



## SUBDIVISION ENGINEERING REVIEW

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](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. 4)
2. Application Fee (see table below)
3. Construction Plans
4. Sediment and Erosion Control Plans
5. Drainage Report
6. Traffic Impact Study

Application Fees:	Amount:	Due:
Subdivision Engineering Review	< 5 acres-\$1,000 5-25 acres- \$2,500 >25 acres- \$7,500	After complete application received



## **Guide to Development Application Submittal**

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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### **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.

### **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.

### **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 Adams County Development Standards and Regulations 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 Adams County Development Standards and Regulations 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 Adams County Development Standards and Regulations for a plan preparation checklist

**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 and Regulations for requirements.

**Regional Traffic Study:**

- Addresses mobility concerns in the region associated with population growth and increased development that will be generated because of the change in the future land use designation



**Application Type:**

Erosion and Sediment Control	Street Construction Plans
Floodplain Use Permit	Subdivision Engineering Review
On-Site Grading and Drainage	Traffic Impact Study/ Analysis

**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