



## INSTRUCTIONS REQUESTING A PRE-APPLICATION MEETING

Pre-application meetings are designed to assist applicants with project-specific questions for projects ready for formal application submission. Planning and Engineering Development Review Staff are available to conduct these meetings to address final questions and discuss the application review process. These meetings are not intended for general inquiries or discussions about multiple sites. To ensure a productive discussion, applicants shall provide detailed project information, formal submittal ready application documents, a project narrative, and a list of questions.

The Community Development Department offers a Scoping Review process for applicants who are not ready to submit a formal application. For more information regarding the Scoping Review process or general questions regarding a project, contact the City of Greeley Planner On-Call at [Planning@Greeleygov.com](mailto:Planning@Greeleygov.com).

Chapter 2 of the City's Development Code (Title 24) requires a pre-application meeting for the following land use applications: Minor Subdivisions, Major Subdivisions (Preliminary and Final Plats), Rezoning, Annexations, Planned Unit Developments (PUD), Use by Special Reviews (USR), Variances (Major & Minor), and Site Plans.

### Application Submittal and Review Process:

- A. Prepare Project Plans that conveys the proposed project. Include a complete Plan Set specific to the project application. These plans must be ready to submit for formal review. Prepare questions regarding project. (i.e. traffic, water, sewer dedications, Biologist Report, Permitting, etc.) Questions are required to be submitted with a formal request. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- B. Submit the Pre-Application Request Form and Plans in PDF format to the Community Development Department by emailing [planning@greeleygov.com](mailto:planning@greeleygov.com). The Planning Division staff will review the request and assign it to a Planner during their weekly Tuesday meeting. The assigned Planner will then contact the applicant to schedule the Pre-Application Meeting, which is typically set within 2-3 weeks.
- C. Attend the Pre-Application Meeting with the Community Development Department. Feedback about the proposal, along with a final overview of the

review processes will be provided during this meeting. An engineer is required to be present at the meeting. Any other professional design team members are welcome to join. Pre-Application meetings are held virtually with City staff unless specifically requested but the applicant to be in-person.

- D. Pre-Application meetings are valid for 6 months. If a project application has not been formally submitted within six months, staff will assess whether a new pre-application meeting is required. Pre-Application meetings are conducted virtually with City staff unless the applicant specifically requests an in-person meeting. If you are not ready to submit a project within 6 months, please utilize the Scoping Review process.

### Helpful Information:

Refer to the City of Greeley Development Code Chapter 2- Procedures  
Table 24-2-1: Procedures Summary

### Project Narrative:

The project narrative shall address the development review criteria for the applicable application. It should provide detail related to the proposed project and be ready for a formal application submittal. See Section 24-201.c. of the City of Greeley Development Code for additional information.

### Application Checklist and Requirements:

An application checklist is provided in conjunction with the Scoping Review process. Application specific requirements are available on the City of Greeley website. To obtain an application submittal checklist for a proposed project, routine in nature, contact the Planner On-Call by email at [Planning@Greeleygov.com](mailto:Planning@Greeleygov.com) or call 970-350-9780.

## PRE-APPLICATION MEETING REQUEST FORM

The applicant must complete this page, and all submittal checklist items must be provided at the time of request.

### PRE-APPLICATION MEETING REQUEST REQUIRED DOCUMENT SUBMITTAL CHECKLIST:

- Pre-Application Request Form (complete) (.PDF)
- Project Plan Set (.PDF) (Individual PDF files may not exceed 25 MB. Separate large files into individual PDF files not to exceed 25 MB.)
- Project Description/Narrative (.PDF).
- Questions for City of Greeley Planning & Engineering Development Review Staff (PDF). (i.e., traffic, water, sewer, dedications, landscape, easements, etc.)

### Applicant Contact Information

(If applicant is not the property owner, authorization from the owner must be provided.)

Applicant Name:

Company:

Mailing Address:

Primary Phone #:

Alternate Phone #:

Email Address:

Design Professional Name/Phone Number/Email:

Number of Meeting Attendees:

Preferred Meeting Type:

**Property Owner (s) Information:**

Property Owner(s) Name:

Mailing Address:

Primary Phone #:

Alternate Phone #:

Email Address:

**Project Details:**

Name of Project:

Address:

Parcel ID #:

Existing Zoning:

Proposed Zoning:

Existing Use:

Proposed Use:

Existing Acres:

Proposed Acres:

Proposed Number of Units:

Proposed Number of Lots: