



Application Review Process  
**GUIDES**

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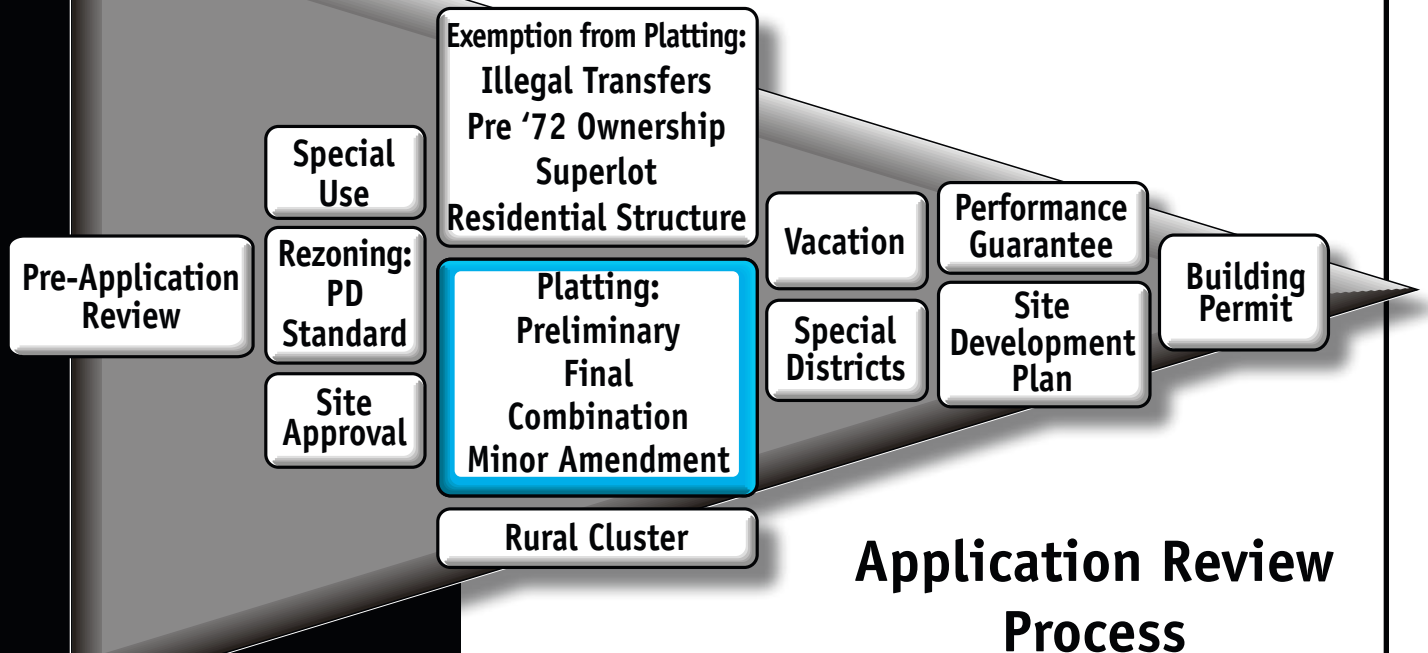
# Preliminary Plat

*This guide describes the **Preliminary Plat** Process. Users should utilize this guide in conjunction with the Land Development Regulation.*

State Statute requires that the Board of County Commissioner's approve any subdivision of land that creates a new parcel or increases or decreases the size of an existing parcel of land. Specifically, Senate Bill 35 requires that any parcel of land less than 35 acres that was created after May 1972 must have been approved by the Board of County Commissioners to be considered "valid" and legal.

Jefferson County's platting process is typically a two part process: The Preliminary Plat and the Final Plat. The Preliminary Plat is acted on by the Planning Commission. The Final Plat is acted on by the Board of County Commissioners. Often, the Preliminary Plat process is approved by the Planning Commission before an applicant begins the Final Plat process. However, the two plats can be processed concurrently, with the applicant's understanding that the Final Plat is based on the Preliminary Plat which can be approved with conditions by the Planning Commission.

