



## RESOLUTION OF ILLEGAL LAND DIVISION (ILD) PROCEDURAL GUIDE

DEPARTMENT OF PLANNING SERVICES

1555 N. 17<sup>TH</sup> Avenue, Greeley, CO 80631 | 970-400-6100 | [www.weldgov.com](http://www.weldgov.com)

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

### **SUBMITTAL REQUIREMENTS:**

- \_\_\_\_\_ Application Form.
- \_\_\_\_\_ Authorization Form, if applicable. (See attached).
- \_\_\_\_\_ Resolution of Illegal Land Division Standards Certification that the application complies with the criteria per Section 24-12-20 of the Weld County Code. (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).
- \_\_\_\_\_ Water Supply Documentation. 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.
- \_\_\_\_\_ Draft Resolution of Illegal Land Division land survey plat prepared according to the plat requirements per Section 24-7-50 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, B-1 and B-2, issued by a title insurance company. The title commitment shall expire thirty (30) days from preparation.
- \_\_\_\_\_ 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 Drainage Narrative shall be submitted in accordance with Section 24-3-200.A 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, if required.
- \_\_\_\_\_ Any other item(s) deemed necessary by the Departments of Planning Services, Public Works or Public Health and Environment, Environmental Health Services Division.
- \_\_\_\_\_ Application fee.

**RESOLUTION OF ILLEGAL LAND DIVISION (ILD)  
PROCEDURAL GUIDE**

**FEES**

APPLICATION TYPE	FEE	REVIEW BY STAFF	PROCESSING TIME
Resolution of Illegal Land Division	\$2,000.00	Staff Review or Board of County Commissioners*	60 days
Plat recording fee	\$13.00 for the first page and \$10.00 for each additional page	Due with the final Mylar	7 days
* If the staff recommendation for the Resolution of Illegal Land Division 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 by Resolution and 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 Resolution of Illegal Land Division application process. It is the responsibility of the applicant to be knowledgeable of the specific requirements of the Resolution of Illegal Land Division application process. No Resolution of Illegal Land Division application shall be assigned a case number to be reviewed until all required items on Resolution of Illegal Land Division 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 XII of the Weld County Code. The Weld County Code is available online at [www.weldgov.com](http://www.weldgov.com) (Useful Links > Weld County Code).

- Section 24-12-10 of the Weld County Code: Resolution of Illegal Land Division Overview
- Section 24-12-20 of the Weld County Code: Resolution of Illegal Land Division Standards
- Section 24-12-30 of the Weld County Code: Resolution of Illegal Land Division Submittal Requirements
- Section 24-12-40 of the Weld County Code: Resolution of Illegal Land Division Procedure
- Section 24-12-50 of the Weld County Code: Resolution of Illegal Land Division Plat Requirements
- Section 24-12-60 of the Weld County Code: Resolution of Illegal Land Division Enforcement
- Section 24-12-70 of the Weld County Code: Resolution of Illegal Land Division Amendment
- Section 24-12-80 of the Weld County Code: Resolution of Illegal Land Division Correction
- Section 24-12-90 of the Weld County Code: Resolution of Illegal Land Division Vacation
- Appendix 24-H of the Weld County Code: Resolution of Illegal Land Division Plat Certificates

## 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)



## RESOLUTION OF ILLEGAL LAND DIVISION (ILD) APPLICATION

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

Parcel # \_\_\_\_\_ Legal Description: \_\_\_\_\_

Parcel # \_\_\_\_\_ Legal Description: \_\_\_\_\_

Parcel # \_\_\_\_\_ Legal Description: \_\_\_\_\_

Parcel # \_\_\_\_\_ Legal Description: \_\_\_\_\_

(12-digit number – found on Tax I.D. information, obtainable at the Weld County Assessor’s map found at [www.weldgov.com](http://www.weldgov.com))

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West

**PROPERTY OWNER(S)** *(Attach additional sheets if necessary.)*

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

**APPLICANT/AUTHORIZED AGENT** *(Authorization Form must be included if there is an Authorized Agent)*

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

Last four digits of Parcel Number				
Property Owner (Last Name or Business Name)				
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 Illegal Land Division 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. 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	Date	Print	Date
Signature	Date	Signature	Date
Print	Date	Print	Date





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









**RESOLUTION OF ILLEGAL LAND DIVISION (ILD)  
QUESTIONNAIRE**

---

Answer the following questions per Section 24-12-30.G of the Weld County Code. Please type on a separate sheet.

1. Explain why this is the only option to remedy the illegal land division.
  
2. Explain how and why the illegal land division occurred.
  
3. Describe the existing and proposed uses of the property.
  
4. Describe the existing and proposed potable water source
  
5. Describe the existing and proposed sewage disposal system.
  
6. Describe existing and proposed improvements.
  
7. Describe the existing access to the site.
  
8. Describe any existing and proposed drainage, access and/or utility easements and rights-of-way. Provide written documentation of any recorded easement or right-of-way necessary to access the property from a publicly maintained right-of-way. A survey may be required beyond the boundary of the illegal parcel.
  
9. Describe the current irrigation practices occurring on the site.
  
10. 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.
  
11. 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.