



## SPECIAL 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.**

**All applications shall be submitted electronically 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/>.**

1. Development Application Form (pg. 3)
2. Application Fees (see table below)
3. Written Explanation, including:
  - a. Purpose of Project
  - b. Proposed Timeframe
4. Site Plan Showing Proposed Development
5. Traffic Impact Letter
6. Proof of Ownership (warranty deed, title policy, or copy of current lease)
7. Proof of Water, Sewer, and Trash Services
8. Proof of Utilities (e.g. electric, gas)
9. Legal Description
10. Certificate of Taxes Paid

| Applications Fees | Amount  | Due                                 |
|-------------------|---|-------------------------------------|
| Application       | \$500 (residential)<br>\$700 (non-residential)                                  | After complete application received |
| Tri-County Health | \$150 (public utilities-TCHD Level 1)<br>\$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 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. Traffic Impact Letter:

- Shall include trip generation estimates from the development, a summary of the impacts to the roadway system from the development, and a description of any mitigation requirements.

## 6. 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

## 7. 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

## 8. 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

## 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