



SUBDIVISION-MAJOR / PRELIMINARY

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

All applications shall be submitted electronically to 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/>.

1. Development Application Form (pg. 4)
2. Application Fees (pg. 2)
3. Written Explanation of the Project
4. Site Plan Showing Proposed Development
5. Copy of Plat prepared by Registered Land Surveyor (pg. 7)
6. School Impact Analysis (contact applicable District)
7. Fire Protection Report (contact applicable District)
8. Proof of Ownership (title policy dated within 30 days of submittal)
9. Proof of Water and Sewer Services
10. Proof of Utilities (e.g. electric, gas)
11. Legal Description
12. Statement of Taxes Paid
13. Certificate of Notice to Mineral Estate Owners/and Lessees (pg. 12)
14. Certificate of Surface Development (pg. 13)

Required Engineering Documents, 2 hard copies

1. Preliminary Drainage Report
2. Preliminary Traffic Impact Study
3. Preliminary Erosion and Sediment Control Plans
4. Preliminary Construction/ Engineering Design Plans

continued on next page...

Community & Economic
Development Department
www.adcogov.org



4430 South Adams County Parkway
1st Floor, Suite W2000
Brighton, CO 80601-8204
PHONE 720.523.6800
FAX 720.523.6998

Application Fees	Amount	Due
Major Subdivision (preliminary plat)	\$1,300	After complete application received
Tri-County Health	\$210 (with central utilities-TCHD Level 2) \$360 (with individual septic system-TCHD Level 3)	After complete application received
Soil Conservation	\$100 (less than 5 lots) \$150 (more than 5 lots)	After complete application received
Colorado Geological Survey	\$600 (1-3 dwellings and >100 acres) \$900 (< 3 dwellings and > 100 acres) \$1,550 (between 100 and 500 acres) \$2,500 (500 acres or more)	After complete application received
Engineering Review	\$1,000 (less than 5 lots) \$2,500 (5-25 lots) \$7,500 (greater than 25 lots)	After complete application received

Major Subdivision (Preliminary Plat) - 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.

All development application submittals shall comprise of one (1) electronic copy (emailed or delivered on a USB). **Application submittals that do not conform to these guidelines shall not be accepted.**

3. Written Explanation of the Project:

- 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

4. Site Plan Showing Proposed Development:

- A detailed drawing of existing and proposed improvements
- Including:
 - Streets, roads, and intersections
 - Driveways, access points, and parking areas
 - Existing and proposed structures, wells, and septic systems,
 - Easements, utility lines, and no build or hazardous areas
 - Scale, north arrow, and date of preparation
- An Improvement Location Certificate or Survey may be required during the official review

5. Copy of Plat Prepared by Registered Land Surveyor

- A map or maps together with supporting documentation of certain described land providing permanent and accurate record of the legal description, dedications, exact size, shape, and location of lots, blocks, streets, easements, and parcels

6. School Impact Analysis:

- Contact the applicable school district for the analysis
- Should include the increase in elementary, middle, and high school students and the existing school sites and structure of the applicable district in which the subdivision is proposed to be located

7. Fire Protection Report:

- Shall discuss the adequacy of protection within the propose subdivision and be approved by the appropriate fire district

8. 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

9. Proof of Water:

- Public utilities - 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
- Private utilities - Well permit(s) information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587

Proof of Sewer:

- Public utilities - 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
- Private utilities - A written statement from Tri-County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems

10. 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

11. 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

12. 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://adcotax.com/treasurer/web/>

13-14. 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.

Required Engineering Documents

1. Level 1-Storm Drainage Plan:

- A level 1 Storm Drainage Plan is a preliminary design plan showing existing and proposed site drainage features or improvements and, is intended to show how the storm drainage will be mitigated.
- See Appendix B of the Development Standards for a plan preparation checklist

Level 2-Storm Drainage Study (SDS):

- A level 2 SDS is a preliminary design report that describes the existing and proposed drainage features and, includes a hydrologic analysis of the proposed site. A Level 2 SDS also includes a drainage plan.
- See Appendix B of the Development Standards for a plan preparation checklist

Level 3-Storm Drainage Study (SDS):

- A level 3 SDS is a preliminary design report that describes the existing and proposed drainage features, includes a hydrologic

analysis of the proposed site and hydraulic analysis of all proposed drainage mitigation measures. A Level 3 SDS also includes a drainage plan and construction plans for all drainage mitigation features.

- See Appendix B of the Development Standards for a plan preparation checklist

2. Traffic Impact Study:

- Intended to forecast and mitigate the transportation and traffic impacts of a proposed land use development or redevelopment project
- See Chapter 8 of the Adams County Development Standards for requirements

3. Erosion and Sediment Control Plans:

- Erosion and Sediment Control (ESC) plans are construction plans showing the proposed Best Management Practices (BMP) that will be used to mitigate erosion and the transport of sediment from a site under construction.
- ESC plans are often done in three (3) phases: Initial, Interim and, Final.
- These plans must also include installation details for each of the BMP's.

