ADMINISTRATIVE RELIEF
(FOR LANDSCAPING)

Community & Economic Development Department
Planning & Development
4430 S. Adams County Pkwy., 1st Floor, Suite W2000B
Brighton, CO 80601-8218
Phone: 720.523.6800
Website: adcogov.org

Administrative Relief for Landscaping is a type of application that can add flexibility in the application of the landscaping regulations in Section 4-19 of the Adams County Development Standards. The relief is intended to serve as an option when a standard is inapplicable or inappropriate to a specific use or design proposal. The granting of administrative relief does not always mean that a requirement is reduced without mitigation (architectural elements within a parking lot that screen parking to provide shade, sidewalk/tree lawn area, gathering space or plaza, or natural areas, concentrated/denser plant material within a reduced buffer yard width, or demonstrations of concepts that are equal to or superior in fulfilling the purpose of the landscaping requirements).

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

Development Application Form (pg. 3)

Administrative Relief Form (pg.5)

Proposed Landscape Plan

Proof of Water and Sewer Services

Please identify the associated Building Permit Number _____

Application Fees	Amount	Due
Administrative Relief	$500	Required after a complete application received

Guide to 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. Once a complete application has been received, fees will be invoiced and payable online at www.permits.adcogov.org.

Administrative Relief Form:
- Complete the attached form on Page 5 of this checklist

Landscape Plan:
- Shall include the following:
    - Drawn to scale;
    - North arrow;
    - Identify the subject and adjacent properties;
    - Current land use of subject and adjacent properties;
    - Existing plant material on site;
    - Identification of plant material being removed;
    - Existing and proposed structures, overhangs, and paving;
    - Planting details specifying mulching materials;
    - Details of fences, berms, and walls;
    - Detail the proposed irrigation system or method of irrigation;
    - Number and location of plants of each species;
    - Plant name (common name, botanical name, and variety name);
    - Size and condition of plants – size can be expressed in terms of size of container, height of plant, or caliper of tree; condition to be expressed in terms of size of container, ball, and burlap, and/or bare root plant division (list shall be divided according to trees, shrubs and ground covers, and turf types);
    - Cost estimate including materials and cost of installation when installation of landscaping is deferred.

- An Improvement Location Certificate or Improvement Location Survey *may be required* during the official review.

Proof of Water and Sewer:
- A written statement from the appropriate water and/or sanitation district 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 the Adams County Health Department indicating the viability of obtaining Onsite Wastewater Treatment Systems.

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

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:
Owner's Printed Name

Date:

Name:
Owner's Signature

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ADMINISTRATIVE RELIEF FOR LANDSCAPING

Please describe how the request for Administrative Relief from certain landscaping requirements meets the criteria below. Please note that the granting of administrative relief does not always mean a requirement is reduced without compensation. For example, the granting of a reduced bufferyard depth should be compensated by the planting of additional trees, shrubs, or other plants.

1. The strict application of the landscaping regulations is unreasonable given the development proposal or physical conditions on the property which do not generally exist on nearby properties, and such conditions will not allow a reasonable use of the property without relief from certain landscaping requirements.

2. The intent of the landscaping section and the specific regulation(s) in question is preserved.

3. The granting of the administrative relief will not result in an adverse impact upon surrounding properties.

Accela Case Type: VSP – Landscaping, Admin