



## Register an HOA?

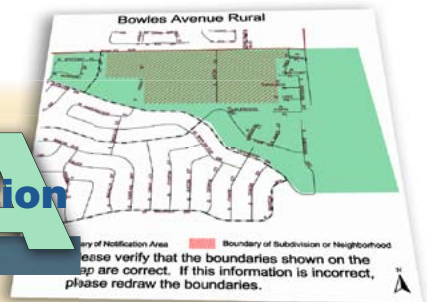
When registering a Homeowner's Association (HOA) the following information must be provided:

- ✓ A copy of the HOA's Articles of Incorporation
- ✓ A resolution designating the representative that will testify at public hearings
- ✓ A resolution or documentation that elected the Board members of the HOA

### Steps to take with the County

1. Obtain a registration form from the Jefferson County Planning and Zoning Division.

# HOA Annual Registration



- ✓ Provide the full name, legal address and phone number of the referral contact.
- ✓ Provide the full name of each board member.

2. Outline the area that the HOA bounds on the map provided with the registration form.
3. Submit the registration form with attachments to the Planning and Zoning Division.
4. Talk with Planning and Zoning if you have any questions about this process so that we may assist you where we can.