  

<u>Application TYPE</u>	<u>FEE</u>
Solid Waste*	\$ 20,000.00
Hazardous Waste	\$100,000.00

Fees are non-refundable and due at time of application submittal. Fees are set by the Board of County Commissioners by Resolution. 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.

\*The fee to amend an application for a for Solid Waste Disposal Sites and Facilities shall not exceed \$20,000.00. The full amount shall be submitted to the Department of Planning Services at the time a complete application is submitted. The full amount shall be escrowed and charged against by the County based on the standard hourly rate for each department administering or reviewing the permit. The departments shall include but not be limited to the Department of Planning Services, Weld County Health Department, Weld County Public Works, and the Weld County Attorney's Office. The standard hourly rate shall be established by the Weld County Finance Department for the actual time spent on the review of the application and facility. The applicant shall be provided copies of the billing five days prior to the cost actually being billed against the escrow account and the applicant. The applicant's sole remedy to appeal any billing shall be to the Board of County Commissioners. The unused portion of the submitted application fee held in escrow, shall be returned to the applicant within 30 days of recording the amended Special Review plan map, or within 30 days after denial of the application by the Board of County Commissioners, or 30 days after the applicant submits a written request to withdraw the application.

The Weld County Code is available online at [www.weldgov.com](http://www.weldgov.com) (Useful Links - Weld County Code)

### PURPOSE

The purpose of this packet is to provide information to the applicant regarding Weld County's Certificate of Designation (CD) process.

### INTENT AND APPLICABILITY

The purpose of this packet is to provide general information to an applicant about the Certificate of Designation (CD) application process. It is not intended to be a substitute for the specific requirements of Weld County Code, Chapter 12, Article VIII. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Weld County Code, Chapter 12, Article VIII, for the Certificate of Designation (CD) application process.

The Department of Planning Services is responsible for reviewing and processing the application in accordance with Chapter 12, Article VIII, of the Weld County Code. The Board of County Commissioners will consider the application in accordance with Chapter 12, Article VIII, of the Weld County Code.

It is recommended the applicant attend all hearings scheduled for consideration of the application in order to present the proposal and answer any questions. The applicant is also encouraged to communicate with the Planner assigned to process and review the application once it has been submitted in order to keep up to date with any developments pertaining to the application.

### PRE-APPLICATION REVIEW REQUEST MEETING

Any person applying for a CD shall arrange for a pre-application conference with the Department of Planning Services.

APPLICATION REQUIREMENTS:

It is the responsibility of the applicant to meet the application requirements outlined in Chapter 12, Article VIII of the Weld County Code. No CD application shall be assigned a case number to be reviewed until all required items on the CD submittal checklist have been completed and submitted to the Department of Planning Services.

PUBLIC PROCESS:

As part of the CD application review process, the county must provide at least 30 days for public review and comment of the CD application. In addition, a public hearing is required to be held by the (governing body having jurisdiction) prior to the issuance of a CD. A public notice must be published in local newspapers at least 10 days but no more than 30 days prior to the hearing. The public notice also must be posted in at least one conspicuous location at the offices of the governing body having jurisdiction and in at least one location at the proposed site. These notices must be posted at least 30 days prior to the public hearing and continuing through the day of the hearing.

INVESTIGATION FEE:

An additional fifty percent of the permit fee shall be added to the cost of the CD permit application fee when the use is started without a CD permit. The payment of the investigation fee shall not relieve any persons from fully complying with the requirements of the Weld County Code, nor from any other penalties.

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## CONTACT INFORMATION AND OFFICE LOCATIONS

### **Weld County Planning and Zoning**

#### *Planning*

#### *Floodplain Administration*

1555 N 17<sup>th</sup> Avenue  
Greeley, CO 80631  
(970) 400-6100

[www.weldgov.com/Government/Departments/Planning-and-Zoning](http://www.weldgov.com/Government/Departments/Planning-and-Zoning)

### **Weld County Building Inspection**

#### *Building Permits*

Department of Planning  
1555 N. 17<sup>th</sup> Avenue  
Greeley, CO 80631  
(970) 400-6100

[www.weldgov.com/Government/Departments/Building](http://www.weldgov.com/Government/Departments/Building)

