



Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

northglenn.org

CHANGE OF USE

Zoning Permit
Application Guide

OVERVIEW

Change of Use Permits, also called Zoning Permits, are intended to be used to facilitate the opening of businesses in the City by verifying whether or not a use is permitted within a building or tenant lease space in accordance with the city's Unified Development Ordinance (UDO). A Zoning Permit is required for all businesses in Northglenn and will be distributed to all businesses applying for a business license and must be completed and returned to the Planning and Development Department. Zoning Permits require review and approval by Planning staff prior to any business being opened. This approval will provide confirmation that the use being proposed is compatible with the zoning of the property. **Please note that the approval of a Zoning Permit does not constitute approval from Building or Fire Departments or other agency codes or requirements.** However, Planning staff will provide you with comments from other city-wide departments that might be applicable to the opening of your business in Northglenn. As a result, you may be required to coordinate with other departments to address any specific requirements they may have. In some cases a pre-application meeting may be recommended.

SUBMITTAL REQUIREMENTS

A Zoning Permit shall be submitted directly to the Planning and Development Department. You may submit application in person to the permit counter or via email at development@northglenn.org. The following application package must be submitted to the Planning and Development Department to commence review:

- Completed **Application** (see attached).
- Completed **Questionnaire** (see attached) that describes the proposed business.
- Completed **Industrial Pretreatment Questionnaire** required for all new businesses.

PROCESS

- Prior to opening of your business, you will need to submit to the Planning and Development Department a fully completed Application and Questionnaire for a Zoning Permit. A Zoning Permit is required with any new business, change in business name, ownership, or location. A Zoning Permit can be applied for concurrently with a business license or any building permits that may be required prior to opening of your business. **DISCLAIMER – The issuance of a business license does not confirm that the use of the property is permitted in accordance with the underlying zoning for the property.**
- Zoning Permits are reviewed administratively by Planning staff. Planning staff will also forward the permit for review by various city departments, including but not limited to the following: Public Works (including engineering and utilities), Building, Economic Development, and Finance, if necessary.
- If the use being proposed is consistent with the underlying zoning of the property, the Zoning Permit will be issued by the City. If any conditions are associated with the approval, they will be noted on the permit.
- North Metro Fire Rescue District (NMFRD) conducts separate review of permits for compliance with the fire code. Separate approval may be required from NMFRD. You may contact NMFRD at 720-887-8217.

CODE REQUIREMENTS

Chapter 11 of the Municipal Code is the city's Unified Development Ordinance (UDO). The city's various zone districts allow for different land uses. If you would like to know the zoning of your property, you can use the QuickZone link on the city's website (<http://biz.northglenn.org/quickzone>) or contact the Planning and Development Department directly at 303-450-8739 or via email at development@northglenn.org. You can obtain a list of allowed uses for the various zone districts by accessing the UDO through the City of Northglenn Municipal Code: www.northglenn.org/municode.



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PROJECT INFORMATION

Site Address: _____

Business Name: _____ New Building Existing Building

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

TENANT INFORMATION (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Zoning: _____ Nonconformities: Yes No

Describe any NCs: _____

Approved Denied

By: _____ Date: _____

Comments: _____

| |
|-----------------------------------|
| <p>Date Application Received:</p> |
|-----------------------------------|



Industrial Pretreatment Division

Industrial Waste Questionnaire

Submit this completed and signed questionnaire via mail, email, or fax to:

City of Northglenn
Industrial Pretreatment Division
12301 Claude Court
Northglenn, CO 80241

Email: ipprogram@northglenn.org

Phone: 303.450.4026

Fax: 303.450.4020

All Businesses Must Complete this Form to Fulfill EPA Regulation.

For questions regarding this questionnaire, please contact the Industrial Pretreatment Division at 303.450.4026.

Based upon your business or wastewater discharge classification, an additional survey may be required.

I. Contact Information (Please Print or Type)

Business Name: _____

Mailing Address: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Site Address (if different than mailing address): _____

City: _____ Zip: _____ Phone: _____

II. Facility Operations and Wastewater Information

1. Type of Business:

Commerical

Industrial

SIC Code(s): _____

2. Check all activities which are or will be present at your facility:

Assembly

Laboratory

Photo Processing

Automotive Services

Machine Shop

Research

Biotechnology

Manufacturing

Retail

Dental Office

Material Transfer/Distribution

Vehicle/Equipment Wash

Dry Cleaning/Laundry

Medical Office

Warehousing

Electroplating

Metal Finishing

Wholesale Trade

Flammables/Explosives

Office (not medical)

Other (specify): _____

Food Processing

Painting/Stripping/Finishing

Food Service/Restaurant

Printing

3. Briefly describe your business activities (processes, products, services, etc.):

Industrial Waste Questionnaire

4. Is your business a Food Service Establishment (FSE)*?

Yes No

* "Food Service Establishment," (FSE) is any facility engaging in preparing food for consumption by the public such as, but not limited to, restaurants, commercial kitchens, caterers, hotels, bakeries, public and private schools, hospitals, or care institutions.

If yes, please fill out the Grease Interceptor Sizing Form (attached) and attach a kitchen design plan*.