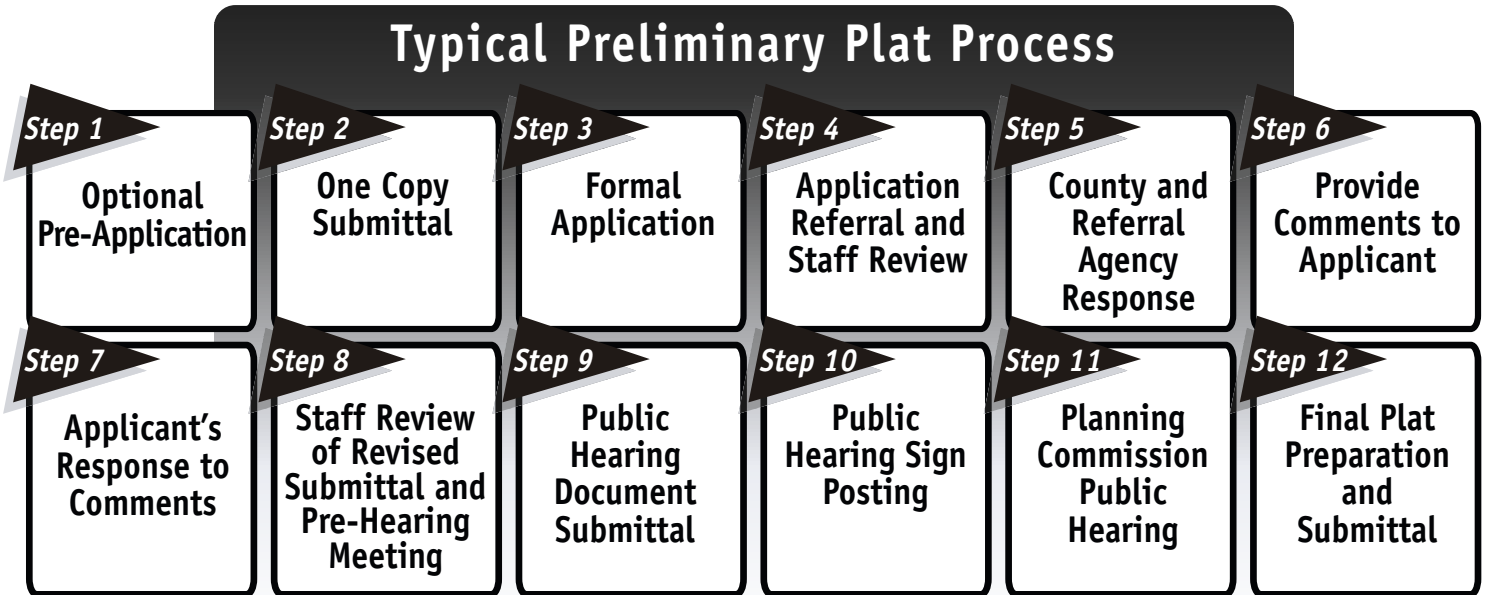
**Combination Preliminary and Final Plat Process:** you may qualify for the "Combo Plat" if the subdivision is for 9 or fewer single-family detached lots or 12 or fewer single-family attached lots. To see if you qualify for the Combo Process, contact the Planning and Zoning Division for more information.



# The Process

The Preliminary Plat Process is a 12-step process which concludes with a decision by the Planning Commission.

Please note that actual review times may vary based upon the specifics of the application and upon the responsiveness of the applicant in providing information and corrections. If you have any questions regarding the Preliminary Plat process, please contact the Jefferson County Planning and Zoning Division at 303-271-8700.



**Step 1 Optional Pre-Application Review**

Prior to the submittal of a formal application to the Planning and Zoning Division, applicants are encouraged to complete an optional Pre-Application Review process. This process was developed to improve communication between applicants and county staff. The intended result is a more efficient application review process.

**Step 2 One Copy Submittal**

Applicants must arrange a meeting with the Case Manager to submit one copy of each required item. The Case Manager will conduct a cursory review of the information to be sure that it is complete and sufficient for formal review. Based on the Case Manager's response, the applicant will then submit a formal application.

**Step 3 Formal Application**

The applicant must submit the completed application form, community notification packets, fees and support documents as specified in the Land Development Regulation in the manner and quantity identified by their Case Manager. The applicant must set up an appointment with the Case Manager to review the application submittal. The Case Manager will review the submittal package for completeness at this meeting with the applicant. A submittal package that is not complete in terms of type and quantity of documents required or adequacy of the graphic provided will not be accepted for review.

A complete description of the materials required for submittal with the Preliminary Plat application is provided in the next section of this guide.

