



PLANNED UNIT DEVELOPMENT

(MINOR AMENDMENT)

Minor amendments to any approved Planned Unit Development may be approved by the Director and may be authorized without additional public hearings. Such minor amendments may be authorized by the Director as long as the development application, as amended, continues to comply with the Adams County development standards and regulations, at least to the extent of its original compliance.

Please include this page with your submittal. Submittal instructions are at the top of page 2. More information about checklist items can be found on page 2.

- Development Application form
- Written Narrative
- Site Plan
- Legal Description
- Proof of Ownership
- Proof of Water and Sewer Services
- Statement of Taxes Paid

Application Fees	Amount
PUD Minor Amendment	\$1,100

Guide to Planned Unit Development – Minor Amendment Development Application Submittal

This application shall be submitted electronically to epermitcenter@adcogov.org. If the submittal is too large to email as an attachment, the application may be sent as an unlocked Microsoft 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, although you may provide multiple PDFs to ensure no file exceeds 100 MB. Once a complete application has been received, fees will be invoiced and payable online at www.permits.adcogov.org.

Written Narrative of the Request:

- Complete the attached Written Narrative (pg. 5) for Amendment Request detailing what change you are seeking and why. Please answer these questions on a separate document and attach to your submittal.

Site Plan Showing Proposed Change:

- A detailed drawing of existing and proposed improvements, including:
 - Streets, roads, setbacks, 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.

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.
- Include name and filing of relevant PUD.

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

Proof of Water and Sewer:

- Public utilities - A written statement from the appropriate water & sanitation 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. A written statement from Adams County Health Department indicating the viability of obtaining Onsite Wastewater Treatment Systems.

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



PROJECT NAME:

APPLICANT

Name(s):

Phone #:

Address:

City, State, Zip:

2nd Phone #:

Email:

OWNER

Name(s):

Phone #:

Address:

City, State, Zip:

2nd Phone #:

Email:

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

Name:

Phone #:

Address:

City, State, Zip:

2nd Phone #:

Email:

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

