

Title: Regulatory Policy Site Approvals	Policy No. Part 7, Planning and Land Use Chapter 2, Regulations Section 6
	Effective Date March 22, 2011
Policy Custodian Planning and Zoning Division	Adoption/Revision Date March 22, 2011

Adopting Resolution(s): CC11-112

References (Statutes/Resos/Policies): 30-28-110 CRS; Jefferson County Zoning Resolution; CC06-308, CC06-542

Purpose: To provide a site approval process to review the location and extent of a proposal(s) from a Special District in accordance with Section 30-28-110(1), C.R.S. or as amended.

Policy: Site Approvals

- A. The Planning Commission shall act upon the Site Approval application within 30 days unless the governing body of the applicant has granted an extension.
- B. To allow relief from regulations that are not required by state or federal law, the Director of Planning and Zoning may waive any Submittal Requirement or Review Process requirement listed in this Policy which are not specifically required by Section 30-28-110(1)(a), C.R.S. Waivers should be granted when the Submittal Requirement or Review Process would not materially aid in reviewing the location and extent of the proposal(s).
- C. Submittal Requirements:
 1. The Case Manager will identify number of copies necessary for application submittal. All submittal requirements must be collated/packaged by the applicant.
 2. Application: A fully completed and executed application form provided by the Planning and Zoning Division.
 3. Cover Letter: The cover letter shall include the name, address and phone number of both the applicant and any appointed representative and a brief written synopsis of the proposed building, facility or use.
 4. Vicinity Map: The vicinity map showing the location of the property involved in the request.
 5. Legal Description: The legal description of the entire property designated as a lot, block or tract on a recorded plat or aliquot description or a metes and bounds description along with copies of all documents called for or made reference to in the legal description. If there is an existing hazard overlay district on the property, a legal description or a graphic describing the location of such hazard overlay district shall be provided. The legal description written on the application form shall match the written legal description on the deed or title commitment, or the land survey plat if one is required.

6. Site Plan: The site plan drawn to scale in 24" X 36" size format shall include the following information:
 - a. Scale.
 - b. North Arrow.
 - c. Date Prepared.
 - d. Streets: The proposed and existing exterior street/road pavement widths and the right-of-way width, if available.
 - e. Driveways and Intersections: Driveways and intersections adjoining or across the street/road from the subject property.
 - f. Access Points: Location and grade of existing and proposed access points.
 - g. Buildings, Facilities, Uses and Impervious Surfaces: Location and size of proposed buildings, facilities, uses, and impervious surfaces.
 - h. Dimensions: Lot dimensions, area and entire site acreage.
 - i. Floodplain: Location of the floodplain.
 - j. Parking, Fences, Pedestrian Circulation, Landscaping: Location and area of coverage of parking, fences, pedestrian circulation and landscaping.
7. Written Restrictions: The written restrictions shall describe the extent of the building, facility, use, and/or impervious surface including the permitted and accessory uses, size and number of buildings, facilities, and paved areas as well as specific standards on items such as signs, fences, lighting, parking, buildings, lots, architecture, open space and landscaping.
8. Proof of Access: If the property does not adjoin a county, state, or city maintained or dedicated street/road right-of-way, a recorded access easement indicating that an access easement exists over abutting private property to connect the subject property to a county, state, or city dedicated or maintained or and evidence that access is in compliance with the Access Standards of the Zoning Resolution.
9. Traffic Study: A traffic study for developments that will generate more than one thousand (1,000) trips per day, unless an approved traffic study that is sufficient is already on file with the Planning and Zoning Division.
10. Soils and Geology Report: If the subject property is located within the Designated Dipping Bedrock Area Overlay Zone District and an occupied structure is proposed then a grading and erosion control plan, soils report and geotechnical report will also be required.
11. Drainage Study: A Phase I Drainage Report, prepared in accordance with the Jefferson County Storm Drainage Design and Technical Manual, must be submitted if the subject property is tranversed by a major drainageway that is to be modified in anyway.
12. Additional Documentation: The Case Manager may require the applicant to submit additional documents in response to the unique location, unique circumstances, substantial revision since the initial submittal, and/or an agency's questions/concerns about the application.

D. Review Process

1. Application Submittal: The applicant shall submit all Submittal Documents as identified above. The applicant must set an appointment with the Case Manager. The Case Manager will review the submittal package for completeness at this meeting.
2. Application Acceptance: A submittal package that is not complete in terms of the type and quantity of documents required or adequacy of the graphic provided will not be accepted unless the applicant applies for a waiver and the waiver is granted. At the time of application acceptance, the Case Manager must schedule a hearing date no more than 30 days out from the date of Application Acceptance.
3. Application Referral: The Case Manager shall have 3 calendar days to refer the application to County divisions/departments and other agencies.
4. County and Referral Agency Response: The referral agencies and the Case Manager shall have 7 calendar days to respond in writing to the application.
5. Forwarding of Referral Comments: The Case Manager shall have 2 calendar days to provide the applicant the full staff response inclusive of other referral responses.
6. Applicants Response to Comments: The applicant shall have 3 calendar days to address, in writing, any issues identified or any referral agency and resubmit revised documents.
7. Public Hearing Scheduled: Planning Commission Public Hearing: Site Approval applications must be heard by the Planning Commission within 30 days of Application Acceptance.
8. Planning Commission Public Hearing: The Planning Commission shall review the Site Approval at a public hearing and recommend approval, conditional approval, or denial of the request.