

## **Development Application Submittal Guidelines**

This document provides guidelines and an explanation for Land Use/Development Applications. Detailed explanation of each submittal document is listed below:

### **Number and type of Copies**

All development application submittals shall consist of **one electronic copy (usb or cd)** and **two hard copies** of each document. The organization of the documents shall be as follows:

- **Electronic Copies:**

This shall contain one PDF file which includes all documents as listed on the specific application transmittal list. The PDF file should be organized with tabs differentiating various application documents. The tabs should correspond with the order of the transmittal list.

- **Hard Copies:**

This shall contain two packets. The first packet shall be the original document with signatures. The second packet may be photocopies of the original document. The packets shall be organized with tabs differentiating various application documents corresponding with the order of the transmittal list.

**All application submittals not conforming to these guidelines shall be rejected.**

### **Application Documents:**

Below are brief descriptions of the specific documents required:

#### **Written Explanation**

The written explanation shall include a clear and concise description of the proposal and intended use of the property. The explanation should discuss how the applicant will obtain access to the site; and how water and sewer will be provided for the use of the property; and issues regarding landscaping or parking.

#### **Site Plan**

The site plan shall be drawn to scale, show a north arrow and date of preparation. The plan should also identify streets/roads, intersections, driveways, access points, parking, existing structures, wells, onsite Wastewater Treatment Systems, easements, utility lines, lot dimensions, no build areas, and hazardous areas.

All site plans (and surveys if required) must be drawn to scale as stated. Size of hard copies of surveys and site plans shall be 18" x 24" and folded down to 8.5' x 11".

### **Proof of Ownership**

This document may consist of a current deed for the subject property or a title commitment. A copy of the deed may be found in the Office of the Clerk and Recorder.

A title commitment, prepared by a professional title company, is the document by which a title insurer discloses to all parties connected with a particular real estate transaction, all liens, defects, and burdens and obligations that affect the subject property are free and clear of encumbrances.

### **Proof of Water**

- This is a written statement from the appropriate water district indicating the district can provide service to the property OR a copy of a current bill from the service provider.

OR

- If a well permit on the property and no connection to water mains are required, a copy of the well permit shall be submitted with the application. A copy of the well permit can be obtained from the Colorado State Division of Water Resources at (303) 866-3587 or visit their webpage.

### **Proof of Sewer**

- This is a written statement from the appropriate sanitation district indicating the district can provide service to the property OR a copy of a current bill from the service provider.

OR

- A written statement from Tri-County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems. You can contact Tri-County at 303-288-6816 (Commerce City) or 303-341-9370 (Aurora)

### **Proof of Utilities**

- This is a written statement from the appropriate utility provider indicating the provider can provide service to the property.

OR

- Copy of a current bill from service provider.

### **Proof of Taxes Paid**

This is proof all taxes on the property have been paid. For information on how to obtain this document, please contact the Adams County Treasurer's Office or visit their webpage at (<http://adcogov.org/index.aspx?NID=812>) to print a copy of the tax certificate.

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

Information on mineral or surface right owners may be found in the title commitment documents for the subject property. The information may be obtained from the Office of the Clerk and Recorder for any recorded deeds, easements, etc, on the property.

## **Neighborhood Meeting Summary**

Please refer to Section 2-01-02 of the Adams County Development Standards and Regulations for specific requirements regarding time, location, and notice for organizing a neighborhood meeting. A written summary of issues identified at the meeting and how the issues have been/or will be addressed is required to be submitted with the application.

## **Public Land Dedication (PLD)**

Please refer to Section 5-05 of the Adams County Development Standards and Regulations for requirements on land dedication and fees for proposed developments. PLD fees or fees-in-lieu are required with all Final Subdivision Plats.

## **Subdivision Improvement Agreement**

Please refer to Section 5-02-05 of the Adams County Development Standards and Regulations. Copying and recording fees are due upon approval. Copying fees must be made payable to Adams County. Recording fees must be made payable to the Office of the Clerk and Recorder.

## **Fees:**

All required development application fees must be paid at time of submittal to be accepted and processed..