



EXTENSION OF APPROVAL

An Extension of Approval application may be filed to allow for additional time to either obtain a building permit or establish an approved use or activity granted by the Board of Adjustment or Board of County Commissioners respectively. To be eligible for an extension, the applicant shall file an application for extension with the Director of Community and Economic Development at least thirty (30) days prior to the end of the reversion period. A progress report and a revised schedule shall be submitted with a request for extension. An extension may be granted only if the relevant hearing body finds that:

1. *The applicant has maintained a continuous good faith effort in commencing the activity including, but not limited to, preparing financing, securing state or federal permits, undertaking engineering and design, etc.; and*
2. *Conditions near the site, these standards and regulations, and the Adams County Comprehensive Plan have not changed in a way to render the original findings erroneous.*

For Variance and Special Use Permit extension requests, the Board of Adjustment determines whether the request is granted. For Conditional Use Permit extension requests, the Planning Commission, not the Board of County Commissioners, determines whether the request is granted.

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 Explanation

Site Analysis

Extension of Approval - Guide to Development Application Submittal

All applications shall be submitted via email 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 Explanation

- Reference to specific case number and case name.
- A clear and concise description of why the extension should be granted. Please include a description and timeline of the efforts in commencing the permit activity, time frame, purpose of project, proposed improvements, and all other relevant details.
- Detail why the current expiration deadline will not allow permit completion.
- A proposed timeline for permit completion must be presented with rationale why this proposed timeline will allow for commencement of the activity.
- If there are any conditions or preceding conditions accompanying the approval, state the progress of or plan for each.

Site Analysis

- A detailed drawing of existing and proposed improvements and what the original approval would allow, including:
 - Streets, roads, 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.
 - Parking: must meet the quantity, dimensional standards and other requirements outlined in Section 4-15.
 - Visualization of any progress of any conditions, if applicable.



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: