

ZONING PERMIT FOR A SECOND SINGLE FAMILY DWELLING (ZPSD) SUBMITTAL CHECKLIST

APPLICATION REQUIREMENTS:

The application requirements are detailed in Section 23-4-610 of the Weld County Code. No Zoning Permit for a Second Dwelling (ZPSD) application shall be assigned a case number or be reviewed until all required items on the Zoning Permit submittal checklist have been completed and submitted to the Department of Planning Services.

- _____ Application form. (See attached).
- _____ Authorization form, if applicable. (See attached).
- _____ Incorporation documents if the owner is a business entity (LLC, etc.), or trust documents.
- _____ Deed or legal instrument identifying applicant's interest in the property. Copy of recorded instruments may be obtained from Weld County Clerk and Recorder's Office or a title or abstract company.
- _____ Completed Questionnaire. (See attached).
- _____ A scaled drawing of the property (1"=50' scale) needs to show the existing home and the location of the proposed of the second home. Include distances between the property lot lines and proposed second home and all other existing structures on the property; proposed and existing accesses to the property; County, State, or Federal road rights-of-way; amount of road frontages; location and measurements of any easements; and any proposed structures to be located on the property.
- _____ 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: An on-site wastewater treatment system (OWTS) permit or application or bill from a sanitary sewer district.
- _____ Surrounding Property Owner Buffer Report, signed, including the names, addresses and parcel numbers of the surrounding property owners within 500 feet of the subject property line. The buffer report expires within 30 days of generation.
- _____ Application fee
- _____ Investigation fee, if applicable.

The applicant shall submit one (1) packet containing all of the above items. The packet shall be bound with either paper clips or binder clips (no substitutes). Applications bound in any other fashion may be returned to the applicant without review. The Department of Planning Services may request additional information, application packets and/or fees that will aid in the review of the Zoning Permit application.

ZONING PERMIT FOR A SECOND SINGLE FAMILY DWELLING (ZPSD) PROCEDURAL GUIDE

<u>APPLICATION FEE:</u>	\$ 500.00	<u>PROCESSING TIME:</u>	45-60 days
<u>INVESTIGATION FEE:</u>	\$ 250.00, (if required)		
<u>HEARINGS/MEETINGS:</u>	Administrative Staff Review or Board of County Commissioners		

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.

PURPOSE

The purpose of this packet is to provide applicants with information regarding the Zoning Permit for a Second Single Family Dwelling (ZPSD). It is the responsibility of the applicant to be knowledgeable of the specific requirements of the ZPSD application process. No second single-family dwelling located outside of a subdivision or historic townsite in the A (Agricultural) Zone District shall be constructed without first receiving an approved zoning permit per Section 23-3-35 of the Weld County Code. The requirement for the Zoning Permit for a Second Dwelling (ZPSD) are detailed in Chapter 23, Article IV, Division 8 of the Weld County Code.

BUILDING PERMITS

Building permits are required for all dwellings in addition to the Zoning Permit for a Second Dwelling (ZPSD). The building permit may be obtained from the Building Inspection Department, 1555 North 17th Avenue, Greeley, Colorado 80631, Phone (970) 400-6100. The building permit will be released only after approval of the Zoning Permit.

APPROVAL CRITERIA

The Board of County Commissioners delegates the authority to issue a Zoning Permit for a Second Dwelling (ZPSD) which otherwise requires the approval of the Board of County Commissioners through a public hearing process, to the Department of Planning Services upon a determination by the Department that the applicant is in compliance with the criteria identified in Section 23-4-600. The following criteria is required:

- A. The lot shall be a legal lot and at least one (1) acre with public water or two and one-half (2.5) acres with well water.
- B. The second single-family dwelling shall have a permanent, engineered foundation.
- C. Where Article III of this Chapter requires issuance of a zoning permit for a second single-family dwelling, the process described in this division shall be followed. Where Article III of this Chapter requires approval of a Use by Special Review for a second single-family dwelling, the process in Division 4 of Article II of this Chapter shall be followed.
- D. Only one (1) permit for a second single-family dwelling may be issued for each legal lot, where permitted.
- E. Adequate water and sewage disposal facilities shall be available for both principal and second single-family dwellings.
- F. The second single-family dwelling shall be compatible with surrounding area, in harmony with the character of the neighborhood and the immediate area.