* The kitchen design plan should include drawings displaying the location of all kitchen equipment, floor sinks, and floor drains. Hand drawings or copies of plumbing/equipment plans are acceptable.

5. Indicate the type and amount of solutions or materials used in manufacturing, cleaning, or other operations whose containers exhibit hazard warning labels. (Attach additional sheets as needed or MSDS documents. Amounts used should be listed in gallons/per day).

6. Description of facilities (Kitchen, number of restrooms, laundry facilities, chemical storage, etc.):

7. Are there any floor drains in the work storage areas at your facility?

Yes No If yes, please list location(s): _____

8. Water use (What it is used for and the approximate quantities in gallon/per day?):

III. Type of Wastewater Discharged into Municipal Sewer

Domestic Industrial

"Domestic" (sanitary) wastewater is liquid wastes: (a) from the non-commercial preparation, cooking, and handling of food, (b) containing only human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities, and institutions. All other wastewater should be considered "Industrial."

Describe any pretreatment devices or processes used for treating wastewater or sludge. (Grease interceptor, DAF, filtration, pH adjustments, etc.):

IV. Certificate of Information

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining this information reported herein, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Name: _____

Title: _____

(Please Print)

Signature: _____

Date: _____

Fats, Oils, and Grease (FOG) Policy Grease Interceptor Sizing Form

Company Name: _____

Address: _____

Table 1: GGI Sizing Based on Fixture Flow

| Fixture Type | Quantity | Fixture Surge Flow Rate (gpm) | Flow (gpm) = Quantity x Fixture Surge Flow Rate |
|--|----------|----------------------------------|---|
| Hand Sink | | N/A ¹ | N/A ¹ |
| Bar Sink | | N/A ¹ | N/A ¹ |
| Single Compartment Sink | | 20 | |
| Double Compartment Sink | | 25 | |
| Triple Compartment Sink | | 30 | |
| Mop Sink | | N/A ¹ | N/A ¹ |
| Wok Range (1-5 Wok Stations) | | 15 | |
| Wok Range (5+ Wok Stations) | | 20 | |
| Dishwasher (0-30 gallons) | | 15 | |
| Dishwasher (30-50 gallons) | | 25 | |
| Dishwasher (50-100 gallons) | | 40 | |
| Floor Drains | | N/A ¹ | N/A ¹ |
| Other ² : | | | |
| Please Return Form To: City of Northglenn Attn: Industrial Pretreatment Program 2350 W. 112th Ave. Northglenn, CO 80234 Phone: 303-450-4026 ipprogram@northglenn.org | | Total Flow (gpm) | |
| | | Loading Factor | |
| | | Coffee Shop=0.5 | |
| | | Other Users ³ =1.0 | |
| | | Retention Time | 30 Minutes |
| | | GGI Size (gallons) = | |
| | | Total Flow x | |
| | | Loading Factor x | |
| | | Retention Time | |
| | | GGI Inlet Pipe Size ⁴ | |
| Maximum GGI Size (gallons) ⁵ | | | |

Completed By (Please Print): _____

Completed By (Signature): _____

Date Completed: _____

* Instructions, Notes, and Tables are Located on Next Page

Grease Interceptor Sizing Form Instructions**Instructions:**

- a) Form must be completed and stamped by a licensed Professional Engineer.
- b) Include with completed GI Sizing Form:
 - Completed Industrial Waste Questionnaire
 - Completed Tableized List of Fixtures
 - Building/Kitchen Floor Plan with Fixtures Noted
 - Anticipated BMPs used to limit FOG entering system
 - Anticipated maintenance schedule for grease interceptor
- c) Return completed form and attachment to the City of Northglenn

Notes:

- 1) Hand sinks, bar hand sinks, mop sinks, and floor drains must be counted and connected to the GGI, but due to the frequency of typical use, the surge flow rate is not included in the calculation.
- 2) The surge flow rate for plumbing fixtures not listed shall be based on manufacturer rating or drain pipe size in Table 2. If a fixture type is listed and the listed standard surge flow rate is larger than that provided by a manufacturer, the lower surge flow rate may be used. Documentation of manufacturer rating used in the calculations shall be provided during the plan review.
- 3) The Division may apply a loading factor other than 1.0 for users if special circumstances warrant.
- 4) Enter the maximum GGI size based on the inlet pipe size from Table 3.
- 5) If the calculated GGI size is greater than the maximum GGI size, than the maximum GGI size shall be used.

Table 2: Surge Flow Rates Based on Fixture Discharge Pipe Size

| Fixture Discharge Pipe Size (inches) | Surge Flow Rate (gpm) |
|---|----------------------------------|
| 1.3 | 7.5 |
| 1.5 | 15 |
| 2.0 | 22 |
| 2.5 | 30 |
| 3.0 | 37.5 |
| 4.0 | 45 |

Table 3: GGI Sizing for Unified Building Shells and Maximum GGI Size

| GGI Inlet Pipe Size (inches) | GGI Size (gallons) |
|---|-------------------------------|
| 2 | 600 |
| 3 | 2000 |
| 4 | 4000 |
| 5 | 7000 |
| 6 | 12000 |