4. Construction / Engineering Design Plans:

- A set of maps and/or drawings showing how a proposed development is to be constructed.
- The plans must include:
 - site maps of the existing conditions and proposed improvements,
 - installation/construction details for all proposed improvements,
 - survey control (horizontal and vertical) for locating the improvements and,
 - all necessary specification for the products to be used.
- Construction plans are often broken out for specific improvements; for example: site plan, grading plan, waterline improvement plans, roadways improvements plans, etc.



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



Preliminary Plat Subdivision Checklist Requirements

1. **Subdivision Name, Subtitle:** Name of subdivision at the top of the sheet, followed by a subtitle identifying the section, township and range information along with County and State.
2. **Property Description:** An accurate and clear property (legal) description of the overall boundary of the subdivision with the acreage of the subdivision. All courses in the property (legal) description shall be shown and labeled on the plat drawing, with all bearings having the same direction as called out in the legal description. The only exception being where more than one description is required, going a different direction over the same course. The direction shall then hold for the description having more weight (i.e., the overall boundary) for purposes of the plat. If both record and "as-measured" dimensions are being used, show both and clearly label on the plat drawing. Point of commencement and/or point of beginning shall be clearly labeled on the plat drawing.

3. **Ownership Certificate:**

Know all men by these presents that (owner name(s)), being the sole owner of the following described tract of land:

Legal Description

Have (Has) by these presents laid out, platted and subdivided the same into lots, streets and easements as shown on this plat under the name and style of (subdivision name).

4. **Dedication Statements:** Statements of land to be dedicated to the County for parks or other public uses, grants of easements and dedication of public streets to the Adams County are required.
 - a. All plats with public streets shall have the following sentence in the dedication statement:

All public streets are hereby dedicated to Adams County for public use.
 - b. All plats with public easements and/or tracts must have the following sentence in the dedication statement:



- The undersigned does hereby dedicate, grant and convey to Adams County those Public Easements (and tracts) as shown on the plat; and further restricts the use of all Public Easement to Adams County and/or its assigns, provided however, that the sole right and authority to release or quitclaim all or any such Public Easements shall remain exclusively vested in Adams County.
- c. All plats with private streets shall have the following sentence in the dedication statement:
- All private streets (insert names) are privately owned and maintained by (list owner name, Owner's Association, etc.).
- d. All plats with other tracts being dedicated to the County shall have:
- (1) A sentence in the dedication statement similar to "Tract X is hereby dedicated to Adams County for public use".
- (2) A special numbered plat note defining the purpose and perpetual maintenance responsibility for the tract such as "Tract X is for public drainage, landscaping, trail and open space with maintenance of the surface being vested in the (District Name) Special Maintenance District".
5. **Surveyor's Statement:** Statement by a registered land surveyor, professionally licensed by the State of Colorado, to the effect that the layout represents a survey made by him and that the monuments thereon actually exist as located and that all dimensional and other details are correct.
6. **Access Provisions:**
- a. **Statement Restricting Access:** A statement restricting access rights across the right-of-way lines of major highways, parkways, streets or freeways, where required as a provision of approval.
7. **Easement Statement:**
- Six-foot (6') wide utility easements are hereby dedicated on private property adjacent to the front lot lines of each lot in the subdivision. In addition, eight-foot (8') wide dry utility easements are hereby dedicated around the perimeter of tracts, parcels and/or open space areas. These easements are dedicated to Adams County for the benefit of the applicable utility providers for the installation, maintenance, and replacement of utilities.



Utility easements shall also be granted within any access easements and private streets in the subdivision. Permanent structures, improvements, objects, buildings, wells, water meters and other objects that may interfere with the utility facilities or use thereof (Interfering Objects) shall not be permitted within said utility easements and the utility providers, as grantees, may remove any Interfering Objects at no cost to such grantees, including, without limitation, vegetation.

8. Storm Drainage Facilities Statement:

The policy of the County requires that maintenance access shall be provided to all storm drainage facilities to assure continuous operational capability of the system. The property owners shall be responsible for the maintenance of all drainage facilities including inlets, pipes, culverts, channels, ditches, hydraulic structures, and detention basins located on their land unless modified by the subdivision development agreement. Should the owner fail to maintain said facilities, the County shall have the right to enter said land for the sole purpose of operations and maintenance. All such maintenance cost will be assessed to the property owners.

9. Layout: The exact layout including:

- a. **Boundary Lines:** The subdivision boundary will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. All dimensions to be determined by accurate field survey which must balance and close within limit of one in five thousand (5,000). Show adjacent and/or intersecting plat/deed lines and label appropriately to include recording information (book and page and/or reception number).
- b. **Streets:** All street rights of way defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. Widths shall be labeled from each right-of-way line normal to the corresponding street center line. All street center lines defined by the plat will be clearly distinguishable from other map lines by use of distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. The

