



# Department of Planning and Development

## Floodplain Use Permit Variance Checklist

Applicants must submit the following information with a Floodplain Use Permit Variance application in order for the application to be considered eligible for review pursuant to Section 2-01-03 of the Adams County Zoning and Subdivision Regulations and Development Standards. If you have any questions regarding this application please contact the Department of Planning and Development at (720) 523-6800. A Conceptual Review Meeting with a Planning and Development Department staff member is highly recommended.

**PROJECT/CASE NAME:** \_\_\_\_\_

Item #	Submitted	County Use Only		Description
		Rejected	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Use Permit Variance Checklist (this form)
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Development Application (Submittal Item A)
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee made payable to <b>Adams County</b> (Submittal Item H)
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Review Meeting Summary Letter from Adams County, provided within seven (7) days of Conceptual Review Meeting. If a Conceptual Review Meeting was not attended, the Conceptual Review Meeting Waiver shall be attached (Submittal Item B)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Meeting Summary. This summary shall include an explanation of how any issues identified at the neighborhood meeting have been addressed and names and addresses of all participants/attendees.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Taxes Paid. No application will be processed if any taxes due are not paid.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership in the form of an owner's title policy dated within the last thirty (30) days.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of proof of water and sewer service. If serviced by a public utility, a letter from that agency will

suffice. If service by well and septic, a letter or permit from the Colorado Division of Water Resources (303-866-3581) for the well, and a letter or permit from Tri-County Health Department (303-220-9200) for a septic system are required.

- |     |                          |                          |                          |                                                                                                                                                                                                                                                                           |
|-----|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tri-County Health Department review fee of \$55.00. Make check or money order payable to <b>Tri-County Health Department</b> .                                                                                                                                            |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forty (40) copies of an Improvement Location Certificate (ILC) illustrating existing conditions prepared by a registered land surveyor.                                                                                                                                   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forty (40) copies of a site plan illustrating proposed conditions. The ILC may be used as a base map for illustrating proposed improvements. All proposed improvements should be drawn to scale and use standard drafting techniques. <b>(Must be folded to 8-1/2x11)</b> |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forty (40) copies of the written explanation of the request and a general overview of the project. The explanation shall include written statements regarding each of the criteria for approval outlined in the regulations. (Submittal Item C)                           |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of a detailed engineering analysis including a technical evaluation of the floodplain impacts and satisfaction of the technical criteria for approval (Submittal Item C).                                                                                 |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Applicant feedback survey form (Submittal Item D)                                                                                                                                                                                                                         |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An Electronic Version of the Legal Description (in Word Format) must be emailed to <a href="mailto:pcounter@adcogov.org">pcounter@adcogov.org</a> before application will be accepted.                                                                                    |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recorded copy of the Certification of Notice to Mineral Estate Owners (Submittal Item E)                                                                                                                                                                                  |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recorded copy of the Certification concerning Qualifying Surface Development (Submittal Item F)                                                                                                                                                                           |

18.

Recorded copy of the Certification concerning Qualifying Surface Development (Exhibit G)

**SUBMITTAL ITEM A  
DEVELOPMENT APPLICATION**

**PROJECT/CASE NAME:** \_\_\_\_\_

**APPLICANT**

**Name(s):** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**2nd Phone Number: (Fax, cell, etc. please specify):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**OWNER (If not the applicant)**

**Name(s):** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**2nd Phone Number: (Fax, cell, etc. please specify):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)**

**Name(s):** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**2nd Phone Number: (Fax, cell, etc. please specify):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**ADDITIONAL TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)**

**Name(s):** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**2nd Phone Number: (Fax, cell, etc. please specify):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**DESCRIPTION OF SITE**

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

**City, State, Zip:** \_\_\_\_\_

**Area (in either acres or square feet if less than 1 acre):** \_\_\_\_\_

**Tax Assessor Parcel Number (TAPN):** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

**Existing Land Use:** \_\_\_\_\_

**Proposed Land Use:** \_\_\_\_\_

**Water Service (Public or Private, if public list District):** \_\_\_\_\_

**Sewer Service (Public or Private, if public list District):** \_\_\_\_\_

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 (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name (Signature):** \_\_\_\_\_

**SUBMITTAL ITEM B**  
**CONCEPTUAL REVIEW MEETING WAIVER**

**ASSURANCE OF UNDERSTANDING OF REQUIREMENTS, POLICIES AND  
PROCEDURES OF ADAMS COUNTY**

Adams County strongly encourages a conceptual review meeting with staff prior to submittal of a land use change or subdivision request in order to describe requirements and policies of the County and to allow an opportunity to fully discuss and answer questions regarding an applicant's proposal. It is also encouraged that interested parties such as property owners, lessees or potential lessees attend such a conference. We realize that the best business decisions are those that are based on the most prior knowledge and we desire to minimize uncertainty or misunderstanding that relates to the requirements of the County.

