



CHANGE-IN-USE PERMIT

A change in use permit is required to establish a use on the property that is permitted within the zone district. Review of a change in use permit may include, but is not limited to, parking, architectural review, landscaping, lighting, traffic related improvement, and site drainage.

Required Checklist Items

Development Application Form

Written Explanation

Site Plan

Parking Plan

Landscape Plan

Lighting Plan

Proof of Ownership

Proof of Water and Sewer

Architectural Plans

Trip Generation Analysis

Supplemental items may be needed on a case-by-case basis. ***Email documentation will be required if supplemental items are deemed unnecessary.**

- Please contact the Engineer of the Day (CEDD-ENG@adcogov.org) to determine whether a Level 1 Storm Drainage Study is necessary

Fees Due When Application is Deemed Complete	
Change in Use Permit	\$300

Change in Use - Guide to Development Application Submittal

All applications shall be submitted electronically to epermitcenter@adcgov.org. If the submittal is too large to email as an attachment, the application may be sent as an unlocked MS OneDrive link. Alternatively, the application may be delivered on a flash drive to the Community & Economic Development Department. Once a complete application has been received, fees will be invoiced and payable online at www.permits.adcgov.org.

Written Explanation

- Written explanation that clearly defines the proposed use and any former uses on the property within the last six months.

Site Plan

- Location of any existing or proposed improvements
- Labels for all adjacent public ROW
- Location of any easements
- Distances from any proposed improvements to all property lines, existing structures, and well and septic systems, if applicable
- Curb, gutter, and sidewalk
- Trash enclosures and screening, including a detailed drawing
- Fences, including a detailed drawing

Parking Plan

- Location and dimensions of parking spaces including required ADA Spaces, please refer to [section 4-15](#)
- Details on the parking surface materials
- Circulation patterns
- Location of loading zones, if applicable
- Location and dimensions of bicycle racks, including a detail drawing

Landscape Plan

- Scale - written and graphic
- North arrow
- Label the zoning of subject property and adjacent properties
- Label the current land use of subject property and all adjacent properties
- Existing plant material, if applicable
- Plants to be removed or relocated, if applicable
- Existing and proposed structures, overhangs, and pavings, if applicable
- Planting details specifying mulching materials
- Details of berms, walls, or any other structural buffering device if required by these standards and regulations
- Title block with name of project, name of person preparing plan and date
- A written statement describing type of irrigation system proposed - detail the proposed irrigation system or method of irrigation
- Plant schedule showing the following:
 - Number and location of plants of each species; and, Plant name (common name, botanical name and variety name);
 - Size and condition of plants - size be expressed in terms of size of container, height of plant, or caliper of tree; condition to be expressed in terms of size of container, ball and burlap, and/or bare root plant division (list shall be divided according to trees, shrubs and ground covers, and turf types); and,
 - Landscape maintenance agreement that addresses pruning and maintenance of landscaping
 - Cost estimate including materials and cost of installation.

Lighting Plan (if applicable)

- Documentation showing conformance with Section 4-15-02-07 and Section 4-16-01

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.

Proof of Water and Sewer

- “Will Serve” letter from a local water district, or
- Well and septic permits

Architectural Plans

- Complete Architectural Plans that include the total square footage of the proposed use and elevations demonstrating conformance with height restrictions.

Trip Generation Analysis

- See Section 8-02-06-04 for an explanation of the requirements for a trip generation analysis
- If use will generate more than 20 trips per day, a traffic study will be required. See Table 8.15 to determine which level traffic study will be required.

SUPPLEMENTAL:**Level 1 Storm Drainage Study**

- If the proposed change in use permit involves paving, construction of any structures, grading of property, outdoor storage of materials (gravel piles included) or otherwise increasing the impervious area of a site, a Level 1 Storm Drainage Study will be required.
- This plan should be prepared in accordance with the “Level 1 Storm Drainage Plan” criteria as defined in Appendix item B-3 of the Adams County Development Standards and Regulations. Most importantly, it needs to clearly identify a viable storm outfall location, and floodplain/floodway boundaries.



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