



## **CERTIFICATE OF DESIGNATION**

**Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 3) 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/>.**

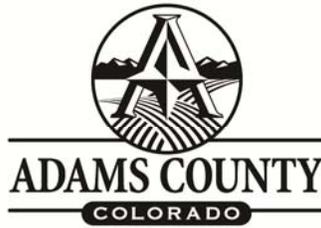
1. Development Application Form (pg. 5)
2. Application Fees (see table pg. 2)
3. Written Explanation of the Project, including:
  - Purpose of fill, estimated life of the operation, and proposed after-use for the site
4. Site Plan Showing Proposed Development
5. Legal Description
6. Certificate of Taxes Paid
7. Proof of Ownership (warranty deed or title policy)
8. Proof of Water and Sewer Services
9. Proof of Utilities (e.g. electric, gas)
10. Neighborhood Meeting Summary
11. Certificate of Notice to Mineral Estate Owners/and Lessees(pg. 7)
12. Certificate of Surface Development (pg. 8-10)
13. Written Concurrence from the Colorado Department of Public Health and Environment  
for the Use of a Certificate of Designation for the site.
14. Design and Operations Plan

### **Required Engineering Documents:**

15. Drainage Report
16. Traffic Impact Study
17. Erosion and Sediment Control Plans
18. Construction/ Engineering Design Plans

*continued on next page...*

Community & Economic  
Development Department  
www.adcogov.org



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

<b>Application Fees</b>	<b>Amount</b>	<b>Due</b>
Certificate of Designation	\$4,320 (plus \$0.10 per cubic yard per year to a maximum of \$8000)	After complete application received
Tri-County Health	\$750 (TCHD Level 4)	After complete application received
Drainage Report	\$500	After application received
Traffic Impact Study	\$600	After application received
Construction/ Engineering Design Plans	\$100	After application received

# Certificate of Designation - 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). **Application submittals that do not conform to these guidelines shall not be accepted.**

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### 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. 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

### 6. Certificate of Taxes Paid:

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office
- Or <https://adcotax.com/treasurer/web/>

### 7. 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

### 8. 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

### 9. 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

### 10. 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 materials submittal presented at the meeting, any issues identified at the meeting, and how those issues have been addressed

### 11-12. Certificate of Notice to Mineral Estate Owners/ Certificate of Surface Development:

- The State of Colorado requires notification to mineral rights owners of applications for surface development (i.e. zoning, plats, etc.)
- 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, or other documents.

### **13. Written Concurrence from CDPHE and Environmental for Use of a CD**

- A letter from the Solid Waste Permitting Division at Colorado Department of Public Health and Environment (CDPHE) stating that they are supportive of the permit application.
- The CD is issued by the County, but the approval of the permit is based upon the recommendation by CDPHE. If the Division disapproves the application, the County cannot issue the CD.

### **14. Design and Operations Plan (CD):**

- Please see the following link for information from CDPHE:
- [https://www.colorado.gov/pacific/sites/default/files/HM\\_sw-cd-and-edop-mods-amendments-guide.pdf](https://www.colorado.gov/pacific/sites/default/files/HM_sw-cd-and-edop-mods-amendments-guide.pdf)
- Appendix B includes a checklist and suggested table of contents.

### **Required Engineering Documents**

#### **15. Level 1-Storm Drainage Plan:**

- A level 1 Storm Drainage Plan is a preliminary design plan showing existing and proposed site drainage features or improvements and, is intended to show how the storm drainage will be mitigated.
- See Appendix B of the Development Standards for a plan preparation checklist

#### **Level 2-Storm Drainage Study (SDS):**

- A level 2 SDS is a preliminary design report that describes the existing and proposed drainage features and, includes a hydrologic analysis of the proposed site. A Level 2 SDS also includes a drainage plan.
- See Appendix B of the Development Standards for a plan preparation checklist

#### **Level 3-Storm Drainage Study (SDS):**

- A level 3 SDS is a preliminary design report that describes the existing and proposed drainage features, includes a hydrologic analysis of the proposed site and hydraulic analysis of all proposed drainage mitigation measures. A Level 3 SDS also includes a drainage plan and construction plans for all drainage mitigation features.
- See Appendix B of the Development Standards for a plan preparation checklist

### **16. Traffic Impact Study:**

- Intended to forecast and mitigate the transportation and traffic impacts of a proposed land use development or redevelopment project
- See Chapter 8 of the Adams County Development Standards for requirements

### **17. Erosion and Sediment Control Plans:**

- Erosion and Sediment Control (ESC) plans are construction plans showing the proposed Best Management Practices, or BMP's, that will be used to mitigate erosion and the transport of sediment from a site under construction.
- ESC plans are often done in three (3) phases: Initial, Interim and, Final.
- These plans must also include installation details for each of the BMP's.

