



SPECIAL USE PERMIT - INERT FILL

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.

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. 3)
2. Application Fees (see table below)
3. Written Explanation, including:
 - a. Amount of Fill material for import (cubic yards)
 - b. Proposed Timeframe of Project
4. Site Plan demonstrating Fill Placement and Drainage/Grading Plan
5. Route Maps Showing Proposed Truck Routes (from fill source to destination)
6. Proof of Clean, Dry, Inert Fill Material (pg. 2)
7. Proof of Ownership (warranty deed, title policy, or copy of current lease)
8. Proof of Water, Sewer, and Trash Services (if applicable)
9. Legal Description
10. Certificate of Taxes Paid

Applications Fees	Amount	Due
Application	\$500 (residential) \$700 (non-residential)	After complete application received
Tri-County Health	\$150 (public utilities-TCHD Level 1) \$210 (individual septic-TCHD Level 2)	After complete application received

Special Use Permit Guide to Development Application Submittal

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, concise, thorough, description of the proposal. Please include: amount of fill material, 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
- Original and final grade elevations
- Erosion and sediment control plan

5. Route Map(s):

- Show travel route from each fill source location to final destination
- An Oversize Load permit may be required if haul route includes weight restricted roads.

6. Proof of Clean, Dry, Inert Fill:

- A signed and dated letter from each source of fill certifying the material is clean and inert, and confirming review of the CDPHE Soil Reuse & Clean Fill guidance document **OR**
- A complete laboratory analysis of the material to be used as fill. Specifically, at least one composite test of 3 unique samples from each 1,000-cy, tested for the following:
 - Total RCRA-8 metals (As, Ba, Cd, Cr, Pb, Hg, Se, Ag)
 - Total Petroleum Hydrocarbons

- Pesticides and SVOCs, as determined by the County

7. 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
- Copy of lease agreement

8. Proof of Water:

- Public utilities-A written statement from the appropriate water/sewer 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

8. Proof of Utilities (Gas, Electric, etc):

- A written statement from the appropriate utility provider indicating that they will provide service to the property, if applicable
- Copy of a current bill from the service provider, if applicable

9. 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

10. 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>



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