

# Conceptual Review Process

The Conceptual Review Process was created to provide formal opportunity for applicants to discuss requirements, standards, and procedures, which apply to development proposals. The review by Staff is intended to provide information that will assist an applicant in making key decisions about a development proposal prior to applying for a land use or development. The conceptual review process also assists applicants in gaining in-depth understanding of the County's Development Review Process and Land Use Regulations.

Staff review comments are given to the applicant five days prior to the Conceptual Review Meeting. All meetings will be held virtually, and a link will be provided with the staff review comments. A final summary of the meeting is provided to the applicant one week after the meeting. Typically, Conceptual Review Meeting will be scheduled for Wednesday mornings.

The Conceptual Review Meeting is voluntary for development application. However, staff highly encourages such application as the process serves as a means of identifying potential problems prior to making formal application.

## CONCEPTUAL REVIEW PROCESS TIMELINE

### Step 1 Conceptual Review Submittal

The applicant will upload all items required on the checklist and the applicable fee to the E-Permit Center. The application will be reviewed to ensure a complete submittal. If determined to be complete, the Conceptual Review meeting will be scheduled.

Link to E-Permit Center:  
<https://permits.adcogov.org>

### Step 3 Conceptual Review Meeting

The meeting is typically held 3 weeks after receipt of the application. All meetings are held virtually on Wednesday mornings between 8:30 and 10:45 a.m. Participants will include the Planners, Engineers, Building Plan Reviewers, and Environmental Analysts. During the meeting, the Project Manager will outline the next steps for the proposed development.

### Step 2 Staff Review

A Project Manager will be assigned and the project will be sent out for review by other County Departments and some external referral agencies. The Project Manager will be the applicant's contact throughout the process and will be responsible for coordinating and sending review comments to the applicant. **All comments and virtual link to the meeting will be sent to the applicant five days prior to the Conceptual Review meeting date.**

### Step 4 Conceptual Review Response

Final comments will be sent to the applicant one week after the meeting. This will summarize key issues discussed at the meeting and related to the development application. It will also identify submittal requirements. Further, the response letter will also include a complete listing of the comments received from the referral agencies prior to and at the meeting.



# CONCEPTUAL REVIEW MEETING

Conceptual review is an opportunity for an applicant to discuss requirements, standards, and procedures, which apply to a development proposal. Major problems can be identified and solved during conceptual review before a formal application is submitted. Representatives of the Community and Economic Development Department and other County Departments regularly attend conceptual review meetings.

Please include this page with your submittal. Submittal instructions and more information about checklist items can be found on page 2.

Development Application Form (pg. 3)

Application Fee

Written Explanation

Conceptual Site Plan

Intention of water and sewer

<b>Application Fees</b>	<b>Amount</b>	<b>Due</b>
Conceptual Review Meeting	\$400 (Residential) \$600 (Non-residential)	With application submittal

## Guide to Development Application Submittal

This application shall be submitted and uploaded through the E-Permit Center portal. Once a complete application has been received, fees will be invoiced and payable online at [www.permits.adcogov.org](http://www.permits.adcogov.org).

### Written Explanation

A clear and concise description of the proposal. Please include purpose of project and improvements that will be made to the site.

### Conceptual Site Plan:

These drawings should illustrate your development concept. Although your site plan is conceptual, please remember that the more detail you provide in your application, the greater feedback our staff can provide you in reviewing your request.

- Scaled drawings of the property showing both existing and proposed improvements, including:
  - o Streets, roads, and intersections
  - o Driveways, access points, and parking areas
  - o Existing and proposed structures, wells, and septic systems
  - o Easements, utility lines, and no build or hazardous areas
  - o Scale, north arrow, and date of preparation
- Parking: Please consider the quantity, dimensional standards, and other requirements in Section 4-15 of the Adams County Development Standards and Regulations
- Architectural Elevations are preferred

### Intention of water and sewer:

Describe how you intend to serve the site with all necessary utilities.



## DEVELOPMENT APPLICATION FORM

**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