



# ADMINISTRATIVE REVIEW PERMIT (FOR TELECOMMUNICATIONS)

Administrative Review Permit is a type of application that can be reviewed and approved by staff. Specific uses found within Section 3-07-01 require an administrative use permit for the use to be allowed on the property.

Please include this page with your submittal. Submittal instructions and more information about checklist items can be found on page 2.

- Development Application Form (pg. 3)
- Written Explanation
- Site Plan
- Proof of Ownership
- Authorization from Telecommunications Provider
- Landscape Plan
- Legal Description
- Statement of Taxes Paid

**The following documents are only required for new freestanding cell towers and small cell applications.**

- Vicinity Map
- ALTA Survey
- Title Commitment with Exceptions
- Master License Agreement (Small Cell Only)
- Radio Frequency Coverage Map
- Photo Simulations

Fees Due When Application is Deemed Complete	
Administrative Review Permit	<ul style="list-style-type: none"> <li>• \$1,000 (telecommunications)</li> <li>• \$300 (other)</li> </ul>

## Guide to Development Application Submittal

This application shall be submitted and uploaded through the E-Permit Center portal. Once a complete application has been received, fees will be invoiced and payable online at [www.permits.adcogov.org](http://www.permits.adcogov.org).

### Written Explanation/ Description of Work:

- Name of the Service provider and explanation of why the project is necessary
- A clear and concise description of the proposal. Please include timeframe, purpose of project, improvements to the site, and how the proposal meets the requirements outlined in Section 4-09-02-07

### Scaled Site Plan:

- Renderings of existing and proposed improvements including:
  - Location and dimension of improvements
  - Tower height, setbacks, driveways, fencing, parking, and lease areas
  - Please illustrate tower height and all setbacks on a table
  - Contour map

### Proof of Ownership:

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

### Authorization from the Telecommunication provider

- A signed letter stating permission to apply for Administrative Review Permit

### Landscape Plan (*not required for small cell facilities*)

- A landscape plan should include plant types, installation size, fence elevations, and details
- A landscape maintenance plan is required
- If this application is a renewal of a previously approved tower, please provide the landscaping plan that was approved and the current state of the landscaping on site

### Legal Description

- Geographical description used to locate and identify a property

### Statement of Taxes Paid

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office or visit [www.adcotax.com](http://www.adcotax.com)

### Vicinity Map

- A map clearly showing the location of the existing cell towers within a 1000-foot buffer of the proposed site

### ALTA Survey

- Survey should show the location of the existing improvements, utilities, easements, and boundary lines

### Title Commitment with Exceptions

- A title commitment is prepared by professional title company. Additional approval may be required in conjunction with an Administrative Review Permit. To determine if this is needed, please contact the E-Permits Center at [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org)

### New freestanding cell tower/ modification to existing cell tower, small cell (Not in Right-of-Way)

- Building Permit

### Small Cell (within the Right-of-Way)

- Utility Permit

### Radio Frequency Coverage Maps

- Maps showing the radio coverage before and after the placement of the tower

### Photo Simulations

- Photo simulations must show the conditions of the site from the right-of-way before and after the tower is placed. For existing towers, provide photos of the cell tower from the right-of-way



**DEVELOPMENT APPLICATION FORM**

**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