**Step 4 Application Referral and Staff Review**

The Case Manager will refer the application, referral fees and support documents to the identified county divisions and other agencies. Agencies involved in the review process evaluate the Preliminary Plat for impacts in a variety of areas such as traffic, water and sewer, fire, and wildlife.

**Community Notification**

The applicant is required to notify individual property owners and registered associations at the time of Application Submittal. A second notification may be required if more than one year passes between application submittal and the Planning Commission public hearing.

The applicant must provide a stamped envelopes and completed notification forms for all property owners and registered associations in accordance with the notification radius. The Case Manager will assist the applicant in identifying property owners and registered associations.

**Step 5** **County and Referral Agency Response**

The referral agencies will respond in writing to the applicant's submittal. The Case Manager will collect and coordinate all referral comments.

**Step 6** **Provide Comments to Applicant**

A full staff response inclusive of other divisions and agency responses will be provided to the applicant. A meeting between staff and the applicant may be held to review the referral responses. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The case manager should be included in any meetings or correspondence with referral agencies.

**Step 7** **Applicant's Response to Comments**

The applicant shall address, in writing, all issues and deficiencies identified in writing by the Case Manager, any other county divisions, and any referral agency. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit appropriate documents for a second review by the Case Manager, other county divisions, and any applicable outside agencies as quickly as possible.

If there is no written response to staff comments within 60 calendar days after referral comments are provided to the applicant, the application will be considered withdrawn. The applicant will then have to file a new application with the required fee and all required documents. The Planning and Zoning Director may extend this 60-day maximum response deadline for additional 60-day periods if, in his or her opinion, the delay in response is out of the control of the applicant.

**Step 8** **Staff Review of Revised Submittal and Pre-Hearing Meeting**

Depending on the extent and substance of the required revisions, subsequent referrals may be necessary. The Case Manager will determine the need for additional referrals.

At the time of resubmittal of the revised information, and only at the request of the applicant, Planning and Zoning Division staff will set a Pre-Hearing Meeting. The Pre-Hearing Meeting is an opportunity for the applicant to receive additional input and explore alternatives with the Case Manager. This input may include stating the position of staff in regard to the proposal and/or a discussion of steps involved in completing the proposal.

Additional fees will be charged for resubmittals that do not address previously redmarked plans, comments and recommendations. Additional fees will also be charged for resubmittals that evidence new changes that are not in response to staff or referral agency redmarks, comments and recommendations.

If there is no response by the applicant within 60 calendar days of the Pre-Hearing Meeting or the date that the applicant was given staff comments, the application will be considered withdrawn.

**Step 9** **Public Hearing Document Submittal**

To proceed to public hearing, the applicant must advise the Case Manager in writing that no further revisions will be made. Following the submittal of all required public hearing documents, staff will schedule the Planning Commission public hearing.

The Planning Commission public hearing date will be scheduled for the first available hearing date after 21 calendar days from submittal of the public hearing documents.

**Step 10** **Public Hearing Sign Posting**

The applicant will be responsible for posting a sign(s) on the subject property which serves as public notice that the application will be heard by the Planning Commission. Sign(s) will be given to the applicant at least 15 calendar days prior to the scheduled hearings. It is the applicant's responsibility to post the sign(s) on the property a minimum of 14 calendar days prior to the Planning Commission hearing. One sign must be posted on each boundary of the property for each 500 feet of frontage on either a public or a private street up to a maximum of 6 signs. If the property does not have any street frontage at the time of posting, then a minimum of one sign must be posted on the property at the location most visible to the general public. Staff may require the posting of off-site signs, in the number deemed appropriate, if in the opinion of staff, signs on the property would not be readily seen by the general public.

At the Planning Commission public hearing, the applicant will provide a sworn certification that such notice was posted upon the subject property in accordance with the requirements of the Land Development Regulation. The property must remain posted for the 14 calendar days prior to the hearing.

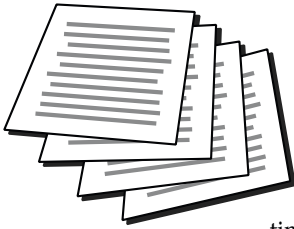
**Step 11** **Planning Commission Public Hearing**

The Planning Commission shall review the request, staff report, other evidence, and public testimony at the public hearing. Upon conclusion of the presentation of testimony, evidence and arguments, the Commission may render a decision which approves, approves with conditions, continues for more information, or denies the Preliminary Plat.