INVESTIGATION FEE

An additional investigation fee shall be added to the cost of the permit application when specific land, uses, building, manufactured homes, mobile homes, and structures that require a permit by the Weld County Code are located, moved, operated, or constructed prior to obtaining a permit. The investigation fee shall be fifty percent of the fee established by separate action by the Board of County Commissioners for land-use applications. The payment of such investigation fee shall not relieve any persons from fully complying with the requirements of the Weld County Code, nor from any other penalties.

CONTACT INFORMATION AND OFFICE LOCATIONS

Weld County Planning and Zoning

Planning

Floodplain Administration

1555 N 17th Avenue
Greeley, CO 80631
(970) 400-6100

www.weldgov.com/Government/Departments/Planning-and-Zoning

Weld County Building Inspection

Building Permits

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

www.weldgov.com/Government/Departments/Building

Weld County Development Review

Access Permits

Engineering

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

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 17th Avenue
Greeley, CO 80631
(970) 304-6415

www.weldgov.com/Government/Departments/Health-and-Environment

Colorado Department of Transportation (CDOT)

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

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

Colorado Geological Survey Division of Minerals and Geology

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

www.coloradogeologicalsurvey.org

**ZONING PERMIT FOR A SECOND SINGLE FAMILY DWELLING (ZPSD)
APPLICATION**

FOR PLANNING DEPARTMENT USE:
AMOUNT \$ _____
APPLICATION RECEIVED BY: _____

DATE RECEIVED: _____
CASE # ASSIGNED: _____
PLANNER ASSIGNED: _____

PROPERTY INFORMATION:

Is the property currently in violation? No / Yes Violation Case Number: _____

Parcel Number: _____ - _____ - _____ - _____

Site Address: _____

Legal Description: _____

Section: _____, Township _____ N, Range _____ W Zoning District: _____ Acreage: _____

Floodplain: No / Yes Geological Hazard: No / Yes Airport Overlay: No / Yes

PROPERTY OWNERS:

Name: _____

Phone #: _____ Email: _____

Address: _____

City/State/Zip Code: _____

AUTHORIZED AGENT:

Name: _____

Phone #: _____ Email: _____

Address: _____

City/State/Zip Code: _____

SEWAGE DISPOSAL:

WATER SUPPLY:

Septic System - Permit #: _____ Individual Well - Permit #: _____

Public or private company: _____ Public or private company: _____

How many homes are on the property at the present time? _____

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



DEPARTMENTS OF PLANNING
BUILDING, DEVELOPMENT REVIEW
AND ENVIRONMENTAL HEALTH
1555 NORTH 17TH 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

ZONING PERMIT FOR A SECOND SINGLE FAMILY DWELLING (ZPSD) QUESTIONNAIRE

Please type or print your responses to the following questions on a separate sheet of paper.

1. Water supply statement. The statement will include evidence that a water supply of sufficient quality, quantity and dependability will be available to serve all proposed lots. A letter from a water district, municipality, or a well permit are examples of evidence for domestic use.

2. Sewage disposal statement. The statement explaining that the proposed lot will have an adequate means for the disposal of sewage in compliance with the requirements of the underlying zone district and the Weld County Department of Public Health and Environment. A copy of the septic permit or a letter from the sewage disposal facility must accompany the application.

3. A description of how the property is being used. When the parcel(s) is located in the A (Agricultural) Zone District, the number and types of livestock and any existing improvements such as the principal residence, labor home, mobile home, manufactured home, barn, outbuildings, and oil/gas well production facilities on the property. If the property is being farmed the location of any pivot sprinklers and irrigation ditches as well as types of crops being produced.

4. A statement describing any unique physical characteristics on the site, if applicable such as rock outcroppings, hills, ditches.

**AFFIDAVIT OF INTEREST OWNERS
SURFACE ESTATE**

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