



Jefferson County, Colorado
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550
☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

ESTABLISH USE OR STRUCTURE AS LEGAL NON-CONFORMING

Case #	<input type="text" value="AR"/>	<ol style="list-style-type: none"> The fee for this application (Administrative Review) <u>are on-line at our web site</u> or call 303-271-8700. Make checks payable to Jefferson County Treasurer. This application will be reviewed in accordance with "Non-conforming Building Structures and Uses" of the Zoning Resolution by the Planning Director or Designee. A decision letter will be mailed to the owner once the review of all supporting documents is completed. Adjacent property owners will be notified and given 10 business days to respond.
Date	<input type="text"/>	
Current Zoning	<input type="text"/>	
Date Zoning Amended	<input type="text"/>	
Historic Zoning	<input type="text"/>	
Is there an active zoning violation on this property? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="text" value="CV"/>

Property Owner Information

Address of site or Street Name(s)		Legal Description	
<input type="text"/>		<input type="text"/>	
Property Owner	Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Owner's Address			
<input type="text" value="Street"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="ZIP"/>
Mailing Address <input type="checkbox"/> Same as above			
<input type="text" value="Street"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="ZIP"/>
<input type="checkbox"/> This application is being submitted by a Representative:			
Representative	Phone	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Representative Address			
<input type="text" value="Street"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="ZIP"/>
<i>I certify that the information contained herein is true and correct to the best of my knowledge.</i>			
<input type="text" value="Signature of Owner (s)"/>			<input type="text" value="Date"/>

Checklist

- | | |
|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Signed, notarized affidavit- no interested, related persons and everything is truthful |
| <input type="checkbox"/> Fee | <input type="checkbox"/> Worksheet |
| <input type="checkbox"/> Cover letter | <input type="checkbox"/> Site plan or survey of property |
| <input type="checkbox"/> Proof of ownership by current recorded warranty deed, quit claim deed, etc. | <input type="checkbox"/> Supporting documentation |

Process

- Staff will review the application / submittal materials and advise of any errors or omissions.
- The Research Planning Analyst will send a letter of notification to all adjacent property owners. There is 2 week waiting period after the letters are mailed.
- Once the research is compiled, the case will be presented to the Planning Director or Designee.
- The applicant will receive a letter in the mail from the Planning Director or Designee of the final determination.