



Application Review Process
GUIDES

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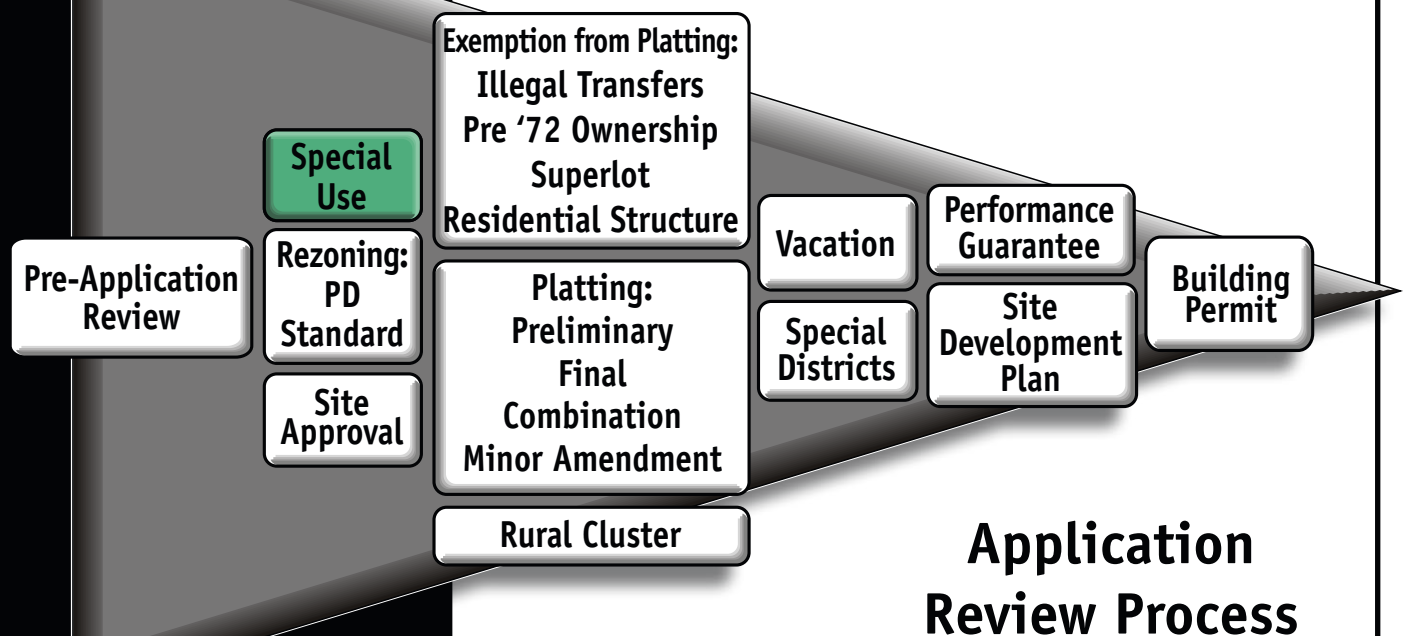
Special Use Process (SUP)

*This guide describes the **Special Use Process (SUP)**. Users should utilize this guide in conjunction with the Zoning Resolution and the Pre-Application Review guide.*

