



# CONDITIONAL USE PERMIT

Conditional uses are those uses which are presumptively compatible with other land uses authorized or permitted in a zone district, but, if approved, will require more discretionary review than those uses which are authorized. In addition to meeting applicable performance standards, conditional uses may require the imposition of conditions to ensure the number and type of conditional uses and their location, design, and configuration are appropriate at a particular location.

## Required Checklist Items

- Development Application Form (pg. 5)
- Written Explanation
- Site Plan
- Landscape Plan
- Proof of Ownership (warranty deed or title policy)
- Proof of Water, Sewer Services, and Utilities
- Legal Description
- Statement of Taxes Paid
- 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 Planner of the Day ([CEDD-POD@adcogov.org](mailto:CEDD-POD@adcogov.org)) to determine whether a Neighborhood Meeting is necessary.
- Please contact the Engineer of the Day ([CEDD-ENG@adcogov.org](mailto:CEDD-ENG@adcogov.org)) to determine whether a Level 1 Storm Drainage Study is necessary

If you are applying for any of the following applications, please contact the Planner of the Day:

- Solid waste transfer station
- Scrap tire recycling facility
- Inert fill

Fees Due When Application is Deemed Complete	
Conditional Use Permit	\$1,200 for Residential Uses; \$1,400 Non-Residential Uses (Additional Requests: \$300 per residential/ \$500 per non-residential)

## Conditional Use - Guide to Development Application Submittal

All applications shall be submitted electronically to [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org). If the submittal is too large to email as an attachment, the application may be sent as an unlocked OneDrive link. Alternatively, the application may be delivered on a flash drive to the One-Stop Customer Service Center. All documents should be combined in a single PDF. Once a complete application has been received, fees will be invoiced and payable online at <https://permits.adcogov.org/CitizenAccess/>.

### Written Explanation

- A clear and concise description of the proposal. Please include description of use, time frame, purpose of project, proposed improvements, and all other relevant details.

### 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,
  - Easements, utility lines, and no build or hazardous areas
  - Scale, north arrow, and date of preparation
- Parking: must meet the quantity, dimensional standards and other requirements outlined in Section 4-15
- An Improvement Location Certificate or Survey may be required during the official review
- Elevations

### Landscape Plan

- Landscaping must meet the requirements outlined in Section 4-19 of the Adams County Development Standards and Regulations
- Landscape plan must include:
  - Number, installation size, and location of each plant type
  - Landscape maintenance plan
  - Bufferyards: identify the uses of adjacent properties and incorporate the correct bufferyard between existing and proposed use

### 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/Sewer/Utilities

#### 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.

#### 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.

#### 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.

### 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.

**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 ADCOTAX.COM

**Trip Generation Analysis (TGA)**

- This analysis should be conducted by a traffic engineer and should include total vehicle trips per day and peak hour volumes generated by the proposed development.
- A Traffic Impact Study may be required after the first review.

**SUPPLEMENTAL:****Neighborhood Meeting Summary**

- Please refer to Section 2-01-02 of the Adams County Development Standards and Regulations for the specific requirements regarding time, location, and notice.
- A written summary shall be prepared including the materials submittal presented at the meeting, any issues identified at the meeting, and how those issues have been addressed.

**Level 1 Storm Drainage Study**

- If the proposed conditional 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

### APPLICANT

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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### OWNER

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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### TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name:  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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**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