



SPECIAL USE PERMIT

Special uses are those uses which are non-permanent (less than five (5) years) and often support other land uses authorized or permitted in a zone district or public utilities or services, but which, because of their potential impacts require more discretionary review than those uses which are authorized. Special use permits can function to temporarily allow uses that might not otherwise be within the use chart but could be considered in the future in addition to meeting applicable performance standards, special uses may require the imposition of conditions to ensure the number of special uses and their location, design, and configuration are appropriate at a particular location during the duration of operation or use to protect the health, safety and welfare of the County and inhabitants of the area.

Please include this page with your submittal. Submittal instructions and more information about checklist items can be found on pages 2-3.

- Development Application Form
- Written Explanation
- Site Plan Showing
- Traffic Impact Letter
- Proof of Ownership
- Proof of Water, Sewer, and Utilities
- Legal Description
- Statement of Taxes Paid

Fees Due When Application is	Amount
Special Use Permit	Residential Uses: \$800 Non-Residential Uses: \$1,000

Special Use Permit-Guide to Development Application Submittal

This application shall be emailed to epermitcenter@adcogov.org. If the submittal is too large to email as an attachment, the application may be sent as an unlocked Microsoft 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, although you may provide multiple PDFs to ensure no file exceeds 100 MB. Once a complete application has been received, fees will be invoiced and payable online at www.permits.adcogov.org.

Written Explanation:

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

Site Plan:

- A detailed drawing of existing and proposed use. Including:
 - Streets, roads, intersections, access points.
 - Driveways, access points, and parking areas.
 - Signs, location of proposed use on site, setbacks.
 - Existing and proposed structures (if any) wells, and septic systems. Include building elevations.
 - Easements, tracts, utility lines, and 'no build' or hazardous areas.
 - Scale, north arrow, and date of preparation.
- An Improvement Location Certificate or Survey may be required during the official review

Traffic Impact Letter:

- Shall be determined based upon the methodologies of the most current Institute of Transportation Engineers (ITE) Trip Generation Manual for the weekday AM peak hour and weekday PM peak hour.

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



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