**Step 12** **Final Plat Preparation and Submittal:**

Within 24 months of approval of the Preliminary Plat, the Final Plat, in accordance with the approved Preliminary Plat, must be submitted. If the Preliminary Plat was approved with conditions, the Final Plat and support documents must comply with those conditions.

If the Final Plat is not submitted within 24 months, then the approval of the Preliminary Plat will be deemed rescinded.



# Submittal Requirements

The items indicated below must be submitted to the Case Manager in order to process your request. These items are addressed in Part I, Section 4 of the Land Development Regulation and are available on the website at <http://planning.co.us> under "Regulations."

Initially, one copy of each document must be submitted by the applicant for review by the Case Manager. At such time as the documents are deemed adequate, additional required copies will be requested by the Case Manager.

## 1. Application Form and Fee(s)

Completed application form, including community notification forms and Assessor's printout, balance of processing fee, and referral fee(s)

## 2. Cover Letter

Cover letter that includes the name, address and phone number of both the property owners and any appointed representative and a brief written synopsis of the proposal. The letter must indicate how access will be obtained and provide a description of the proposal.

## 3. Vicinity Map

## 4. Legal Description

A legal description of the entire property to be divided.

## 5. Proof of Ownership

a. A copy of the current recorded deed (available in the Record Room, second floor of the Jefferson County Administration and Courts Building).

b. Title insurance commitment for the property(ies) involved in the request. Deeds of trust are not acceptable.

## 6. Proof of Access

If the property does not have direct access to a county, state, city or town maintained street or road, the owner must provide at a minimum, a copy of an easement of record, at least 20 feet in width, proving access from a dedicated or maintained county, city, state, or town maintained street or road.

## 7. Deeds

Any deeds for dedications of rights-of-way or easements or any performance guarantees for public improvements.

## 8. Preliminary Plat Survey

A Preliminary Plat Survey in a format acceptable to the county (see Preliminary Plat Format section of this guide for format and required elements).

## 9. Previously approved grading permits (if any)

## 10. Traffic Study

A traffic study should be prepared for developments that will generate more than one thousand (1,000) trips per day.

## 11. Grading Plan:

A grading plan prepared by a professional engineer, registered in the State of Colorado. (See the Land Development Regulation for details.)

## 12. Water Report

One of the following: (See the Land Development Regulation for details.)

A. A Water Supply Report from the appropriate water district.

B. A Well Water Supply Report. Well Permit information can be obtained from the Colorado State Division of Water Resources at 303-866-3587.

## 13. Waste Collection Report

One of the following: (See the Land Development Regulation for details.)

A. A Central Waste Water Collection Report from the appropriate district.

B. An Individual Sewage Disposal (Septic System) Report.

## 14. Utility Report

Indicates the availability of and provision for electric, gas, lighting, telephone and cable services. (See the Land Development Regulation for details.)

## 15. Fire Protection Report/ Preliminary Forest Management Plan

Indicates how the property will be served by a fire district and, if applicable, a plan outlining the necessary wildfire mitigation activities. (See the Land Development Regulation for details.)

## 16. Drainage Report

Comply with the Storm Drainage Design and Technical Criteria to ensure that an adequate storm drainage system is designed. (See the Land Development Regulation for details.)

## 17. Flood Plain Report

If development activity is proposed within the Floodplain Overlay District, or if any alterations to the floodplain boundaries, flood elevation or flood depths are proposed. (See the Land Development Regulation for details.)

## 18. Geologic Report

Showing hazards, topography, hydrology and other geologic conditions. (See the Land Development Regulation for details.)

## 19. Radiation Report

If the proposal is in any potential radiation hazard area as identified by the State/County Health Department or the Land Development Regulation's Radiation Map. (See the Land Development Regulation for details.)

## 20. Sensory Impact Report

Evaluates the potential noise, visual, and other odor impacts of the proposed development. (See the Land Development Regulation for details.)

## 21. Wildlife, Vegetation Report

Identifies wildlife and vegetative habitat and species and mitigation techniques. (See the Land Development Regulation for details.)

## 22. Landscape Plan

Shows proposed landscaping for multifamily, industrial, commercial, and public development proposals. Proposed landscaping for common areas (greenbelts, traffic islands, buffers) for single-family development proposals. (See the Land Development Regulation for details.)

## 23. Historical, Archaeological, and Paleontological Report

Identifies and addresses preservation alternatives for historic and cultural sites and structures that have been identified by the Jefferson County Historic Commission or recorded in the National Register of Historic Places or the State Register of Historic Places. (See the Land Development Regulation for details.)

