



## ADMINISTRATIVE REVIEW PERMIT

**Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pgs. 2-3) included in this packet for more information on each submittal item.**

**Administrative Review Permit applications are submitted online through the E-permit center customer portal: <http://epermits.adcogov.org/>. Click “Step Two: Apply for Permits” to sign in/ create an account. You will then click “New” and “Land Use Case” to start this application. Include the following checklist and development application form with your application materials.**

1. Development Application Form (pg. 5)
2. Written Explanation of the Project/Description of Work (see pg. 2)
3. Scaled Site Plan Showing the Proposed Development
4. Proof of Ownership (Warranty Deed or Title Policy)
5. Authorization from Telecommunications Provider
6. Landscape Plan/ Fencing Plan (see pg. 2) Not Applicable to Small Cell
7. Legal Description
8. Certificate of Taxes Paid
9. Certificate of Notice to Mineral Estate Owners/ and Lessees (pg. 6)
10. Radio Frequency Coverage Map
11. Photo Simulations

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**The following documents are only required for new freestanding cell towers and small cell applications.**

13. Vicinity Map
14. ALTA Survey
15. Title Commitment with Exceptions
16. Affidavit for Removal
17. Bond for Removal
18. Master License Agreement (Small Cell Only)

# Administrative Review Permit-Guide to Development Application Submittal

The submittal documents for all Land Use/Development Applications are listed below. Detailed explanations of the submittal documents are also provided.

## 3. Written Explanation/ Description of Work:

- Name of the Service provider and explanation of why the project is necessary
- 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
  - Explanation of the efforts taken to locate telecommunications facilities on existing buildings, structures or towers and an explanation as to why collocation is not feasible. Description of the structure's ability to support collocations, and affirmation that, if approved, the applicant and surface owner will make the facility available to other service providers
  - Explanation of how the proposed structure will be camouflaged to be architecturally compatible with the surrounding building and structures
  - For projects within the Airport Overlay Zones: affirmation that the proposed facility will comply with the current Federal Aviation Administration requirements

## 4. Scaled Site Plan:

- Detailed drawings of existing and proposed improvements including:
  - Location and dimension of all improvements
  - Tower height (Applicant can apply for a waiver to allow for additional height than would otherwise be allowed in the zone district). Section 4-09-02-07 outlines the waiver process. The waiver should be provided as part of the Administrative Review application.)
  - Tower setbacks, drives, parking and access roads
  - Topography of site
  - Location of existing improvements and landscaping

## 5. 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

## 6. Authorization from the Telecommunication provider

- A signed letter stating permission to apply for Administrative Review Permit

## 7. Landscape Plan/ Fencing Plan

- Not required with Small Cell Facilities
- Landscaping should effectively screen the base of the towers and any equipment associated with the tower
- A landscape plan should include plant types, installation size, fence elevations and details
- A landscape maintenance plan is required
- If this application is a renewal of a previously approved tower, please provide the landscaping plan that was approved and the current state of the landscaping on site
- If the applicant cannot provide landscaping or the tower is being placed in a location where landscaping is not feasible, the applicant can apply for a waiver. Section 4-09-02-07 outlines the waiver process. The waiver should be provided as part of the Administrative Review application

## 8. 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

## 9. Certificate 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>

**10. Certificate of Notice to Mineral Estate Owners/ Certificate of Surface Development:**

- The State of Colorado requires notification to mineral rights owners of applications for surface development (i.e. zoning, plats, etc.)
- Mineral or Surface right owners may be found in the title commitment for the subject property
- You may also search the Office of the Clerk and Recorder for any recorded deeds, easements, or other documents

**11. Radio Frequency Coverage Map**

- Please provide a map showing the radio coverage before and after the placement of the tower

**12. Photo Simulations**

- Photo simulations must show the conditions of the site from the right-of-way before and after the tower is placed. For existing towers, provide photos of the cell tower from the right-of-way

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**The following documents are only required for new freestanding cell towers and small cell applications.**

**13. Vicinity Map**

- Provide a map clearly showing the location of the existing cell towers within a 1-mile buffer of the proposed site

**14. ALTA Survey**

- Survey should show the location of the existing improvements, utilities, easements, and boundary lines

**15. Title Commitment with Exceptions**

- A title commitment is prepared by a professional title company

**16. Affidavit for removal**

- Provide an affidavit stating that the structure will be removed within 6-months of abandonment or the end of its useful life

**17. Bond for Removal of Cell Tower**

- Provide a bond to Adams County for the removal of the cell tower

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Additional Approval may be required in conjunction with an Administrative Review Permit, see below.

