



# ADMINISTRATIVE REVIEW PERMIT

(FOR SAFE PARKING)

Administrative Review Permit is a type of application that can be reviewed and approved by staff. Specific uses found within Section 3-07-01 require an administrative use permit for the use to be allowed on the property.

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)

Written Explanation

Operations Plan

Site Plan

Parking Plan

Proof of Ownership

Responsible Agents Information

Trash Disposal and Collections Plan

Statement of Taxes Paid

<b>Fees Due When Application is Deemed Complete</b>	
Administrative Review Permit	\$300

# 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, if applicable, timeframe, purpose of project, and improvements that will be made to the site.

## Operations Plan:

- Name and information of the site operator
- Detailed information on the daily operations on the site for the existing use and the safe parking use
- A clear and concise description of the services that will be provided to the individuals who will be utilizing the site and the security measures that will be implemented for the individuals utilizing the site and the surrounding properties.

## Site Plan

- 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, if applicable
  - Easements, utility lines, and no build or hazardous areas
  - Scale, north arrow, and date of preparation
  - Location of all parking stalls
- An Improvement Location Certificate or Survey may be required during the official review

## Parking Plan

- Detailed drawings of the parking areas including:
  - Location and dimension of all safe parking spaces
  - Dimensions of all drive aisles
  - Circulation plan that demonstrates how vehicles move through the site
  - Location of all existing and proposed accesses

## 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.
- If not the property owner, a signed letter stating permission to apply for permit

## Responsible Agents Information

- Name and contact information for the responsible agent and designated on-site person

## Trash Disposal and Collections Plan

- All Safe Parking areas shall provide a trash disposal and collection plan to ensure that trash is being picked up from the site and trash containers are not left outdoors where they can cause issues for wildlife or snow removal operations.

## Statement of Taxes Paid

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office.
- Or [adcotax.com](http://adcotax.com)



## 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