## 24. Environmental Assessment

If any interest in a street, road, tract, parcel or strip of land is to be dedicated to the county. (See the Land Development Regulation for details.)

## 25. Community Notification Packet

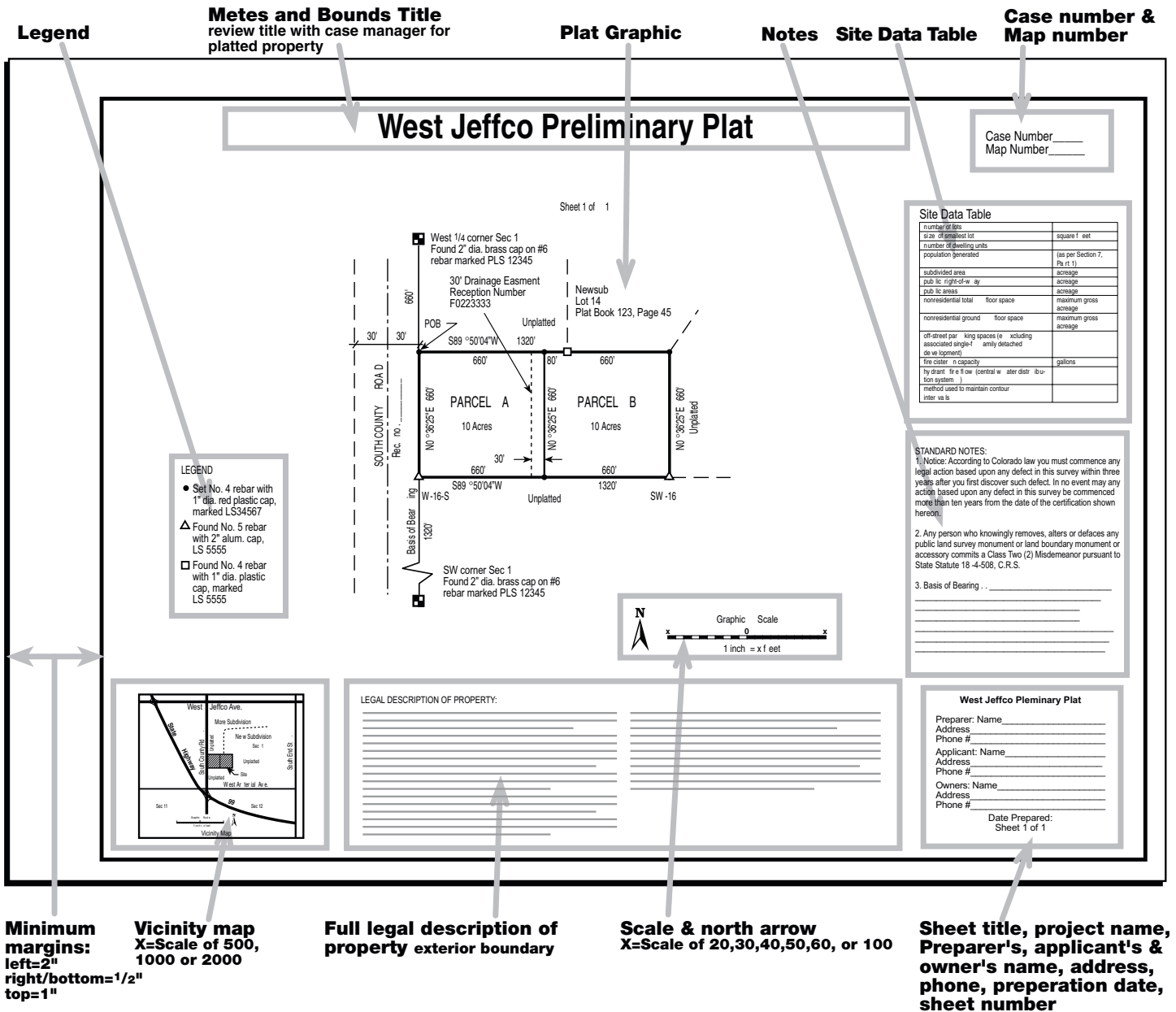
Individual property owners within the specified notification radius receive a notification form describing the request and a vicinity map showing the location of the property. Registered Associations within the specified notification radius receive a notification form describing the request and a set of the plans/graphics. Applicants supply copies, the envelopes, and postage.

