



COMPREHENSIVE PLAN AMENDMENT

The Comprehensive Plan is adopted by Adams County every 10 years as a long-range guiding document to achieve the community’s vision and goals. One element of this plan is the Future Land Use Map (FLUM), which establishes the framework for how the county can sustain its existing population, infrastructure, and assets while accommodating future growth. The FLUM presents a guiding vision for the county, while the Adams County Development Standards and Regulations determines the regulatory zoning, uses, and development standards.

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

Required Checklist Items

Development Application Form

Written Narrative

Proof of Ownership

Legal Description

Statement of Taxes Paid

Supplemental items may be needed on a case-by-case basis. ***Email documentation will be required if supplemental items are deemed unnecessary.**

- Please contact the Planner of the Day (CEDD-Plan@adcogov.org) to determine whether a Neighborhood Meeting is necessary.

Fees Due When Application is Deemed Complete	
Comprehensive Plan Amendment	\$1,600

Comprehensive Plan Amendment - Guide to Development Application Submittal

All applications 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 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/>.

Written Narrative

- Before writing this narrative, please contact the Planner of the Day (CEDD-Plan@adcogov.org) and ask to speak with a Long-Range Planner regarding your proposal. They will provide further guidance.
- A clear and concise description of the proposal. Please include:
 - Proposed map changes and/or text changes to the Comprehensive Plan
 - Explanation of how the proposal is consistent with the Comprehensive Plan; consistent with the land use, transportation, and open space maps within the Plan; and advances the health, safety, and welfare of citizens and property owners in Adams County.

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.

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.

Statement of Taxes Paid

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office or visit ADCOTAX.COM.

SUPPLEMENTAL:

Neighborhood Meeting Summary

- Please refer to Section 2-01-02 of the Adams County Development Standards and Regulations for the specific requirements regarding time, location, and notice.
- A written summary shall be prepared including the materials submittal presented at the meeting, any issues identified at the meeting, and how those issues have been addressed.



DEVELOPMENT APPLICATION FORM

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