Jefferson County Planning & Zoning



Application Process

GUIDES

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This guide describes
the highlighted process
in the graphic below.
Additional process guides
are available for the other
application types listed.

Entitlement

Rezoning Site Approvals Special Use Telecommunication Special Use Certificate of Designation

Site Development Plan (SDP) Process

This guide describes the Site Development Plan (SDP) Process and should be used in conjunction with the Zoning Resolution and Land Development Regulations.

The Site Development Plan process is an administrative process established to provide compliance with plat and/or exemption from platting restrictions, zoning conditions and regulations contained in the Land Development Regulation and Zoning Resolution. This process comprehensively considers a wide range of specific site issues related to the particular development proposed, including but not limited to landscaping, parking, signage, architecture, and lighting. The process will also establish the final construction plans and will assure that those plans are reviewed against the requirements of the Land Development Regulation.

Compliance with the Site Development Plan process is required for industrial, commercial, multi-family, recreational and institutional uses in the following situations:

- 1. Prior to the issuance of any permit to construct any new building or structure.
- 2. Prior to the issuance of any permit to construct an addition of 50% or greater to any existing building or structure.
- 3. Prior to the issuance of any building permit to construct an addition of 5,000 square feet or greater even if the addition is less than 50% of an existing building or structure.
- 4. Subsequent to any changes from a residential use or residential zoning to an industrial, commercial or institutional use or zone regardless of whether there are existing or proposed structures.
- 5. Prior to the creation of any additional multi-family units within an existing structure.
- 6. When modifying a previously approved Site Development Plan, unless the modification is determined to be minor in accordance with the provisions of this section.

Exemption from Subdivision

Residential Structure Exclusion Exemption Minor Adjustment Multi-Family (see SDP)

The Site Development Plan process is required for certain industrial, commercial, multi-family, recreational and institutional uses proposals to assure compliance with applicable restrictions, conditions an regulations.

Development

Site Development Plan (SDP)
Land Disturbance
Floodplain
Telecommunications Permit
Building Permit

Miscellaneous

Vacation Special District Service Plan Deeds

Subdivision

Preliminary and Final Plat Preliminary Plat Final Plat Rural Cluster

Optional Pre-Application

The Pre-Application process was created to provide applicants with a quick review of development proposals based on limited information. The review is intended to provide information about the regulations and process that will assist an applicant in making key decisions about the development proposal prior to making a formal application. Refer to the Zoning Resolution and the Pre-Application Guide for additional details.

Submittal Requirements

The submittal documents required for an application will vary based on the specifics of each unique application. Prior to the Formal Application, the case manager will provide the applicant with information identifying the type and number of required documents for the application. A complete explanation of the submittal requirements can be found in the Submittal Requirement Section of the Zoning Resolution.

Site Development Plan Process

The information provided below is intended to be a brief overview of the Site Development Plan process. For a complete explanation of the Site Development Plan requirements, please refer to the Zoning Resolution.

Step 1

Sufficiency Review

The applicant will submit one copy of each document required for the formal application. The assigned Case Manager will review the documents to determine if they are complete. The Case manager will then prepare a letter explaining any deficiencies in the submittal documents. The letter will include a referral matrix that identifies County divisions and other agencies that will receive submittal documents. The applicant shall revise the submittal information as may be required to comply with County standards.

Step 2

Formal Application Submittal

The applicant shall submit all documents identified in the Case Manager's response to the Sufficiency Review.

Step 3

Referral Process

The Zoning Resolution anticipates that an application will be sent out on two referrals before it is ready for decision; however, at any time after the 1st Referral the Case Manager may decide that the application is in substantial conformance with all applicable regulations and is ready for decision. Additional fees will be incurred for a third referral and any subsequent referral there after. The general referral steps are as follows:

- 1. The Case Manager will refer the application and supporting documents to County divisions and other agencies.
- 2. After the referral, the Case Manager will provide the applicant with a Staff response inclusive of referral agency responses, and will include a referral matrix for the next referral if applicable.
- 3. The applicant will address, in writing, any issues identified by the Case Manager or any referral agency and resubmit revised documents for the next referral.