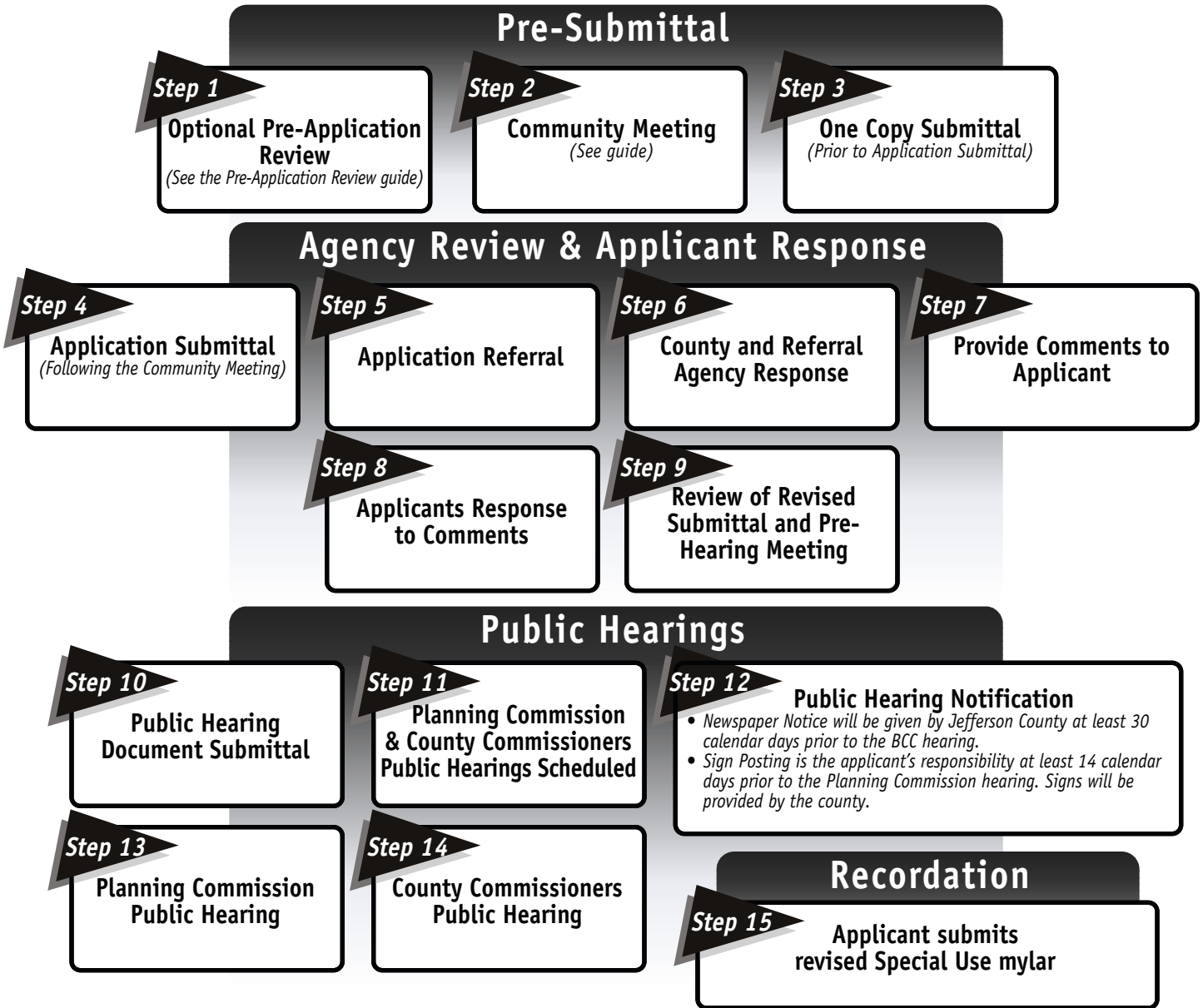
The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. On occasion, a land use desired by a property owner is permitted in the existing district established for their property only by Special Use. Special uses are permitted upon review by the Planning Commission and approval by the Board of County Commissioners.

The Special Use Process (SUP) requires preparation of an SUP Graphic and written restrictions. These establish the requirements for the Special Use.

The procedure can generally be described as a fifteen (15) step process which concludes with a decision by the Board of County Commissioners on the Special Use application and, if approved, the recordation of the SUP Graphic.



Typical Special Use Process



As shown on the diagram, the first step of the Special Use Process is the Optional Pre-Application Review. For detailed information on the Pre-Application Review Process, please see the Pre-Application Review Guide.

If you have any questions regarding the Special Use Process, please contact Jefferson County Planning and Zoning at (303)271-8700.

Step 1

Optional Pre-Application Review Meeting

Prior to the submittal of a formal special use 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

Community Meeting

Applicants are required to conduct a community meeting prior to submitting the formal Special Use application.

The meeting must be conducted in the general vicinity of the property involved in the Special Use application and serves to provide a forum for information exchange between applicants and affected members of the public. By conducting the community meeting prior to formal application submittal, it is anticipated that applicants will be able to address community concerns incorporate community input in the formal application.

Step 3

One Copy Submittal

Applicants are encouraged to arrange a meeting with the Case Manager to submit one copy of each item that is required to be submitted with the formal application. The Case Manager will conduct a cursory review of the information to be sure that it is complete and adequate for formal review. Based on the Case Manager's response, the applicant will then proceed to step 4. By undertaking this optional step 3, the applicant may minimize the necessity of submitting additional information at formal submittal.

Step 4

Step 4: Formal Special Use Application Submittal

The applicant shall submit the completed application form, community notification packets, fees and support documents as specified in the Zoning Resolution 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.

Community Notification

The applicant is required to notify individual property owners and registered associations prior to the Community Meeting and 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.

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

Step 5

Application Referral

The Case Manager will refer the application, referral fees and support documents to county divisions, and other agencies, as identified by the case manager.

