



Jefferson County, Colorado  
Planning & Zoning Division

# REFERRAL

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# Preparation Instructions

## All Cases

As of July 1, 2007, Jefferson County Planning and Zoning will be requiring applicants to pay postage for mailing of outside referral packets. This change in procedure is due to increased postal rates and county budget constraints.

The Case Manager will prepare a Referral Matrix, *specific to your case*, which lists the referral recipients and the documents that they are to receive. See the example Matrix below.

The Case Manager will also provide a list of referral agencies. You will prepare one packet for each recipient indicated and submit all referral packets to the Case Manager. Planning staff will address the mailer.

It is your responsibility to put the referral packets in an appropriate sized mailer with adequate postage on the mailer. Please do not include postage on the mailers to the county agencies. Do not seal the mailers.

After the packets are assembled, bring them to your Case Manager. The Case Manager will then check to ensure all referral agencies have a packet and that they have the information they require for a review.

**Failure to prepare complete referral packages will result in increased referral time and will delay processing of your application.** Please understand that referral packets without adequate postage will be returned to the county by the Postal Service. If such is the case, you will be required to provide your Case Manager with additional postage to re-mail the referral package.

## Referral packet preparation Example

In this example, Planning Engineering would receive a cover letter, a water supply report, a site plan, a landscape plan, a Plat/Survey, a water/sewer letter, and a drainage report.

**The documents should be assembled in the order listed on the matrix and placed in mailing envelopes. Please fold all 24" X 36" plans into a 9 1/2" X 12" size.** A copy of the referral matrix should be inserted on top of the packet, with the appropriate reviewing agency highlighted.

	Cover Letter	Water Supply Report	Title Commitment/Deed	Site Plan	Landscape Plan	Plat/Survey	Recorded ODP	Water/Sewer Letter	Drainage Report	Floodplain Report
The following documents are being transmitted to the corresponding agencies for review and comment										
<b>Planning Engineering</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	
Zoning Administrator	1			1	1	1				
Cartography	1		1			1				
Colorado Division of Wildlife	1			1	1	1				
Staff Copies	1	1	1	1	1	1		1	1	
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>

This procedure applies to any additional outside referral required by the Case Manager.