Community & Economic Development Department www.adcogov.org



1st Floor, Suite W2000
Brighton, CO 80601-8204
PHONE 720.523.6800
FAX 720.523.6998

ADMINISTRATIVE RELIEF-LANDSCAPE

Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 2) included in this packet for more information on each submittal item.

All submittals shall include one (1) hard copy of all documents and one (1) electronic copy with all documents combined in a single PDF. For hard copies, each document shall be labeled or tabbed with the corresponding checklist number.

- 1. Development Application Form (pg. 3)
- 2. Application Fee of \$500
- 3. Administrative Relief Form (pg.5)
- 4. Site Plan Showing Proposed Development/Landscape
- 5. Proof of Ownership (warranty deed or title policy)
- 6. Proof of Water and Sewer Services
- 7. Proof of Utilities (e.g. electric, gas)

Administrative Relief (Landscape)-Guide to Development Application Submittal

The submittal documents for all Land Use/Development Applications are listed below. Detailed explanations of the submittal documents are also provided.

All development application submittals shall comprise of one (1) electronic copy (USB or CD) and one (1) hard copy of each document. Application submittals that do not conform to these guidelines shall not be accepted.

3. Administrative Relief Form:

- Administrative relief is provided to add flexibility in the County's landscaping regulations.
- Please provide a clear and concise, yet thorough, description of the proposal (i.e. proposed landscape plan) and how the request or deviation from the landscape requirements conforms to the criteria of approval.

4. Site Plan:

- Shall be to scale and include: a north arrow, date of preparation, identify streets and roads, intersections, driveways, access points, parking areas, existing structures, wells, septic systems, easements, utility lines, lot dimensions, no build or hazardous areas.
- An Improvement Location Certificate or Improvement Location Survey <u>may be</u> <u>required during the official review.</u>

5. Proof of Ownership:

- A deed may be found in the Office of the Clerk and Recorder.
- A title commitment is prepared by a professional title company.

6. Proof of Water:

- A written statement from the appropriate water district indicating that they will provide service to the property OR a copy of a current bill from the service provider.
- Well permit(s) information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587.

6. Proof of Sewer:

- A written statement from the appropriate sanitation district indicating that they will provide service to the property **OR** a copy of a current bill from the service provider.
- A written statement from Tri-County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems.

7. Proof of Utilities (Gas, Electric, etc):

- A written statement from the appropriate utility provider indicating that they will provide service to the property.
- Copy of a current bill from the service provider.

Community & Economic Development Department www.adcogov.org



4430 South Adams County Parkway 1st Floor, Suite W2000 Brighton, CO 80601-8204 PHONE 720.523.6800 FAX 720.523.6998

Application Type:							
Subd	eptual Review ivision, Preliminary ivision, Final Correction/ Vacation	Preliminary PUD Final PUD Rezone Special Use	Tempor Variance Condition Other:	e			
PROJECT NAME:							
APPLICANT							
Name(s):			Phone #:				
Address:							
City, State, Zip: [
2nd Phone #:			Email:				
OWNER							
Name(s):			Phone #:				
Address:							
City, State, Zip: [
2nd Phone #:			Email:				
TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)							
Name:			Phone #:				
Address:							
City, State, Zip: [
2nd Phone #:			Email:				

DESCRIPTION OF SITE

Address:	
City, State, Zip:	
Area (acres or square feet):	
Tax Assessor Parcel Number	
Existing Zoning:	
Existing Land Use:	
Proposed Land Use:	
Have you attende	d a Conceptual Review? YES NO NO
If Yes, please list	PRE#:
under the author pertinent requirent Fee is non-refund	at I am making this application as owner of the above described property or acting rity of the owner (attached authorization, if not owner). I am familiar with all nents, procedures, and fees of the County. I understand that the Application Review dable. All statements made on this form and additional application materials are my knowledge and belief.
Name:	Date:
	Owner's Printed Name
Name:	
	Owner's Signature

Community & Economic Development Department www.adcogov.org



1st Floor, Suite W2000 Brighton, CO 80601-8204 PHONE 720.523.6800 FAX 720.523.6998

ADMINISTRATIVE RELIEF - LANDSCAPE

Please describe how the request for Administrative Relief from certain landscaping requirements meets the criteria below. Please note that the granting of administrative relief does not always mean a requirement is reduced without compensation. For example, the granting of a reduced bufferyard depth should be compensated by the planting of additional trees, shrubs, or other plants.

•	pensation. For example, the granting of a reduced bufferyard depth should be compensated by the plants ional trees, shrubs, or other plants.	ant
1.	. The strict application of the landscaping regulations is unreasonable given the development proposal or physical conditions on the property which do not generally exist on nearby properties and such conditions will not allow a reasonable use of the property without relief from certain landscaping requirements.	;,
2.	. The intent of the landscaping section and the specific regulations in question is preserved.	
3	. The granting of the administrative relief will not result in an adverse impact upon surrounding properties.	
	For County staff use only:	
	Decision:	
	Signature:	
	Date:	