



## **AREAS AND ACTIVITY OF STATE INTEREST (1041)**

### Primary Mandatory Items

1.  Development (Universal) application
2.  Legal description on Word document
3.  Application fee of \$5,000
4.  Written explanation of the project
5.  Site Plan showing proposed development
6.  N/A Certificate of Taxes Paid
7.  N/A Proof of ownership (title policy dated within 30 days of  
 submittal)
8.  N/A Proof of water and sewer services
9.  N/A Proof of Utilities (e.g electric, and gas)

### Secondary Required Project Specific Items

1.  Tri-County Health Department review fee of \$55
2.  Neighborhood Meeting Summary
3.  N/A Certificate of Notice to Mineral Estate Owners/and Lessees
4.  N/A Certificate of Surface Development
5.  Information describing the Applicant
6.  Information describing the Project
7.  Property Rights, Permits and other Approvals
8.  Financial Feasibility of the Project



- 9.  Land Use
- 10.  Local Government Services
- 11.  Financial Burden on County Residents
- 12.  Local Economy
- 13.  Recreational Opportunity
- 14.  Environmental Impact Analysis

**Required Engineering Documents 3 hard copies required of all Engineering documents**

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

\*Contact staff for fees

# 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 (USB or CD) and one (1) hard copy of each document. **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 as listed on the checklist.

## Hard Copies:

- The binder shall be organized with tabs that correspond with the order of the checklist.

## 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.

## Certificate of Notice to Mineral Estate Owners/ Certificate of Surface Development:

- 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, etc.

## Neighborhood Meeting Summary:

- Please refer to Section 2-01-02 of the Adams County Development Standards and Regulations for the specific requirements regarding time, location, and notice.
- A written summary shall be prepared including the application submittal presented, any issues identified at the meeting, and how those issues have been addressed.