



ADMINISTRATIVE REVIEW PERMIT – SAFE PARKING

Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pgs. 2-3) included in this packet for more information on each submittal item.

Administrative Review Permit applications are submitted online through the E-permit center customer portal: <http://epermits.adcogov.org/>. Click “Step Two: Apply for Permits” to sign in/ create an account. You will then click “New” and “Land Use Case” to start this application. Include the following checklist and development application form with your application materials.

- 1. Development Application Form (pg. 5)
- 2. Application Fee (see table)
- 3. Written Explanation of the Project/Description of Work (see pg. 2)
- 4. Operations Plan (see pg. 2)
- 5. Scaled Site Plan
- 6. Parking Plan
- 7. Proof of Ownership
- 8. Responsible Agent Information
- 9. Trash Disposal and Collections Plan
- 10. Legal Description
- 11. Certificate of Taxes Paid

Application Fees	Amount	Due
Administrative Review Permit	\$1,000	With application submittal

Administrative Review Permit-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.

3. Written Explanation:

- A clear and concise, yet thorough, description of the proposal. Please include, if applicable, timeframe, purpose of project, and improvements that will be made to the site.

4. Operations Plan:

- Name and information of the site operator
- Detailed information on the daily operations on the site for the existing use and the safe parking use
- A clear and concise, yet thorough, description of the services that will be provided to the individuals who will be utilizing the site and the security measures that will be implemented for the individuals utilizing the site and the surrounding properties.

5. Scaled Site Plan

- A detailed drawing of existing and proposed improvements.
- Including:
 - Streets, roads, and intersections
 - Driveways, access points, and parking areas
 - Existing and proposed structures, wells, and septic systems, if applicable
 - Easements, utility lines, and no build or hazardous areas
 - Scale, north arrow, and date of preparation
 - Location of all parking stalls
- An Improvement Location Certificate or Survey may be required during the official review

6. Parking Plan

- Detailed drawings of the parking areas including:
 - Location and dimension of all safe parking spaces
 - Dimensions of all drive isles
 - Circulation plan that demonstrates how vehicles move through the site
 - Location of all existing and proposed accesses

7. 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.
- If not the property owner, a signed letter stating permission to apply for permit

8. Responsible Agent Information

- Name and contact information for the responsible agent
- Name and contact information for the designated on-site person

9. Trash Disposal and Collections Plan

- All Safe Parking areas shall provide a trash disposal and collection plan to ensure that trash is being picked up from the site and trash containers are not left outdoors where they can cause issues for wildlife or snow removal operations.

10. Legal Description

- Geographical description used to locate and identify a property.
- Visit <http://gisapp.adcogov.org/quicksearch/> To find the legal description for your property.

11. Certificate of Taxes Paid

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office.
- Or <http://adcogov.org/index.aspx?NID=812>



DEVELOPMENT APPLICATION FORM

Application Type:

<input type="checkbox"/> Conceptual Review	<input type="checkbox"/> Preliminary PUD	<input type="checkbox"/> Temporary Use
<input type="checkbox"/> Subdivision, Preliminary	<input type="checkbox"/> Final PUD	<input type="checkbox"/> Variance
<input type="checkbox"/> Subdivision, Final	<input type="checkbox"/> Rezone	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Plat Correction/ Vacation	<input type="checkbox"/> Special Use	<input type="checkbox"/> Other: _____

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 attended a Conceptual Review? YES NO

If Yes, please list PRE#:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name: Date:

Owner's Printed Name

Name:

Owner's Signature