However, should the applicant and other interested parties be unable, or not wish, to participate in the conceptual review meeting process we will consider that it is the responsibility of the applicant to be aware of the policies, procedures, and requirements of the County through other means. We request that you sign this form, acknowledging that you possess the required information and understanding to proceed with the review of your application and that you will inform all interested parties of those requirements.

"I (\_\_\_\_ have attended) (\_\_\_ choose not to attend) a conceptual review meeting with Planning and Development staff. Based on the information provided, or otherwise obtained. I am familiar with and understand all the requirements of the Adams County Zoning and Subdivision Regulations and Engineering Standards as well as the provisions of the Adams County Comprehensive Plan that apply to my application. I have or will advise all affected parties regarding this request, including but not limited to property owners, lessees, and potential lessees of the site, of these requirements."

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Signature of Applicant

## **SUBMITTAL ITEM C EXPLANATION**

Please describe in as much detail as possible what you are requesting. You may refer to the questions below as guidance. The following questions are the approval criteria for your application.

The Floodplain Use Permit Variance meets the criteria for approval as follows (may be typed on a different sheet):

1. Special physical requirements or circumstances exist which are peculiar to the land, the lot or some aspect inherent in the land causes the hardship, and are not applicable to other lands in the same district.
2. The literal interpretation of the provisions of these standards and regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these standards and regulations.
3. Granting of the variance requested will not confer on the applicant any special privilege denied by these standards and regulations for other land in the same zone district.
4. Because of physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of the physical requirements of these standards and regulations.
5. The special circumstances applicable to the property have not been created by voluntary action or negligence by any person presently having an interest in the property.
6. The variance is the minimum necessary, considering the flood hazard, to afford relief.
7. The applicant has shown good and sufficient cause.
8. Granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws, regulations or ordinances.
9. The Board of Adjustment has considered all technical evaluations, all relevant factors, standards specified in other sections of these standards and regulations, and:
  - a. The danger that materials may be swept onto other lands to the injury of others.
  - b. The danger to life and property due to flooding or erosion damage.

- c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
- d. The importance of services provided by the proposed facility to the community.
- e. The necessity of the facility to the water front location, where applicable.
- f. The availability of alternative locations for the proposed use that are not subject to flooding or erosion damage.
- g. The compatibility of the proposed use with the existing and anticipated development.
- h. The relationship of the proposed use to the Comprehensive Plan and floodplain management program of Adams County.
- i. The safety of access to the property in time of flood for ordinary and emergency vehicles.
- j. The expected height, velocity, duration, rate of rise, and sediment transport of the flood water and the effects of wave action as described by a registered professional engineer, if applicable, expected at the site.
- k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, telephone, water systems, streets, and bridges.

## SUBMITTAL ITEM D

<b>PLANNING AND DEVELOPMENT APPLICANT FEEDBACK SURVEY</b>
-----------------------------------------------------------

Please take a few moments and fill out this form on the level of assistance you received.

Your response to this survey will help us to increase the level of assistance we provide to applicants for development.

Our mission is to provide applicants with all the information at our disposal so they can use it to make informed business decisions on development projects as well as assisting them in solving problems in order for them to help the County develop in a positive manner. We realize we will not always completely agree and there will be cases where we fundamentally disagree, however, we would request a report from you.

Please fill in the type of inquiry:

- Telephone Inquiry
- Counter Inquiry
- Land Use Case Applicant
- Other

**1. Do you feel you received all the information we can provide to help you make an informed business decision on your development application?**

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

**2. Was your treatment by the staff courteous and businesslike?**

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

**3. If you needed help coordinating your project with other agencies, did you get it?**

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

**4. If we disagreed with your plans, do you feel:**

a. the reasons(s) were fully explained?

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

b. the reasons(s) were based on County development codes and policies?

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

c. we made suggestions on how to improve the plans or make them consistent with County development regulations and policies?

Strongly Agree      Agree      Neither Agree or Disagree      Disagree      Strongly Disagree

**Please explain if you answered Disagree or Strongly Disagree to any of the above questions?**

**What are we doing right? Do you have any suggestions you can make to help us improve our level of service?**

May the Director contact you to discuss any problems noted?    Yes            No

Contact Name:

Telephone No.:

E-mail Address:

**Submittal Item E**

**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 Planning and Development Department with all applicable land use applications.**

**Submittal Item F**

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: \_\_\_\_\_  
\_\_\_\_\_

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

*Name and Address of Person Preparing Legal Description:*

**A recorded copy of this Certification shall be submitted to the Adams County Planning and Development Department within thirty days after the initial public hearing on all applicable land use applications.**



