



# CERTIFICATE OF DESIGNATION

Certificates of Designation are required for those solid waste and hazardous waste disposal sites and/or processing facilities which are presumptively incompatible with other land uses authorized or permitted in a zone district, and/or may have long-term ramifications to the use of surrounding lands. In addition to meeting applicable performance standards, Certificates of Designation may require the imposition of conditions in order to ensure the number of solid waste and hazardous waste disposal sites and/or processing facilities and their location, design, configuration, and operation are appropriate at a particular location.

Development Application Form

Written Explanation

Site Plan

Proof of Ownership

Proof of Water and Sewer Services

Proof of Utilities

Legal Description

Statement of Taxes Paid

Neighborhood Meeting Summary

Written Concurrence from Colorado Department of Public Health & Environment for the Use of Certificate of Designation for the site

Engineering Design and Operations Plan

Level 1 Storm Drainage Plan

Traffic Impact Study

Erosion & Sediment Control Plans

\*A separate Engineering Review Application may be required

Application Fees	Amount	Due
Adams County Certificate of Designation Application Fee	\$ 4,420 (plus \$.10 per cubic yard per year to a maximum of \$8,000)	After complete application received

# Certificate of Designation - 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 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, yet thorough, description of the proposal. Please include, if applicable, timeframe, purpose of project, and improvements that will be made to the site.

## Site Plan:

- Name and information of the site operator
- Detailed information on the daily operations on the site for the existing use and the safe parking use
- A clear and concise, yet thorough, description of the services that will be provided to the individuals who will be utilizing the site and the security measures that will be implemented for the individuals utilizing the site and the surrounding properties.

## 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

## Proof of 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.

## Proof of 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 Adams County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems.

## Proof of 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 <http://adcogov.org/index.aspx?NID=812>

**Neighborhood Meeting Summary:**

- This shall include a summary of the meeting and an explanation of any issues identified. In addition, any names and contact information for participants who would like to receive notice of public hearings concerning any application.

**Engineering Design and Operations Plan**

- See Appendix B in the Adams County Development Standards and Regulations.

**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.

**Preliminary Traffic Impact Study:**

- This shall include, but not limited to:
  - Trip generation estimates from the development,
  - Current traffic counts,
  - Projected future traffic counts to include background traffic projections and future traffic projections from the development,
  - A description of the traffic impacts that the development will have on the surrounding area.

**Erosion and Sediment Control Plan:**

- A site-specific plan that identifies and controls the risks of erosion and sedimentation during and after construction. The plan should include:
  - **Maps and drawings:** A site location map, site development drawing, and topographic features
  - **Soil information:** Soils maps and information
  - **Waterways:** The location of waterways that will receive runoff from the site
  - **Earth disturbance activities:** A description of the activities that will disturb the earth
  - **Runoff:** The amount of runoff and the upstream watershed
  - **Legend:** A legend that defines any symbols used in the plan
  - **Perimeter control:** A barrier that prevents sediment from leaving the site
  - **Phasing:** Clearing the land in phases, stabilizing each phase before moving on to the next
  - **Sediment control measures:** Measures that prevent eroded sediment from leaving the site



## DEVELOPMENT APPLICATION FORM

**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