### **18. Construction / Engineering Design Plans:**

- A set of maps and/or drawings showing how a proposed development is to be constructed.
- The plans must include:
  - site maps of the existing conditions and proposed improvements,
  - installation/construction details for all proposed improvements,
  - survey control (horizontal and vertical) for locating the improvements and,
  - all necessary specification for the products to be used.
- Construction plans are often broken out for specific improvements; for example: site plan, grading plan, waterline improvement plans, roadways improvements plans, etc.



**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

CERTIFICATION OF NOTICE TO MINERAL ESTATE OWNERS

I/We, \_\_\_\_\_  
(the "Applicant") by signing below, hereby declare and certify as follows:

With respect to the property located at:

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

(PLEASE CHECK ONE):

\_\_\_\_\_ On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which is not less than thirty days before the initial public hearing, notice of application for surface development was provided to mineral estate owners pursuant to section 24-65.5-103 of the Colorado Revised Statutes;

or

\_\_\_\_\_ I/We have searched the records of the Adams County Tax Assessor and the Adams County Clerk and Recorder for the above identified parcel and have found that no mineral estate owner is identified therein.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

STATE OF COLORADO )

)

COUNTY OF ADAMS )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

Witness my hand and official seal.

My Commission expires: \_\_\_\_\_

Notary Public

*After Recording Return To:*

*Name and Address of Person Preparing Legal Description:*

**A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department with all applicable land use applications.**

APPLICANT'S CERTIFICATION CONCERNING QUALIFYING SURFACE DEVELOPMENT,  
PURSUANT TO C.R.S. §24-65.5-103.3 (1)(b)

I/We, \_\_\_\_\_  
\_\_\_\_\_, (the "Applicant") by signing below, hereby declare and certify as follows:

Concerning the property located at:

Physical Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

With respect to qualifying surface developments, that (PLEASE CHECK ONE):

\_\_\_\_\_ No mineral estate owner has entered an appearance or filed an objection to the proposed application for development within thirty days after the initial public hearing on the application; or

\_\_\_\_\_ The Applicant and any mineral estate owners who have filed an objection to the proposed application for development or have otherwise filed an entry of appearance in the initial public hearing regarding such application no later than thirty days following the initial public hearing on the application have executed a surface use agreement related to the property included in the application for development, the provisions of which have been incorporated into the application for development or are evidenced by a memorandum or otherwise recorded in the records of the clerk and recorder of the county in which the property is located so as to provide notice to transferees of the Applicant, who shall be bound by such surface use agreements; or

\_\_\_\_\_ The application for development provides:

- (i) Access to mineral operations, surface facilities, flowlines, and pipelines in support of such operations existing when the final public hearing on the application for development is held by means of public roads sufficient to withstand trucks and drilling equipment or thirty-foot-wide access easements;
- (ii) An oil and gas operations area and existing well site locations in accordance with section 24-65.5-103.5 of the Colorado Revised Statutes; and
- (iii) That the deposit for incremental drilling costs described in section 24-65.5-103.7 of the Colorado Revised Statutes has been made.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

*After Recording Return To:*

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



APPLICANT'S CERTIFICATION CONCERNING QUALIFYING SURFACE DEVELOPMENT,  
PURSUANT TO C.R.S. §24-65.5-103.3 (1)(b)

I, \_\_\_\_\_ (the "Applicant") by signing below, hereby declare and certify as follows concerning the property located at:

**Physical Address:**

Legal Description: \_\_\_\_\_

Parcel # (s): \_\_\_\_\_

With respect to qualifying surface developments:

Access to existing and proposed mineral operations, surface facilities, flowlines, and pipelines in support of such existing and proposed operations for oil and gas exploration and production, including provisions for public roads sufficient to withstand trucks and drilling equipment or thirty-foot-wide access easements, were provided for in a "\_\_\_\_\_" area as recorded in Reception # \_\_\_\_\_ on \_\_\_\_\_.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
By: \_\_\_\_\_  
Address: \_\_\_\_\_

STATE OF COLORADO    )  
  )  
COUNTY OF ADAMS    )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

Witness my hand and official seal.

My Commission expires: \_\_\_\_\_  
Notary Public

*After Recording Return To:* \_\_\_\_\_ *Name and Address of Person Preparing Legal Description:*

**A recorded copy of this Certification shall be submitted to the Adams County Community and Economic Development Department with all applicable land use applications.**