



**ADAMS COUNTY**  
COLORADO

Community & Economic Development Department  
Planning & Development

4430 S. Adams County Pkwy., 1st Floor, Suite W2000B

Brighton, CO 80601-8218

Phone: 720.523.6800

Website: [adcogov.org](http://adcogov.org)

# RELEASE OF COLLATERAL

**Please include this page with your submittal. More information about checklist items can be found on pages 2-3. Submittal instructions are at the top of page 2.**

Development Application Form

Letter of Acceptance from the Public Works Department **OR** Request for Landscape

Bond

<b>Applications Fees</b>	<b>Amount</b>	<b>Due</b>
Application	\$175	After complete application received

## **Release of Collateral 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/>.

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### **Letter of Acceptance from Public Works Department:**

- This letter generated is by the Public Works Construction Management Division
- It states that the County's Construction Inspectors have inspected the improvements, have found no defects and, that the County will accept the as constructed improvement(s).
- The Letter of Acceptance process has two phases:
  1. "Preliminary Acceptance," where the improvements have been deemed acceptable to the County and begins a one-year warranty period in which the contractor/developer still owns and maintains the improvement(s)
  2. "Final Acceptance", where the County takes ownership of the improvements after the warranty period has expired. Final acceptance of all improvements must be approved by the Board of County Commissioners.

### **Request for Landscape Bond:**

- Written request for collateral, should include proof that installed landscaping has been approved.



**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