



Application Review Process
GUIDES

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Application Review Processes Overview

This guide provides a brief description and flow chart of the major land use processes. This guide should be used in conjunction with more detailed guides for each process and with the Zoning Resolution, and the Land Development Regulation.

General Overview

Before developing land in Jefferson County, the landowner should contact the Planning and Zoning Division. This division will provide advice about the processes that you need to follow, before you are legally allowed to develop. In some cases you may begin your process with a Pre-Application Review meeting, then seek a rezoning and then plat your property. In other instances, you may only be required to use the permit review and building plan review processes.

Process Time Frames

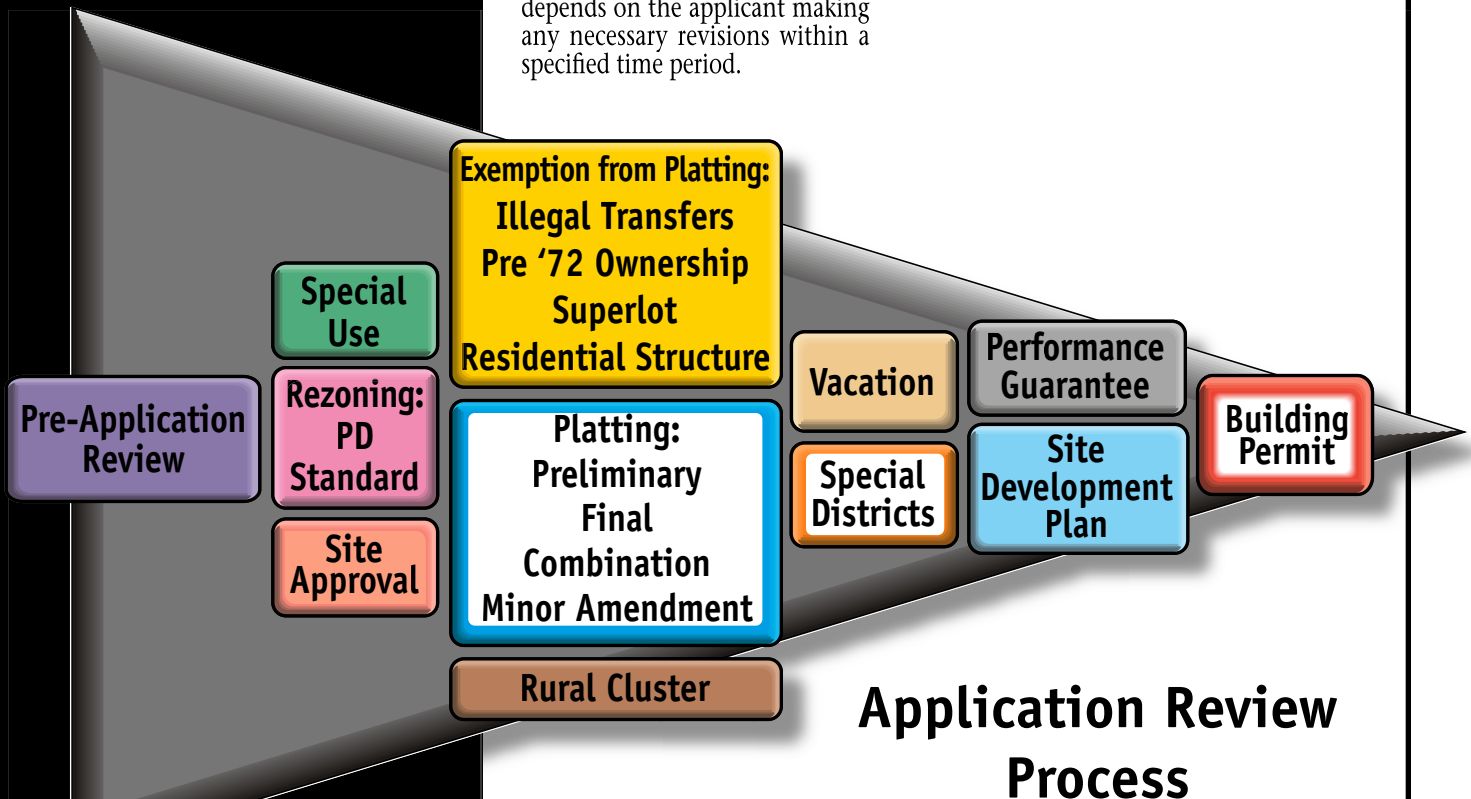
Many of the processes in Jefferson County have set time frames for review. Meeting the set time frames depends on the applicant making any necessary revisions within a specified time period.