Step 6

County and Referral Agency Response

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

Step 7

Provide Comments to Applicant

The full staff response inclusive of other divisions and agency responses will be sent to the applicant. The applicant may meet with the agency(ies) that have expressed concerns with the application. The Case Manager should be included in any meeting with referral agencies.

Step 8

Applicants 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 fees and documents. The Planning and Zoning Director may extend this 60 day maximum response deadline for additional 60 days periods if, in his or her opinion the delay in response is out of the control of the applicant.

Step 9**Staff Review of Revised Submittal and Pre-Hearing Meeting**

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 re-stating the already established 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. The applicant will then have to refile a new application with the required fee and 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 10**Public Hearing Document Submittal**

At such time as the applicant advises the Case Manager in writing that no further revisions will be made, and the applicant desires to proceed to the Planning Commission and Board of County Commissioners hearings, the applicant shall submit all documents necessary for the public hearings.

Step 11**Planning Commission and Board of County Commissioners Public Hearings Scheduled**

Following the submittal of all required public hearing documents, staff will schedule Planning Commission and Board of County Commissioners public hearings. 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. The Board of County Commissioners public hearing date will be scheduled by the Case Manager for the first available hearing date after 12 calendar days from the Planning Commission public hearing.

Step 12**Public Hearing Notification****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 and Board of County Commissioners. 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 fronting 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 Zoning Resolution. The property must remain posted for the 14 calendar days prior to the hearing. The sign(s) must also remain in place until a decision is rendered by the Board of County Commissioners.

Newspaper Notice

The Planning and Zoning Division shall publish notice of the public hearing before the Board of County Commissioners in one publication of a newspaper of general circulation in the county. The notice shall be published at least 30 calendar days prior to the Board of County Commissioners public hearing.

Step 13**Planning Commission Public Hearing**

The Planning Commission shall review the request, staff report, other evidence, and public testimony. The Planning Commission shall recommend approval, conditional approval, or denial of the Special Use to the Board of County Commissioners at one or more public hearing(s). The Planning Commission may continue a request for a period of time not to exceed 6 months from the date of the scheduled hearing.

Step 14

Board of County Commissioners Public Hearing

The Board of County Commissioners shall review the request, staff report, other evidence, and public testimony at one or more public hearings. Upon conclusion of the presentation of testimony, evidence and arguments in the hearing(s) before the Board of County Commissioners, the Board may render a decision which approves or denies the Special Use application unless the Board of County Commissioners continues the case for further testimony and/or decision for a period of time not to exceed 6 months from the date of the scheduled hearing.

Step 15

Recordation of Special Use Applications

Within 30 calendar days of approval of any Special Use request, the revised written restrictions and the accompanying Special Use Graphic on mylar shall be prepared by the applicant, and submitted to the case manager in compliance with the Board of County Commissioners approval. The applicant's failure to submit a current and accurate mylar within 60 calendar days following Board of County Commissioner's approval shall void the approval. The applicant is responsible for paying all recordation fees.

Land Development Regulation and Other Codes

Please note that approval of a Special Use application by the Board of County Commissioners does not automatically allow the applicant to obtain a building permit. Development of the property must be conducted in compliance with the Jefferson County Land Development Regulation and other adopted codes. For information regarding specific land development regulations, contact the Planning and Zoning Division at (303)271-8700, or you may view our regulations on our website: <http://planning.jeffco.us>.

Submittal Requirements



The items indicated below must be submitted to the Case Manager in order to process your request.

Initially, one copy of each document should be submitted by the applicant for review by the Case Manager. At such time as

the documents are deemed adequate, additional copies as required for the referral process will be requested by the Case Manager.

1. Application Form and Fee(s)

Completed application form, processing fee and referral fee(s).

2. Following items submitted in the number of copies identified by the Planning and Zoning Division staff:

- Cover Letter: include name, address, and phone number of property owner and representative; and a brief description of the proposal.
- Vicinity Map: indicate the location of the property.
- Special Use Graphic: The Special Use Graphic provides information regarding the layout of proposed uses for the parcel. The graphic will show items such as proposed land use areas; hazard areas; etc. The graphic will also contain a vicinity map and will include the Special Use Written Restrictions. The Special Use Graphic will be subject to recordation upon the approval of the Board of County Commissioners. Please see the Special Use Graphic Format
- Written Restrictions: Establish specific regulations for the property.
- Proof of Water: Written statement from the appropriate water district or documentation that the source is adequate).
- Proof of Access: If the property is not adjacent to a public road, an access easement or documentation that one can be obtained must be submitted.
- Proof of Fire Protection: Written statement from the appropriate fire district indicating service to the property.