Step 4

Final Documents

The final documents be comprised of the executed mylar and other documents identified by the Case Manager.

step :

Determination

The application will be presented to the Zoning Administrator. The Zoning Administrator will approve or deny the application.

Step 6

Recordation

After approval of and application, Staff will obtain the required County approval signatures and have the documents recorded.

Evaluation/Decision

A rezoning application is evaluated to assure compliance with the following:

- 1. Any condition or restrictions on an applicable plat or exemption document.
- 2. The requirements of the underlying zoning for the property.
- 3. The development standards of the zoning resolution and the Land Development Regulation

After thorough review by Staff, a Site Development Plan application is presented to the Zoning administrator for final decision. The Zoning Administrator may ask for additional documents before making a determination. An approval by the Zoning Administrator may be subject to the applicant meeting certain conditions before the issuance of building permits.

Community Involvement

Keeping the public informed of development applications is a high priority in Jefferson County. Notification requirements for a Site Development Plan application include community mailing and sign posting. The following summarizes the notification required for the Site Development Plan application and the method by which the public may provide input:

Formal Application – The notification at the time of Formal Application is by community mailing and sign posting. This mailing notifies the public that an application has been submitted and that documents related to the application are available for review. Any comments submitted by the public will be provided to the

applicant and will also be included as a part of the staff report prepared for the Determination by the Zoning Administrator. The applicant may choose to amend the application request based on the comments received.

Note: The notification requirements are explained in detail in the Zoning Resolution and the Notification Guide.

What role do public comments play in the process?

Applicant: The applicant may choose to amend the application request based on the comments received by the public.

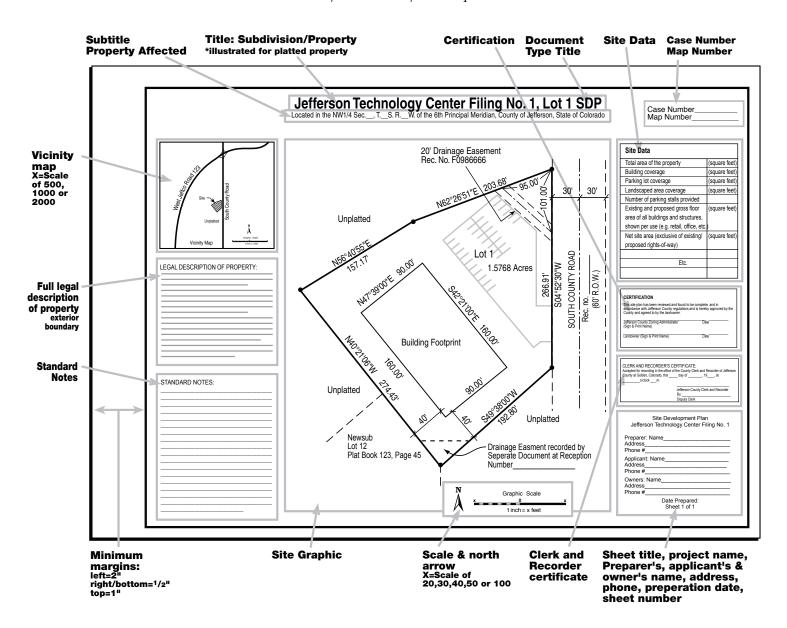
Staff: Staff will review the comments and may provide suggestions to the applicant in order to address the public comments; however, the basis for a recommendation by Staff on the application is limited to the criteria identified above in the Evaluation/Decision section.

Planning Commission: The Planning Commission will consider public comments, and may use those comments as a factor in their decision on an application; however, the basis for a decision by the Planning Commission on the application is limited to the criteria identified above in the Evaluation/Decision section.

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Site Development Plan Format

The graphic shown below indicates the preferred layout of the Site Plan that is required as a part of the Site Development Plan process. This example is provided for general reference only and should not be duplicated. Refer to the Zoning Resolution for additional format requirements.





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