



# COMMERCIAL VEHICLE PERMIT

A commercial vehicle is defined as a vehicle used to transport goods or passengers for profit, hire or otherwise to further the purposes of a business, commercial enterprise, or public service. Up to three commercial vehicles may be permitted, and all commercial vehicles parked accessory to a residence must be associated with a lawfully existing home occupation. This permit is only available to properties zoned RE, A-1, A-2, or A-3.

To park a commercial vehicle at a residence, an administrative review permit or special use permit may be required dependent upon the number of vehicles, vehicle weight, zone district, lot size, and road access. Please answer the following questions:

1. Are you proposing to park or store only 1 commercial vehicle? \_\_\_\_\_
2. Is the vehicle's gross vehicle weight (GVW) 16,000 lbs. or less? \_\_\_\_\_
3. Does the property have legal access to an arterial road or a highway? \_\_\_\_\_
4. Will the vehicle generate less than 20 vehicle trips per day? \_\_\_\_\_

*\*If unsure about questions 3 and 4, please reach out to the Engineer of the Day at [cedd-eng@adcogov.org](mailto:cedd-eng@adcogov.org).*

**If you answered YES to all of questions 1-4, you need an ADMINISTRATIVE REVIEW PERMIT.**

**If you answered NO to any of questions 1-4, you need a SPECIAL USE PERMIT. Special use permits are only permitted in the A-3 zone district.**

**Commercial vehicles weighing 10,000 lbs. gross vehicle weight (GVW) or less do not require a permit.**

## Required Checklist Items

- Development Application Form (pg. 3)
- Written Explanation
- Vehicle Information (photo, registration, insurance)
- Site Plan
- Trip Generation Analysis
- Proof of Home Occupation
- Proof of Ownership
- Statement of Taxes Paid

Application Fees	
Administrative Review Permit	\$300
Special Use Permit	\$800

# Commercial Vehicle Permit - Guide to Development Application Submittal

All applications shall be submitted via email 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 MS OneDrive link. Alternatively, the application may be delivered on a flash drive to the Community and Economic Development Department. 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 brief written summary of the request including number of vehicles, approximate weight of vehicles (GVW), and reason for the request. (One truck with an attached trailer is considered one vehicle.)

## Vehicle Information:

- A clear photo of the subject vehicle(s).
- Current registration for the subject vehicle(s) (required on an annual basis if approved).
- Proof of current insurance for the subject vehicle(s) (required on an annual basis if approved).  
*\*Please be mindful that anything submitted as part of this application will be available to the public. Do not include sensitive information.*

## Site Plan:

- A detailed, to-scale drawing of the property, including:
  - Streets, roads, and intersections
  - Driveways, access points, and parking areas (must be concrete or asphalt)
  - Existing and proposed structures, wells, and septic systems
  - Location of vehicle(s) and measured setbacks from all property lines (vehicle must be at least 20 feet from all neighboring property lines and rights-of-way)
  - North arrow

## 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 vehicle(s).

## Proof of Home Occupation:

- Proof of business registration demonstrating that a home occupation exists at the subject property (see Sec. 4-03-03-02-07 for home occupation standards). To start a business in the State of Colorado, please visit: <https://mybiz.colorado.gov>

## 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.

## Statement of Taxes Paid

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office.
- Or <https://adcogov.org/treasurer-division>

**If approved, Applicant must agree to comply with all use standards listed in Sec. 4-03-03-02-14 of the Adams County Development Standards and Regulations**



## DEVELOPMENT APPLICATION FORM

**Application Type:**      **Administrative Review Permit**  
   **Special Use Permit**

**PROJECT NAME:**

### 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