Community & Economic
Development Department
www.adcogov.org

ADAMS COUNTY
COLORADO

4430 South Adams County Parkway
1st Floor, Suite W2000
Brighton, CO 80601-8204
PHONE 720.523.6800
FAX 720.523.6998

DEVELOPMENT AGREEMENT

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/.

1. Development Application Form (pg. 3)

2. Application Fees (see table)

3. Written Explanation of the Agreement and All Public Improvements

4. Copy of Proposed Development Agreement

5. Copy of Construction Documents OR Case Number for Approved Documents

Application Fees	Amount	Due
Development Application	$600	After complete application received

Development Agreement-Guide to Development Application Submittal

The submittal documents for all Land Use/Development Applications are listed below. Detailed explanations of the submittal documents are also provided.

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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3. Written Explanation:
- A clear and concise, yet thorough, description of the proposal. Please include, if applicable, timeframe, purpose of project, and improvements that will be made to the site.

4. Copy of Proposed Development Agreement:
- This agreement addresses the manner, timing, and responsibility of completion of all required public improvements (i.e. curb, gutter, and sidewalk).
- Shall include the Word version of the Development Agreement, all exhibits, and a collateral estimate.

5. Construction Documents:
- 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.

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DEVELOPMENT APPLICATION FORM

Application Type:

☐ Conceptual Review	☐ Preliminary PUD	☐ Temporary Use
☐ Subdivision, Preliminary	☐ Final PUD	☐ Variance
☐ Subdivision, Final	☐ Rezone	☐ Conditional Use
☐ Plat Correction/ Vacation	☐ Special Use	☐ Other: _____

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