

## Development Information Packet

### Minor Development – Non-Residential & Multi-Family

A Minor Development in the City of Evans requires a pre-application meeting. The preparation form for a pre-application meeting can be found on our website (address below).

The intent of the Minor Development application is to provide a one-step review process for nonresidential and multiple-family subdivisions. In general, this application process follows the Site Plan process, but for applications within a special overlay district such as the Floodplain or the US-85 Overlay, additional requirements may apply.

This packet is designed to provide information on the review procedures, submittal requirements, and the overall process used to approve a Minor Development application for property in the City of Evans. This packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. The Code can be found on the City's home page at:

[www.evanscolorado.gov](http://www.evanscolorado.gov) or [www.municode.com/library/co/evans/codes/municipal\\_code](http://www.municode.com/library/co/evans/codes/municipal_code).

Please allow ten (10) working days to allow for a determination of the completeness of the application. This determination is made by the City's Planning Department. Questions? Please contact the City Planner.

#### City Planner

1100 37<sup>th</sup> Street, Evans, CO 80620-2036  
Phone:(970) 475-1167

[abjohnson@evanscolorado.gov](mailto:abjohnson@evanscolorado.gov)

[lrichardson@evanscolorado.gov](mailto:lrichardson@evanscolorado.gov)

#### Evans Customer Service

Phone: (970) 475-1170

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**Forms that may be required are listed below. City Planning will help determine applicability at the Pre-Application meeting.**

- Application Form
- Application Check List
- Charge Back Agreement

#### Sketch Plan:

- Lot dimensions
- Building location and dimensions
- Parking information including number of proposed spaces and location
- Access points to adjacent streets
- Location of both existing and proposed utilities and connections
- Proposed landscaping location and description
- A visual representation and a written description of the proposed architectural details, including signs and lighting

#### Narrative:

- A written description of the proposed development and how the proposal meets the Design Standards and Criteria for approval found in the City's Land Use Code.

\* **ENGINEERING ITEMS:** For final approval, engineering related documents require preparation and a wet stamp by a Registered Professional Engineer licensed in the State of Colorado to include drainage plans, utility plans, street plans, and related documents.

\* **SURVEY DOCUMENTS:** Surveys and plats require preparation and a wet stamp by Surveyor, licensed in the State of Colorado

**Minor Development – Non-Residential & Multi-Family  
Application Checklist**

<b>Project</b>	
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**18.07.110 – Minor Development – Non-Residential & Multi-Family**

The items below are required for a complete application, unless indicated as only required in certain circumstances. A Pre-Application meeting will help determine applicability of these materials however, the listed items are generalized for most applications. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City’s Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Application Items	Staff Initials
	<b>00-Application Form:</b> Application form including signatures of all landowners of record for the property. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	<b>01-Application Checklist:</b> An executed copy of this checklist is required.	
	<b>02-Charge Back Agreement:</b> Provided by the City and signed by the Owner.	
	<b>03-Fees:</b> \$500.00 + Charge Back deposit as assessed at pre-application meeting.	
	<b>06-Legal Description:</b> Provide a legal description of the property in Microsoft Word.	
	<b>07-Project Description:</b> Please provide a narrative labeled “project description” and provide sufficient detail to indicate the size and scope of the proposed use. Include the level of existing development at the site, development on surrounding properties, proposed access, phasing, number of buildings and size of units, existing easements, etc. and indicating why the use should be allowed. Include acknowledgement if the property is in a hazard area such as the flood hazard overlay zone.	
	<b>08-Ownership Information:</b> Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, an ownership and encumbrance report, current within thirty (30) days.	
	<b>10-Adjacent Landowners List:</b> List of the names and mailing addresses of all landowners within 500’ of the annexation. The electronic copy must be in MS Excel format. Provide one (1) printed set of labels of this list, along with a printed and signed report from Weld County.	
	<b>11-Site Plan Map:</b> Site plans must meet all of the requirements in 18.06.090.C include a Vicinity Map, details for a Sign Plan, landscaping details, building exterior elevation drawings, for example.	

	<p><b>12-Utility Information:</b> If there are any easements or public utilities on the property, the applicant shall be responsible for submitting all plans for review and comment to the appropriate entity. The applicant shall submit all comments from easement holders and public utilities to the staff.</p> <p>A. Location of all fire hydrants. If none exist on-site, note distance and direction of the closest hydrant adjacent to the site within three hundred (300) feet.</p> <p>B. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.</p> <p>C. The distance from the proposed building or structure to adjacent lot lines, easements, and adjacent structures.</p> <p>D. Certificate blocks for signatures of the owner, engineer, surveyor, and City approval, as applicable on all maps.</p>	
	<p><b>12-Drainage Memo:</b> Provide an initial drainage impact memo (<b>prepared by an engineer licensed in the state of Colorado</b>) for the initial application that outlines the anticipated drainage/grading related issues, concerns, or impacts for consideration by the City Engineer. The City Engineer may require provision of a drainage study for final approval, depending on the size, scope, and location of the project.</p>	
	<p><b>13-Soils Report:</b> A written description of the soil types and limitations at the site. (The U.S. Department of Agriculture has soil profile information for Weld County (including Evans) at <a href="https://websoilsurvey.nrcs.usda.gov/app/">https://websoilsurvey.nrcs.usda.gov/app/</a>.)</p>	
	<p><b>13-Water Information:</b> Identify if water is already provided for the property (water certificate or other evidence) or state if water rights will be provided. Should additional water rights be required, please include a written statement on plans to be deed water to City, sufficient to support the proposed development.</p>	
	<p><b>13-Traffic Impact Information:</b> Provide an initial traffic impact memo (prepared by an engineer licensed in the State of Colorado) for the initial application that outlines the anticipated traffic impacts from customers, employees, vendors, etc. for consideration by the City Engineer. The City Engineer may require the provision of a traffic study for final approval, depending on the size, scope, and location of the project.</p>	
	<p><b>Supplemental Non-Residential Development Information:</b></p> <ul style="list-style-type: none"> <li>❖ If the use is nonresidential, the number of employees and the type of activity shall be specified. If the use is residential, the type of units and the number of each unit to be built shall be specified.</li> <li>❖ For all commercial, industrial, and multifamily applications, an economic impact report describing the impacts of the development on City services and tax base must be submitted.</li> <li>❖ If the application is part of a previously approved PUD and as part of the PUD approval process, there was an economic impact report submitted then no report is necessary. If there was <b>not</b> an economic impact report submitted as part of a PUD approval process, then an economic impact report is required.</li> </ul>	

**Applicant Certification & Signatures**

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

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Landowner Signature

Date

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Landowner Printed Name

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Landowner Signature

Date

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Landowner Printed Name

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Applicant Agent Signature (If Different)

Date

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Applicant Agent Printed Name