3. Proof of Ownership

A copy of the current recorded deed (available in the Record Room, second floor of the Jefferson County Administration and Courts Building) or title commitment for the property(ies) involved in the request. Deeds of trust are not acceptable. If the property is unplatted property or includes a partial lot, a copy of the deed, recorded prior to May 5, 1972, for the same property is also required.

4. Legal Description

A legal description of the property designated as a lot, block, or tract on a recorded plat or aliquot description or a metes and bounds description.

5. Boundary Survey (Required in Some Cases)

If the size, shape, and description of the property is not ascertainable or is such that the property cannot be mapped on county zoning maps from the information contained in item 4 above, a boundary survey containing the specific information described in the Rezoning and Special Use Procedures of the Zoning Resolution must also be submitted.

6. Phase I Drainage Report (Required in Some Cases)

A Phase I Drainage Report, in compliance with the Jefferson County Storm Drainage Design and Technical Criteria Manual, shall be submitted if the property contains a major drainageway which is to be modified in any way.

7. Geologic Report (Required in Some Cases)

If the property is located within the Designated Dipping Bedrock Overlay Zone District, a Geologic Report must be submitted as required by the Zoning Resolution.

8. Traffic Study (Required in Some Cases)

A Traffic Study must be submitted for proposed developments that will generate more than one thousand (1,000) vehicle trips per day, unless an approved traffic study that is sufficient is already on file with the Planning and Zoning Division.

9. Site Analysis

The site analysis is prepared for presentation and evaluation purposes and includes features such as topography, water bodies, rock outcroppings, and major ridge lines, vegetation masses, existing roads, structures, easements, and rights-of-way, mineral resource areas, slope analysis, floodplains, potential hazard areas, overlay areas zoned geologic hazard, and the location of special resources such as wildlife, historic and archaeological sites, and visual image. The site analysis will not be recorded.

10. Community Notification Packet

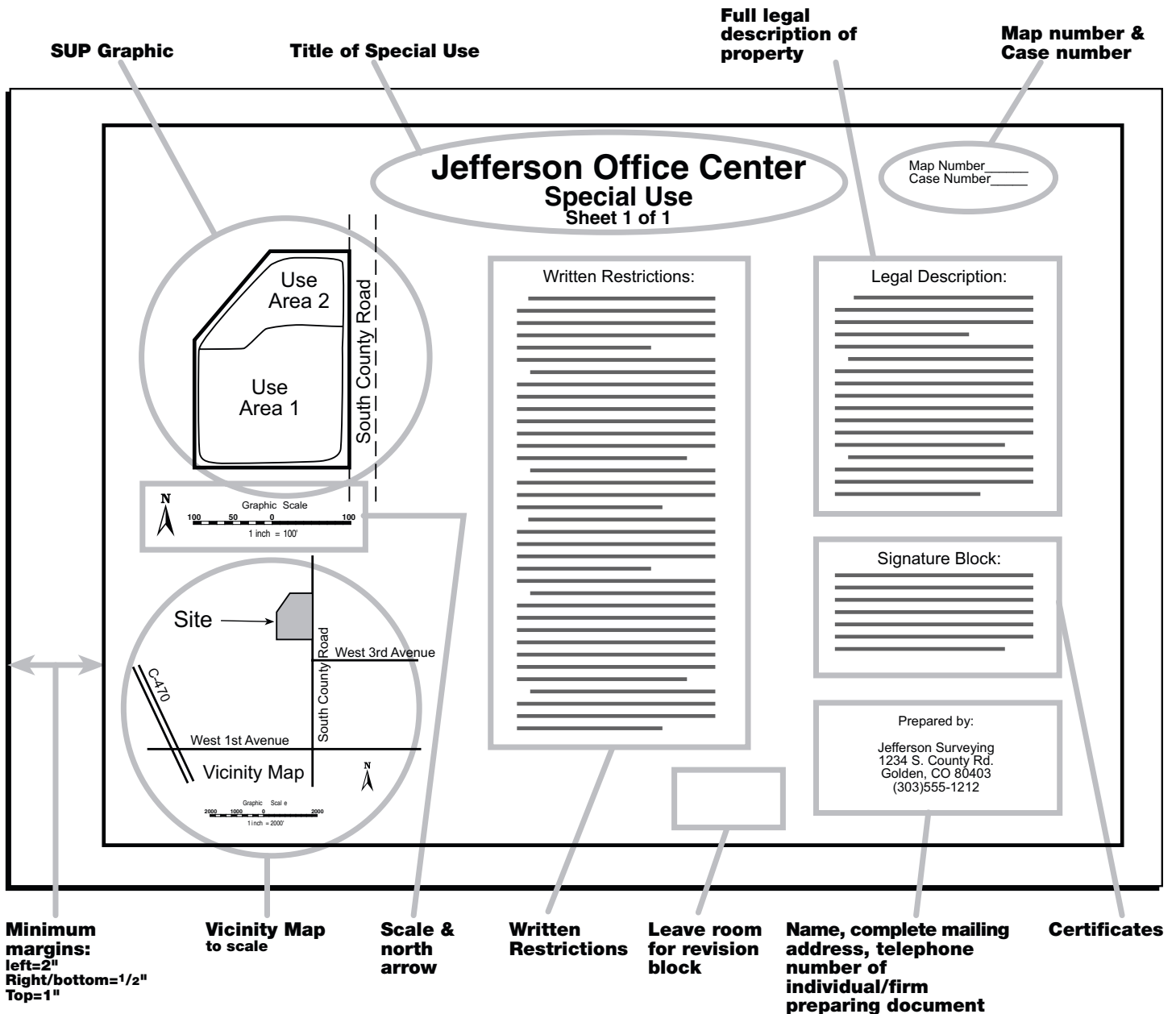
Individual property owners within the specified notification radius receive a notification form describing the request and a vicinity map showing the location of the property. Registered Associations within the specified notification radius receive a notification form describing the request and a set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

