



# Conceptual Review Process

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This guide describes the Conceptual Review Process.

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The Conceptual Review (i.e Pre-Application) was created to provide formal opportunity for applicants to discuss requirements, standards, and procedures, which apply to development proposals. The review by Staff is intended to provide information that will assist an applicant in making key decisions about a development proposal prior to submitting an application for a land use or development. The conceptual review process also assists applicants in gaining in-depth understanding of the County's Development Review Process and Land Use Regulations.

Staff review comments are given to the applicant one week prior to the Conceptual Review Meeting. A final formal summary of the meeting with staff comments are also given to the applicant one week after the meeting. Typically if a Conceptual Review application is submitted to the County by noon on a Wednesday, the Conceptual Review Meeting will be scheduled for Monday afternoon, 2 weeks after receipt of the application (See Conceptual Review Timeline).

The Conceptual Review Meeting is voluntary for development application. However, staff highly encourages such application as the process serves as a means of identifying potential problems prior to making formal application.

# CONCEPTUAL REVIEW TIMELINE

## Step 1 Conceptual Review Submittal

The applicant will upload all items required on the checklist and the applicable fee to the E-Permit Center. The application will be reviewed to ensure a complete submittal. If determined to be complete, the Conceptual Review meeting will be scheduled.

Link to E-Permit Center:

<https://permits.adcogov.org/citizenaccess/>

## Step 3 Conceptual Review Meeting

The meeting is typically held 3 weeks after receipt of the application. All meetings are 45 minutes in duration and held on Monday's between 11:00 AM and 1:30 PM. Participants will include the Project Manager and other County staff such as Engineers, Right-of-Way, Building Safety, etc. During the meeting, all staff review comments will be discussed and the Project Manager will outline the next process and submittal requirements for any required development applications.

## Step 2 Staff Review

A Project Manager will be assigned and the project will be sent out for review by other County Departments and External Referral Agencies. The Project Manager will be the applicant's contact throughout the process and will be responsible for coordinating and sending review comments to the applicant. **All comments will be sent in a report format to the applicant one week prior to the Conceptual Review meeting date.**

## Step 4 Conceptual Review Response

Based on the discussions during the Conceptual Review meeting, final comments will be sent to the applicant one week after the meeting. This will summarize any new information or key issues discussed at the meeting and related to the required development application(s). It will also identify submittal requirements. Further, the response letter will also include a complete listing of the comments received from referral agencies prior to and at the meeting.

## Conceptual Review Transmittal Items

Application submittals must include all documents on this checklist as well as this checklist form. Please use the reference guide (pg. 6) included in this packet for more information on each submittal item.

All submittals shall include one (1) electronic copy with all documents combined in a single PDF.

1. Development Application Form (pg. 4)
2. Application Fee (see table below)
3. Written Explanation of the Project
4. Site Plan Showing Proposed Development
5. Certificate of Taxes Paid
6. Owner Authorization (if applicant is not the owner)

### Supplemental Items

1. Proof of Water and Sewer

<b>Application Fees</b>	<b>Amount</b>	<b>Due</b>
Conceptual Review	\$300 (Residential) \$500 (Non-Residential)	With application submittal



**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

# Conceptual Review-Guide to Development Application Submittal

All Conceptual Review application submittals shall comprise of one (1) electronic copy with all documents combined in a single PDF. Detailed explanations of the submittal documents are also provided below. **Application submittals that do not conform to these guidelines shall not be accepted.**

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## Electronic Copies:

- (1) PDF file which includes all documents

## Written Explanation:

- A clear and concise, yet thorough, description of the proposal.

## Site Plan:

- Should be to scale and include: a north arrow, date of preparation, identify streets and roads, intersections, driveways, access points, parking areas, existing structures, wells, Onsite Wastewater Treatment Systems, easements, utility lines, lot dimensions, no build or hazardous areas.
- An Improvement Location Certificate or Improvement Location Survey may be required during the official review.

## 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.

## Proof 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>

## Proof of Water:

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

## Proof of Sewer:

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

## Proof of Utilities:

- 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.