## Submittal Item H

### Planning and Development Department Fee Schedule

Permit or Application	July 1st 2014	January 1st 2015	Details
Administrative Approvals	\$300	\$500	
Amendment to Hazardous Waste CD-Major	\$1,375	\$2,000	
Amendment to Hazardous Waste CD-Minor	\$650	\$1,000	
Amendment to Solid Waste CD-Major	\$1,375	\$2,000	
Amendment to Solid Waste CD-Minor	\$650	\$1,000	
Appeal from Administrative Decision	\$300	\$500	
Areas and Activity of State Interest	\$5,000		Application fee + full mailing costs (postage rate x # of referral agencies and residents notified)
Biosolids	\$300		
Building Permit- <b>Commercial/Industrial</b>	\$65	\$130	
Building Permit- <b>Residential</b>	\$40		
Certificate of Designation	\$4,000		Application fee for operations of less than 100,000 cubic yards per year: \$4,320 plus \$0.10 per cubic yard per year to a maximum fee of \$8,000. Amendment (major): \$2,000 (minor): \$1,000
Comprehensive Plan Amendment	\$1,500		
Conceptual Review Meeting (No Credit or Refund)	\$300-\$500		\$300 for residential/agricultural uses; \$500 for commercial/industrial uses
Conditional Use Permit	\$1,000		Base application fee \$1,000 plus \$300 per additional request for residential/agricultural uses and \$500 per additional for commercial/industrial. Maximum fee \$2,500.
Conditional Use Permit-Minor Amendment	\$300	\$500	
Conservation Plan Permit	\$150		
Exemption from Subdivision	\$325	\$650	Base application fee \$650 plus additional \$50 per lot in excess of one. Maximum fee \$800.

Floodplain Use Permit Variance	\$300/\$400	\$500/\$700	Application fee \$500 for properties in the A-1, A-2, A-3, RE, R-1-C, or R-2 Zone Districts. Application fee \$700 for properties in any other zone district. If more than one variance application is filed concurrently, the second and subsequent application(s) will be charged a fee of \$100 each. The maximum application fee shall be \$800 for A-1,A-2, A-3, RE, R-1-C, or R-2 Zone Districts and \$1,000 for any other zone district.
Gravel Mining Inspection	\$75	\$150	Billed to the operator and payable within 30 days of inspection.
Landscape/Parking Collateral Review and Processing	\$75	\$150	
Subdivision Improvement Agreement (SIA) Collateral Review and Processing	\$250	\$500	
Land Survey Plat Depositing	\$5/pg	\$10/pg	
Landfill Inspection-CD	\$75	\$150	Billed to the operator and payable within 30 days of inspection.
Landfill Inspection-Inert Fill	\$75	\$150	Billed to the operator and payable within 30 days of inspection.
Landscape Inspection	\$30	\$60	Due prior or the scheduling of the inspection.
Liquor License Review	\$30		
Planned Unit Development-Major Amendment	\$1,350	\$2,200	
Planned Unit Development-Minor Amendment	\$600	\$1,100	
Planned Unit Development Final Development Plan	\$1,150	\$2,200	
Planned Unit Development Overall Development Plan	\$1,350	\$2,200	
Planned Unit Development Preliminary Development	\$1,350	\$2,200	
Plat Correction	\$300/ \$425	\$500/ \$750	Base application fee \$500 for residential/agricultural or \$750 for commercial/industrial. Additional lots in excess of one shall require an additional \$50 per lot for residential/agricultural pr \$100 per lot for commercial/industrial. The maximum fee shall be \$800 for residential/ agricultural and \$1,050 for commercial/industrial.

Plat Vacation	\$800	\$1,500	
Request for Release of Collateral	\$87.50	\$175	
Rezoning	\$1,500		
Roadway Vacation	\$600		
Sign Permit	\$200		
Special Use Permit	\$300/\$400	\$500/\$700	Application fee \$500 for properties in the A-1, A-2, A-3, RE, R-1-C, or R-2 Zone Districts. Application fee \$700 for properties in any other zone district. If more than one variance application is filed concurrently, the second and subsequent application(s) will be charged a fee of \$100 each. The maximum application fee shall be \$800 for A-1,A-2, A-3, RE, R-1-C, or R-2 Zone Districts and \$1,000 for any other zone district.
Subdivision Minor-Final Plat	\$1,400		
Subdivision Major-Final Plat Only	\$800	\$1,500	
Subdivision Major-Preliminary Plat	\$1,300		
Temporary Use Permit	\$1,000		
Text Amendment	\$1,000		
Traffic Impact Fee Analysis	\$300	\$600	
Variance	\$300/ \$400	\$500/ \$700	Application fee \$500 for properties in the A-1, A-2, A-3, RE, R-1-C, or R-2 Zone Districts. Application fee \$700 for properties in any other zone district. If more than one variance application is filed concurrently, the second and subsequent application(s) will be charged a fee of \$100 each. The maximum application fee shall be \$800 for A-1,A-2, A-3, RE, R-1-C, or R-2 Zone Districts and \$1,000 for any other zone district.
Waiver from Subdivision Regulations	\$500		
Zoning Verification Letter	\$75	\$150	

\*Lower Fee indicates Residential or Agricultural Properties