11. Additional Requirements

In certain unique circumstances additional information may be necessary to fully evaluate the special use request. In these cases, applicants will be informed of the additional requirements during the review process.

Special Use Graphic Format

The following example indicates the preferred layout of a Special Use Graphic. All Special Uses must be submitted in 24" X 36" size format. Multiple pages are acceptable when necessary. All paper Special Uses must be folded by the applicant to 9" x 12" in size. *Unfolded paper Special Uses will not be accepted.* The graphic shown below is provided for general reference only and should not be duplicated.



When the final Graphic is submitted for recordation, the survey mylar must meet the following standards:

1. 24" X 36" in size (*multiple sheets can be used*).
2. Produced on mylar a minimum of three one-thousandth (0.003) of an inch in thickness, black line, with a matte finish on both sides.
3. Lettering a minimum of 0.10" in height.
4. The Special Use Graphic must be free of corrections and erasures.
5. All signatures must be original on the mylar, affixed with black acetone based ink.

Special Use Graphic Certificates

The following certificates are required elements of an Special Use Graphic. Use only those certificates that apply to your particular application.



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

COUNTY COMMISSIONER'S CERTIFICATE:

This Official Development Plan, titled _____, was approved the _____ day of _____, 20 ____, and is accepted by the Board of County Commissioners this ____ day of _____, 20 ____.

BOARD OF COUNTY COMMISSIONERS:

_____ Chairman
_____ Clerk

CLERK AND RECORDER'S CERTIFICATE:

Accepted for filing in the Office of the County Clerk and Recorder of Jefferson County at Golden, Colorado on this ____ day of _____, 20 ____, at _____ o'clock ____m.

By: _____
Jefferson County Clerk and Recorder Deputy Clerk

STANDARD FLEXIBILITY STATEMENT:

The graphic drawings contained within this Special Use are intended to depict general locations and illustrate concepts of the textual provisions of this Official Development Plan. During the platting process the Planning and Zoning Director may allow minor variations for the purpose of establishing:

- Final road alignments
- Final configuration of lot and tract sizes and shapes
- Final building envelopes
- Final access and parking locations
- Landscaping adjustments

APPLICABILITY STATEMENT:

Except as expressly provided otherwise in this Special Use, development of this property shall conform to the Jefferson County Zoning Resolution in effect at the time of platting and building permit application.

OWNER'S CERTIFICATE:

(Individual)
I, _____, as owner of the land affected by this Special Use, accept and approve all conditions set forth herein.
Owner: _____ (Signature) Date: _____
_____ (Name Printed)

(Multiple Owners)
We, _____ and _____, as owners of the land affected by this Special Use, accept and approve all conditions set forth herein.
Owners: _____ (Signature) Date: _____
_____ (Name Printed)
_____ (Signature) Date: _____
_____ (Name Printed)

(Corporation)

(Name of Corporation), as owner of the land affected by this Special Use, accept and approve all conditions set forth herein.

(Signature) as president of _____ Date: _____

(Name Printed)

(Signature) as secretary of _____ Date: _____

(Name Printed)

NOTARY PUBLIC:
County of _____)
)ss
State of _____)
The foregoing instrument was acknowledged before me this ____ day of ____ 20__,
by _____
(Name Printed)
WITNESS my hand and official seal
My commission expires: _____
Notary Public