



CHANGE IN USE PERMIT

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

Change in use applications are submitted online through the E-permit Center customer portal at <http://epermits.adcogov.org/>. Click “Epermit Center on the Left hand side 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 (filled out in entirety)
2. Written Explanation - Must include compliance with current Zoning regulations and overlays.
3. Site Plan (See Page 2)
4. Parking Plan (See Page 2)
5. Landscape Plan (See Page 2)
6. Lighting Plan (See Page 2) if applicable
7. Proof of water and sewer (see Page 2)
8. Architectural Plans (See Page 2)

Engineering and ROW Requirments:

1. Legal description and all other requirements as to a Plat Submittal. (See Page 2)
2. Any engineering details or traffic study and need for additional ROW dedication based upon those findings and drainage dedications.
3. Documentation of Parcel creation date.

Change in Use- Guide to Development Application Submittal

Change in Use applications are submitted online through the E-permit Center customer portal at <http://epermits.adcogov.org/>. **Application submittals that do not conform to these guidelines shall not be accepted.**

2. Written Explanation of the Project must include:

- Written explanation that clearly defines the proposed use and any former uses on the property within the last six months. If the use was approved through a land use case (Conditional, Special, or Temporary Use permit, etc.) please include the case number in the written explanation.
- Documentation showing conformance with any applicable zoning overlays. Please visit <https://www.adcogov.org/gis-interactive-maps> to determine if your property is within an overlay

3. Site Plan of Proposed Development must include:

- Location of any existing or proposed improvements
- Labels for all adjacent public ROW
- Location of any easements
- Distances from any proposed improvements to all property lines, existing structures, and well and septic systems, if applicable
- Curb, gutter, and sidewalk
- Trash enclosures and screening, including a detail
- Fences, including a detail drawing

4. Parking Plan must include:

- Location and dimensions of parking spaces including required ADA Spaces, please refer to section 4-13
- Details on the parking surface materials and
- Circulation patterns
- Location of loading zones, if applicable
- Location and dimensions of bicycle racks, including a detail drawing

5. Landscape Plan must include:

- Scale - written and graphic;
- North arrow;
- Label the zoning of subject property and adjacent properties;
- Label the current land use of subject property and all adjacent properties;
- Existing plant material, if applicable;
- Plants to be removed or relocated, if applicable;
- Existing and proposed structures, overhangs, and pavings, if applicable;
- Planting details specifying mulching materials;
- Details of berms, walls, or any other structural buffering device if required by these standards and regulations;
- Title block with name of project, name of person preparing plan and date;
- A written statement describing type of irrigation system proposed - detail the proposed irrigation system or method of irrigation;

Landscape Plan requirements continued.

- Plant schedule showing the following:
 - o Number and location of plants of each species; and, Plant name (common name, botanical name and variety name);
 - o Size and condition of plants - size be expressed in terms of size of container, height of plant, or caliper of tree; condition to be expressed in terms of size of container, ball and burlap, and/or bare root plant division (list shall be divided according to trees, shrubs and ground covers, and turf types); and,
- Landscape maintenance agreement that addresses pruning and maintenance of landscaping
- Cost estimate including materials and cost of installation.

6. Lighting Plan must include:

- Documentation showing conformance with Section 4-13-02-07 and Section 4-14-01
- Proposed installation timelines and cost estimates

7. Proof of Water and Sewer must include:

- “Will Serve” letter from a local waterdistrict, or
- Well and septic permits

8. Architectural Plans must include:

- Complete Architectural Plans that include the total square footage of the proposed use and elevations demonstrating conformance with height restrictions.

Engineering and ROW Requirements:

- Legal description and all other requirements as to a Plat Submittal
 - i. Title commitment (liens and encumbrances)
 - ii. Any and all rights-of-way affecting the property and the recording information or prescriptive right by use information.
 - iii. Ownership with copies of deeds (Vesting)
 - iv. Existing structures and/or future structures
 - v. Flood plain or flood way extent
- Any engineering details or traffic study and need for additional ROW dedication based upon those findings and drainage dedications
- Note as to minor or major subdivision depending on parcel creation date, if not currently in a subdivision



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:

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