Case Manager Assignment

When an application is received, you will be assigned a case manager engineer and/or case manager planner depending on the process. The case manager will be your primary contact for questions about your case. The case manager will handle all details of review, referral coordination, scheduling of public hearings, and preparation of staff reports. The applicant presents their case to the Planning Commission and Board of County Commissioners.

Document Submittal Requirements

Each process has its own unique set of document submittal requirements. For an overview of document submittal requirements, please refer to the particular process guide, i.e. rezoning guide. For detailed submittal requirements, please consult with your case manager.



Pre-application Review

This process gives the landowner or developer the opportunity to discuss a proposal with staff before submitting a formal application. In this process, staff reviews the proposal for compliance with the community plan and outlines the submittal requirements for a formal application. Staff will also advise the applicant of development requirements, such as road improvements, land dedication or parking and landscaping minimums, so that the applicant can make an informed decision on continuing with the application.

Special Use

The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. The zone district may also establish uses that must be approved as a Special Use. Special Uses are permitted upon review by the Planning Commission and approval by the Board of County Commissioners (BCC).

Rezoning to a Planned Development Zone District

This process changes a property's zoning to a planned development zone district. Planned Development (PD) zoning may allow uses and standards not provided for or inadequately addressed by the standard zone districts. In this process, staff reviews the proposal for compliance with the community plan and for compliance with the Zoning Resolution and regulations/ requirements of other departments and agencies. Changes to zoning must be reviewed by the Planning Commission and approved by the Board of County Commissioners

Rezoning to a Standard Zone District

This process changes a property's zoning to a standard zone district in the Zoning Resolution. The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. In this process, staff reviews the proposal for compliance with the community plan and for compliance with the regulations/requirements of other departments and agencies. Changes to zoning must be reviewed by the Planning Commission and approved by the Board of County Commissioners.

Site Approval Process

Only public or semi-public agencies or utility entities are eligible for the site approval process. These entities must use this process when they wish to construct a public facility that does not comply with the underlying zone district. The Planning Commission approves Site Approvals.

Platting

In 1972, State Statute made it illegal to transfer land that is less than 35 acres from one party to another without going through the local jurisdiction's subdivision process. The platting process divides a tract of land into defined lots. The Land Development Regulation establishes the platting, or subdivision, regulations and requirements. In the platting process, staff reviews the proposal for compliance with the Land Development Regulations and the regulations/requirements of other departments and agencies.

The Subdivision Platting Process requires the submittal and approval of a Preliminary Plat, and the submittal and approval of a Final Plat. The Preliminary Plat is acted on by the Planning Commission, while the final plat is approved by the Board of County Commissioners.

A Combination Plat is a process that combines the preliminary and final plat processes in situations where a tract of land is divided into no more than 9 single family detached or 12 single family attached lots. The Minor Amendment process is an administrative process that allows for alteration of lot lines in certain cases that meet specific requirements.

Exemption from Platting

In 1972, State Statute made it illegal to transfer land that is less than 35 acres from one party to another without going through the local jurisdiction's subdivision process. The Exemption from Platting process is a simpler and more expedited subdivision process. This process may be used to make the transfer of land "legal" in certain cases that meet specific requirements.

Rural Cluster

The Rural Cluster Process was created in response to State legislation. It allows the clustering of residential dwellings to maintain rural character, preserve common open areas, reduce the extension of roads and utilities, and provide landowners with the opportunity to implement smart growth techniques in the rural areas of the county. Rural Clusters are permitted upon review by the Planning Commission and approval by the Board of County Commissioners (BCC).

Vacation of Right-of-Way

This process divests the county's right, title, or interest in a piece of land in accordance with State Statute. In this process, staff determines if the property will be needed by the county for future access. If the land will not be required for county use, the vacation process transfers the land to private ownership. The Board of County Commissioners approves vacations.

Special Districts

One mechanism for providing public improvements and services for a new development is the creation of a Special District. A Special District, among other issues, determines the mill levies that will be assessed on the developing property. The Board of County Commissioners, in accordance with State Statute, approves all Special Districts.

Performance Guarantees

Agreements are required to ensure that public improvements be completed by the developer prior to building permit issuance, or that a collateral performance guarantee (cash or letter of credit) is provided to the county before issuance of grading and building permits.

Site Development Plan Process

This process is an administrative process established to provide an objective evaluation procedure that ensures compliance with plat and exemption from platting restrictions, zoning conditions and regulations contained in the Land Development Regulation and Zoning Resolution. In this process, staff considers a wide range of specific site issues related to the particular development proposed including but not limited to landscaping, parking, signage, architecture, and lighting.

Permits

Prior to issuance of building permits, the Planning and Zoning Division reviews development requests. Staff will review the existing zoning, rezoning approval, plat, plat notes, exemption from platting and other documentation (including criteria in the Zoning Resolution) to be sure that the request is in compliance with the regulations.