**New freestanding cell tower/ modification to existing cell tower, small cell (Not in Right-of-Way)**

- Administrative Review Permit
- Building Permit

**Cell Tower Permit Renewal (w/o modifications)**

- Administrative Review Permit

**Small Cell (within the Right-of-Way)**

- Administrative Review Permit
- Utility Permit



## DEVELOPMENT APPLICATION FORM

### Application Type:

<input type="checkbox"/> Conceptual Review	<input type="checkbox"/> Preliminary PUD	<input type="checkbox"/> Temporary Use
<input type="checkbox"/> Subdivision, Preliminary	<input type="checkbox"/> Final PUD	<input type="checkbox"/> Variance
<input type="checkbox"/> Subdivision, Final	<input type="checkbox"/> Rezone	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Plat Correction/ Vacation	<input type="checkbox"/> Special Use	<input type="checkbox"/> Other: _____

**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

CERTIFICATION OF NOTICE TO MINERAL ESTATE OWNERS

I/We, \_\_\_\_\_  
(the "Applicant") by signing below, hereby declare and certify as follows:

With respect to the property located at:

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

(PLEASE CHECK ONE):

\_\_\_\_\_ On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which is not less than thirty days before the initial public hearing, notice of application for surface development was provided to mineral estate owners pursuant to section 24-65.5-103 of the Colorado Revised Statutes;

or

\_\_\_\_\_ I/We have searched the records of the Adams County Tax Assessor and the Adams County Clerk and Recorder for the above identified parcel and have found that no mineral estate owner is identified therein.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

STATE OF COLORADO )

)

COUNTY OF ADAMS )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

Witness my hand and official seal.

My Commission expires: \_\_\_\_\_

Notary Public

*After Recording Return To:*

*Name and Address of Person Preparing Legal Description:*

**A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department with all applicable land use applications.**

APPLICANT'S CERTIFICATION CONCERNING QUALIFYING SURFACE DEVELOPMENT,  
PURSUANT TO C.R.S. §24-65.5-103.3 (1)(b)

I/We, \_\_\_\_\_  
\_\_\_\_\_, (the "Applicant") by signing below, hereby declare and certify as follows:

Concerning the property located at:

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

With respect to qualifying surface developments, that (PLEASE CHECK ONE):

\_\_\_\_\_ No mineral estate owner has entered an appearance or filed an objection to the proposed application for development within thirty days after the initial public hearing on the application; or

\_\_\_\_\_ The Applicant and any mineral estate owners who have filed an objection to the proposed application for development or have otherwise filed an entry of appearance in the initial public hearing regarding such application no later than thirty days following the initial public hearing on the application have executed a surface use agreement related to the property included in the application for development, the provisions of which have been incorporated into the application for development or are evidenced by a memorandum or otherwise recorded in the records of the clerk and recorder of the county in which the property is located so as to provide notice to transferees of the Applicant, who shall be bound by such surface use agreements; or

\_\_\_\_\_ The application for development provides:

- (i) Access to mineral operations, surface facilities, flowlines, and pipelines in support of such operations existing when the final public hearing on the application for development is held by means of public roads sufficient to withstand trucks and drilling equipment or thirty-foot-wide access easements;
- (ii) An oil and gas operations area and existing well site locations in accordance with section 24-65.5-103.5 of the Colorado Revised Statutes; and
- (iii) That the deposit for incremental drilling costs described in section 24-65.5-103.7 of the Colorado Revised Statutes has been made.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

*After Recording Return To:*

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO    )  
  )  
COUNTY OF ADAMS     )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

Witness my hand and official seal.

My Commission expires: \_\_\_\_\_  
Notary Public

*Name and Address of Person Preparing Legal Description:*

**A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department within thirty days after the initial public hearing on all applicable land use applications.**