## 26. Other

Other reports, studies, or plans deemed necessary by the Planning and Zoning Division to address issues unique to the application. These items may be determined during the Pre-Application Review Process or identified in the referral to other agencies.

# Preliminary Plat Format

The following graphic indicates the required layout of a Preliminary Plat. The graphic shown below is provided for general reference only and should not be duplicated. Additional pages may be required to show all necessary information legibly.



- The name of the proposed subdivision shall be different from that of any existing subdivision previously recorded in Jefferson County.
- The plat title shall begin with the title of the approved Official Development Plan.
- All surveys must be submitted in a 24" x 36" size format.
- All paper surveys must be folded by the applicant to 9" x 12" in size. Unfolded paper surveys will not be accepted.
- Scale must be 1 inch to 100 feet or larger. The scale may be 1 inch to 200 feet when the plat depicts land exceeding 160 acres in size and the minimum lot size is 3 1/2 acres. Acceptable larger scales are 1 inch to 20 feet, 40 feet, 50 feet or 60 feet.

# Preliminary Plat Requirements

The following elements must be shown on the Preliminary Plat Graphic. (Additional elements may be required, depending on the uniqueness and complexity of the proposal.)

- The approximate lot layout and dimensions of each lot
- Non-buildable areas with approximate dimensions
- The footprint of and planned disposition for existing buildings

## Contours

- Contours within 0.5
- For subdivisions within the plains area, the existing and final contours at 2-foot intervals
- For subdivisions within the mountain areas, the existing and final contours at 5-foot intervals
- Elevations based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours

## Hazards

- The approximate 100-year floodplain boundaries (both existing and as modified by the proposed development)
- Location of all water courses and all known or proposed surface water areas
- Delineation of all other hazardous areas

## Natural Features

- The location of all major rock outcroppings and wooded areas
- The location of mineral resource areas, natural hazard areas, areas containing or having significant impact upon historical, archaeological or paleontological resources

## Streets, Roads, Easements

- The location, widths and approximate grades and curve radii of all streets/roads within the subdivision
- Proposed street/road names (or temporary designations)
- Location, names and centerlines of adjoining streets/roads and highways
- The approximate widths and locations of all existing or proposed easements and recordation information
- The location and ownership of rights-of-way and other rights of all irrigation ditches and laterals

## Other

- The names and locations of adjoining subdivisions, unsubdivided and public lands
- The location of areas around existing or proposed key facilities in which development may have a material effect upon the facility or the surrounding community
- Designation, disposition and location of proposed school, park and other public site areas
- All proposed and existing fire hydrant or cistern locations

The following elements must be shown on the Preliminary Plat. (Additional elements may be required, depending on the uniqueness and complexity of the proposal.)

## Data Table

number of lots	
size of smallest lot	square feet
number of dwelling units	
population generated	(as per Section 7, Part 1)
subdivided area	acreage
public right-of-way	acreage
public areas	acreage
nonresidential total floor space	maximum gross acreage
nonresidential ground floor space	maximum gross acreage
off-street parking spaces (excluding associated single-family detached development)	
fire cistern capacity	gallons
hydrant fire flow (central water distribution system)	
method used to maintain contour intervals	

## Information Block

- Owner's name, address and phone number
- Preparer's or firm's name, address and phone number
- State and/or federal subdivider registration numbers
- The preparation and subsequent revision dates

## Legal Description

- A meets and bounds description to define the location and boundaries of the proposed subdivision

## Scale

- Written and graphic scale
- North arrow

## Vicinity Map

- Located on the first page of the preliminary plat
- Shows the general location of the subdivision in relation to nearby primary streets/roads and section lines
- Shows the streets/roads leading to and within the subdivision
- Shows the outline of the subdivision by a heavy discernable line, labeled with the subdivision name
- Drawn to scale of 1 inch to 500 feet, 1 inch to 1,000 feet or 1 inch to 2,000 feet

## Water and Sewer

- A statement of the water source, including the well permit number and/or water court decree for any well or surface right to be used, including an estimate of the total number of gallons per day of water system requirements when a distribution system is proposed
- A statement of provisions for sewage disposal, including the estimated total number of gallons per day of sewage to be treated when a central sewage facility is proposed

## Other

- The method utilized to obtain all contour intervals



**Fees are on-line at our web site or call 303-271-8700.  
Make checks payable to Jefferson County Treasurer.**