### **Weld County Development Review**

#### *Access Permits*

#### *Engineering*

1555 N. 17<sup>th</sup> Avenue  
Greeley, CO 80631  
(970) 400-6100

[www.weldgov.com/Government/Departments/Planning-and-Zoning](http://www.weldgov.com/Government/Departments/Planning-and-Zoning)

### **Weld County Department of Public Health and Environment**

#### *Weld County Septic Permits*

#### *On Site Waste Water Systems (OWTS)*

1555 N 17<sup>th</sup> Avenue  
Greeley, CO 80631  
(970) 304-6415

[www.weldgov.com/Government/Departments/Health-and-Environment](http://www.weldgov.com/Government/Departments/Health-and-Environment)

### **Colorado Department of Transportation (CDOT)**

10601 W. 10<sup>th</sup> Street  
Greeley, CO 80634  
(970) 353-1232

[www.codot.gov/](http://www.codot.gov/)

### **Division of Water Resources**

#### *Water Wells*

1313 Sherman St. Room 818  
Denver, CO 80203  
(303) 866-3581

810 Ninth St  
Second Floor  
Greeley, CO 80631  
(970) 352-8712

<https://dwr.colorado.gov/>

Well Permitting Information:

<https://dwr.colorado.gov/services/well-permitting>

### **Soil Conservation Districts**

Big Thompson (Fort Collins) – 970-493-1638  
Boulder Valley (Longmont) – 303-776-4034  
Centennial – 970-522-7440 x3  
Fort Collins – 970-221-0611  
Morgan – 970-867-9659 x4  
Platte Valley (Brighton) – 303-857-6721  
Southeast Weld (Brighton) – 303-659-7004 x101  
West Adams (Brighton) – 303-659-2080  
West Greeley – 970-356-8097 x 3

[www.coloradoacd.org](http://www.coloradoacd.org)

### **Colorado Geological Survey Division of Minerals and Geology**

1313 Sherman Street  
Room 715  
Denver, CO 80203  
(303) 384-2643

[www.coloradogeologicalsurvey.org](http://www.coloradogeologicalsurvey.org)



DEPARTMENTS OF PLANNING  
BUILDING, DEVELOPMENT REVIEW  
AND ENVIRONMENTAL HEALTH  
1555 NORTH 17<sup>TH</sup> AVENUE  
GREELEY, CO 80631

**AUTHORIZATION FORM**

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

to apply for any **Planning, Building, Access, Grading or OWTS** 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



# CERTIFICATE OF DESIGNATION (CD) APPLICATION

DEPARTMENT OF PLANNING SERVICES \* 1555 N. 17<sup>TH</sup> AVENUE \* GREELEY, CO 80631  
[www.weldgov.com](http://www.weldgov.com) \* 970-400-6100 \* FAX 970-304-6498

FOR PLANNING DEPARTMENT USE:	DATE RECEIVED: _____
AMOUNT \$ _____	CASE # ASSIGNED: _____
APPLICATION RECEIVED BY _____	PLANNER ASSIGNED: _____

Parcel Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Address of site: \_\_\_\_\_

(\*A 12 digit number on Tax I.D. information, obtainable at [www.weldgov.com](http://www.weldgov.com)).

Legal Description: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ N Range: \_\_\_\_\_ W

Zone District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Floodplain: Y N Geological Hazard: Y N Airport Overlay: Y N

Solid Waste: Y N Hazardous Waste: Y N

**FEE OWNER(S) OF THE PROPERTY:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT:** *(See below: Authorization must accompany all applications signed by Authorized Agents)*

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_  
 \_\_\_\_\_

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. 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 indicating that the signatory has to legal authority to sign for the corporation.

_____ Signature: Owner or Authorized Agent	_____ Date	_____ Signature: Owner or Authorized Agent	_____ Date
_____ Print Name		_____ Print Name	

**AFFIDAVIT OF INTEREST OWNERS  
SURFACE ESTATE**

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I, the undersigned, certify that the attached list is a true and accurate list of the names, addresses, and corresponding Parcel Identification Numbers assigned by the County Assessor of the owners of property (the surface estate) within five hundred (500) feet of the subject property(ies). This list was compiled from the records of the Weld County Assessor, or a person qualified to do the task, and shall be current as of a date no more than thirty (30) days prior to the date the application is submitted to the Department of Planning Services.

Subject Property(ies): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date