



Application Review Process Guides

JEFFERSON COUNTY, COLORADO PLANNING & ZONING DIVISION
 100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550
 ☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

NOTIFICATION OF APPLICATION SUBMITTAL

PRELIMINARY PLAT, EXEMPTION FROM PLATTING,
 PRELIMINARY AND FINAL PLAT REQUESTS

You have submitted a proposal for a Preliminary Plat, Final Plat, Exemption From Platting, or Preliminary and Final Plat, in unincorporated Jefferson County. Community Notification is required prior to or at the time of Application Acceptance.

Step 1

LOCATION OF SUBJECT PROPERTY

The following Table shows the notification radius of the Mountain and Plains Areas.

** In certain instances where the subject property is located in an area of unusually high density development, greater than 50 individual property owners within 1,320 feet (1/4 mile), then the area of notification shall be decreased to 500 feet from the subject property.*

	Mountain Area	Plains Area
Registered Associations	Two (2) miles	One (1) mile
Individual Property Owners	1,320 feet (1/4 mile)*	500 feet

Step 2

NOTIFICATION PROCESS

Mailed Notification

A notification form will be provided by the Jefferson County Planning and Zoning Division. The applicant is responsible for completing one form for each identified property owner and registered association.

The Case Manager will provide the applicant with a list of all registered associations that must be notified. The Case Manager may also help identify the individual property owners that must be notified.

Individual Property Owners must receive:

- A completed notification form, and
- A vicinity map showing the location of the subject property.

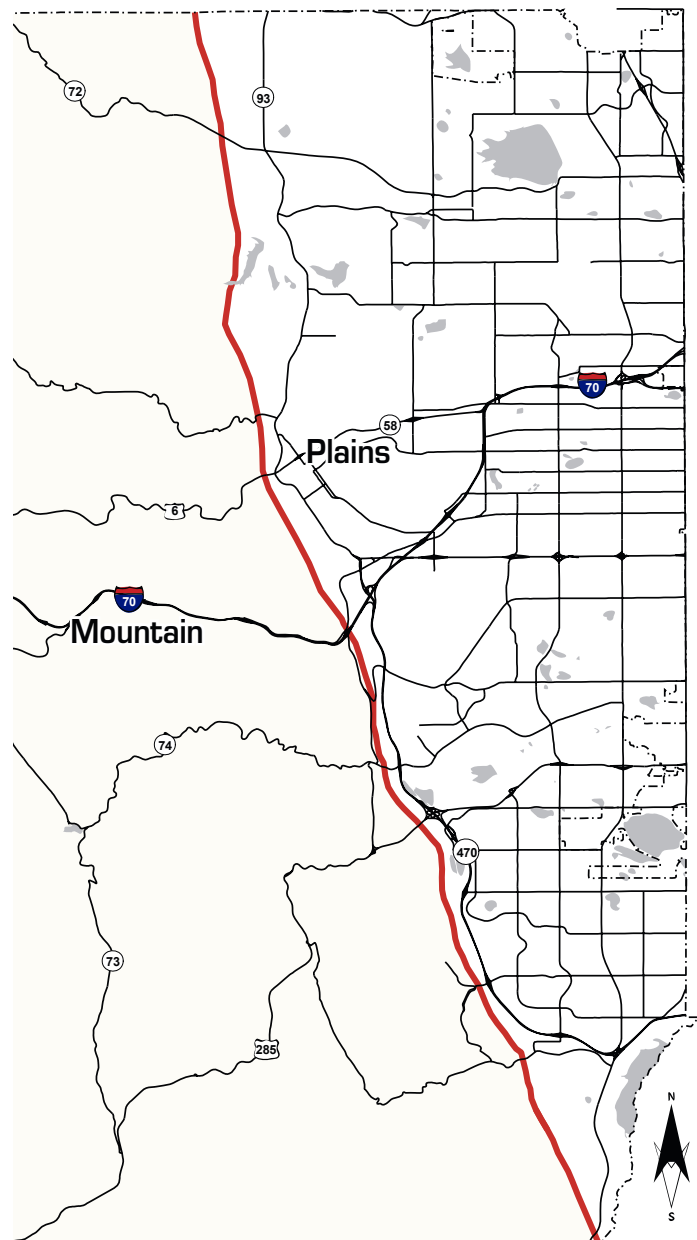
The applicant must provide the pre-addressed envelopes with sufficient postage for each identified individual property owner. The Planning and Zoning Division's return address must be used on the envelope.

Registered Association must receive:

- The Preliminary Plat, Final Plat, Exemption from Platting, or Preliminary and Final Plat, graphic copies.

The applicant must provide the Case Manager a corresponding number of copies at the time of Application Submittal. To minimize costs, the applicant may reduced the paper size to 11" x 17".

Should the applicant feel that Community Notification is not necessary for their proposal, they must submit a written waiver request to the Planning and Zoning Director. The request to waive the Community Notification requirement must include the reason(s) why relief from this requirement should be granted. Waiver requests may be approved at the discretion of the Planning and Zoning Director prior to Application Acceptance.



Mountain Area: That area of Jefferson County lying west of where the mountains begin. Said beginning is specifically identified by the most easterly 30 percent slope differential, except for North and South Table Mountains and Green Mountain.

Plains Area: That area of Jefferson County lying east of where the mountains begin. Said beginning specifically identified by the most easterly 30 percent slope differential. Also, included in the Plains Area are the North and South Table Mountains and Green Mountain.



Jefferson County, Colorado
Planning & Zoning Division

NOTIFICATION

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Development Permit Application Submittal

- PRELIMINARY PLAT FINAL PLAT
- EXEMPTION FROM PLATTING
- PRELIMINARY AND FINAL PLAT

DEAR PROPERTY OWNER:

Please be informed that an application, as described below has been submitted to Jefferson County for review. This notice is being sent to surrounding property owners in order to allow public participation in the review process. As your comments are valuable to us, we hope that you will contact us should you have questions.

The Application Review, process is technical. The applicant must demonstrate that their proposal meets the minimum requirements of the **existing**, underlying zone district, as well

as, the standards of the Jefferson County Land Development Regulation, Jefferson County Storm Drainage Design and Technical Criteria, The Roadway Design and Construction Manual, Jefferson County Zoning Resolution and The Urban Drainage Criteria Manual.

Comments regarding this proposal should focus on technical aspects. Allowed land uses for the subject property have already been established by the existing zoning, so comments in this regard are not applicable to this process.

For further information please contact (applicant/owner)

<i>Name</i>	<i>Phone</i>	<i>Email</i>
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Project Name	Case Number
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Project Address			
<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>

Jefferson County Case Manager		
<i>Name</i>	<i>Phone</i>	<i>Email</i>

Project Description

This proposal will ultimately be considered at a public hearing. The Planning Commission is authorized to approve or deny Preliminary Plats. Final Plats and Exemptions From Platting are heard solely by the Board of County Commissioners. Preliminary and Final Plats are heard by both, the Planning Commission and the Board of County Commissioners.

The subject property will be posted with a sign(s) prior to the hearing.

The case file for this proposal is available for review between 7:30 am and 5:30 pm at the Planning and Zoning Division, 100 Jefferson County Pwky, Ste 3550 in Golden. The subject property will be posted with a sign or signs indicating the date, time and location should a formal hearing date be established.

Applicant/Representative