



TEMPORARY USE PERMIT

Temporary uses are those uses which are non-permanent (less than ninety (90) days) and often support other land uses authorized or permitted in a zone district, but which, because of their potential impacts, require more discretionary review than those uses which are authorized. In addition to meeting applicable performance standards, temporary uses may require the imposition of conditions to ensure the number of temporary uses and their location, design, and configuration are appropriate at a particular location during the duration of operation or use.

Please include this page with your submittal. Submittal instructions and more information about checklist items can be found on pages 2-3.

Development Application Form

Written Explanation

Site Plan

Proof of Ownership

Statement of Taxes Paid

Trip Generation Letter

Proof of Water, Sewer, Trash Services

Proof of Utilities

Fees Due When Application is Deemed Complete	
Temporary Use Permit	\$600

Temporary Use Permit 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:

- A written explanation of the project including project description, duration of project, hours of operation, and total amount of affected area (in square footage).

Site Plan:

- A detailed drawing of existing and proposed use. Including:
 - Streets, roads, intersections, access points.
 - Driveways, access points, and parking areas
 - Signs, location of proposed use on site, setbacks
 - Existing and proposed structures (if any) wells, and septic systems.
 - Easements, tracts, utility lines, and no build or hazardous areas.
 - Scale, north arrow, and date of preparation.

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.

Statement of Taxes Paid:

- All taxes on the subject property must be paid in full. Please contact the Adams County Treasurer's Office or www.adcotax.com

Supplemental

Trip Generation Letter:

- Shall be determined based upon the methodologies of the most current Institute of Transportation Engineers (ITE) Trip Generation Manual for the weekday AM peak hour and weekday PM peak hour.

Proof of Water, Sewer, and Trash Services:

- A written statement from the appropriate water/sewer district and trash service indicating that they will provide service to the property **OR** a copy of a current bill from the service provider.
- 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 indicating the viability of obtaining Onsite Wastewater Treatment Systems.

Proof of Utilities (Gas, Electric, etc.):

- A written statement from the appropriate utility provider indicating that they will provide service to the property.
- Copy of a current bill from the service provider.



DEVELOPMENT APPLICATION FORM

Application Type: Temporary Use Permit

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