

Applicant Requirements

The numbers listed below each specific type of request correspond to the numbered submittal requirements at the right.
Additional documentation may be required, as determined by staff on a case-by-case basis.

Request \$ <input style="width: 50px;" type="text"/> <small>(Additional notification fees will apply)</small>
<p style="text-align: center;">Variance</p> <p><input type="checkbox"/> Lot size 1, 2, 3 or 4, 5, 6, 7, 8, 12, 16</p> <p><input type="checkbox"/> Setback(s) 1, 2, 3 or 4, 7, 8, 12, 16</p> <p><input type="checkbox"/> Parking 1, 2, 3 or 4, 6, 7, 8, 12, 16</p> <p><input type="checkbox"/> Height 1, 2, 3 or 4, 6, 7, 8, 12, 16</p> <p><input type="checkbox"/> Floodplain regulations (to be determined)</p> <p><input type="checkbox"/> Access Standards 1, 2, 3 or 4, 7, 8, 12, 16, 17</p> <p><input type="checkbox"/> Grading Regulations (to be determined)</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;">Special Exception</p> <p><input type="checkbox"/> Home Occupation* 1, 3 or 4, 6, 7, 8, 11, 12</p> <p><input type="checkbox"/> Temporary Building/Use** 1, 2, 3 or 4, 6, 7, 8, 10, 12</p> <p><input type="checkbox"/> Security Trailer* 1, 2, 3 or 4, 7, 8, 10, 12, 15, 16</p> <p><input type="checkbox"/> Mobile Home While Building ** 1, 2, 3 or 4, 7, 8, 9, 10, 12, 16</p> <p style="text-align: center;">Appeal</p> <p><input type="checkbox"/> Zoning Administrator 1, 7, 8, 12, 13, 14</p> <p><input type="checkbox"/> Other _____</p>

Submittal Requirements
<p><input type="checkbox"/> 1. Copy of current, recorded warranty deed</p> <p><input type="checkbox"/> 2. Copy of pre-1972 deed, if parcel is metes and bounds or portions of platted lots</p> <p><input type="checkbox"/> 3. Survey or detailed site plan drawn to scale depicting request</p> <p><input type="checkbox"/> 4. Improvement survey if request is for legalization</p> <p><input type="checkbox"/> 5. Floor plan</p> <p><input type="checkbox"/> 6. Parking plan (can be combined with #3 above)</p> <p><input type="checkbox"/> 7. Directional map to property</p> <p><input type="checkbox"/> 8. Assessor's print-out of adjacent property owners name and address <i>(Assessor's Office - 2nd floor)</i></p> <p><input type="checkbox"/> 9. Proof of financing</p> <p><input type="checkbox"/> 10. Evidence of water/sewer availability</p> <p><input type="checkbox"/> 11. Photographs of dwelling (interior)</p> <p><input type="checkbox"/> 12. Letter of authorization if authorizing someone to appear on owner's behalf</p> <p><input type="checkbox"/> 13. Letter of appeal</p> <p><input type="checkbox"/> 14. Support documentation (with #13 above)</p> <p><input type="checkbox"/> 15. Written statement regarding the need for security</p> <p><input type="checkbox"/> 16. Written statement of hardship</p> <p><input type="checkbox"/> 17. Submittal requirements per Section 4 of the Jefferson County Zoning Resolution</p> <p><input type="checkbox"/> 18. Other _____</p> <p style="font-size: small;">* Renewal fees are on-line at our web site or call 303-271-8700. ** Maximum 4 renewals: Renewal fees are on-line at our web site or call 303-271-8700. Make checks payable to Jefferson County Treasurer.</p>

Staff Use Only

Zoning of Site <input style="width: 100%;" type="text"/>	Map # <input style="width: 100%;" type="text"/>	Receipt # <input style="width: 100%;" type="text"/>
Date <input style="width: 100%;" type="text"/>	Reviewed by <input style="width: 100%;" type="text"/>	Floodplain clear <input type="checkbox"/> Yes <input type="checkbox"/> No
Lot size <small>Required</small> <input style="width: 100%;" type="text"/>	<small>Shown</small> <input style="width: 100%;" type="text"/>	Map # <input style="width: 100%;" type="text"/>
Legal Access via <input style="width: 100%;" type="text"/>		
Plat/ODP <input style="width: 100%;" type="text"/>	Renewal of Case # <input style="width: 100%;" type="text"/>	ZV Case # <input style="width: 100%;" type="text"/>
Comments <div style="border: 1px solid black; height: 400px; margin-top: 5px;"></div>		