Community & Economic
Development Department
www.adcogov.org

ADAMS COUNTY
COLORADO

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

ADMINISTRATIVE RELIEF-LANDSCAPE

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. All documents should be combined in a single PDF. 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. 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 Fee (see table)
- ☐ 3. Administrative Relief Form (pg.5)
- ☐ 4. Site Plan Showing Proposed Development/Landscape
- ☐ 5. Proof of Ownership (warranty deed or title policy)
- ☐ 6. Proof of Water and Sewer Services
- ☐ 7. Proof of Utilities (e.g. electric, gas)

Application Fees	Amount	Due
Administrative Relief	$500	After complete application received

Administrative Relief (Landscape)-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).

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3. Administrative Relief Form:

- Administrative relief is provided to add flexibility in the County's landscaping regulations.
- Please provide a clear and concise, yet thorough, description of the proposal (i.e. proposed landscape plan) and how the request or deviation from the landscape requirements conforms to the criteria of approval.

4. Site Plan:

- Shall be to scale and include: a north arrow, date of preparation, identify streets and roads, intersections, driveways, access points, parking areas, existing structures, wells, septic systems, easements, utility lines, lot dimensions, no build or hazardous areas.
- An Improvement Location Certificate or Improvement Location Survey <u>may be required</u> during the official review.

5. 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.

6. 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.

6. 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.

7. 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.

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Application Type:

☐ Conceptual Review	☐ Preliminary PUD	☐ Temporary Use
☐ Subdivision, Preliminary	☐ Final PUD	☐ Variance
☐ Subdivision, Final	☐ Rezone	☐ Conditional Use
☐ Plat Correction/ Vacation	☐ Special Use	☐ 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

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ADMINISTRATIVE RELIEF - LANDSCAPE

Please describe how the request for Administrative Relief from certain landscaping requirements meets the criteria below. Please note that the granting of administrative relief does not always mean a requirement is reduced without compensation. For example, the granting of a reduced bufferyard depth should be compensated by the planting of additional trees, shrubs, or other plants.

1. The strict application of the landscaping regulations is unreasonable given the development proposal or physical conditions on the property which do not generally exist on nearby properties, and such conditions will not allow a reasonable use of the property without relief from certain landscaping requirements.

2. The intent of the landscaping section and the specific regulations in question is preserved.

3. The granting of the administrative relief will not result in an adverse impact upon surrounding properties.

For County staff use only:

Decision: _____

Signature: _____

Date: _____