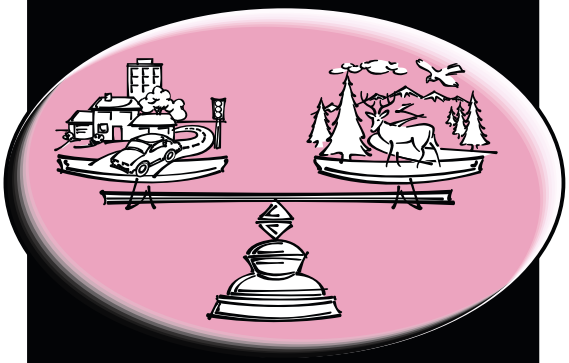
Jefferson County
Planning & Zoning



Application Review Process

# GUIDES

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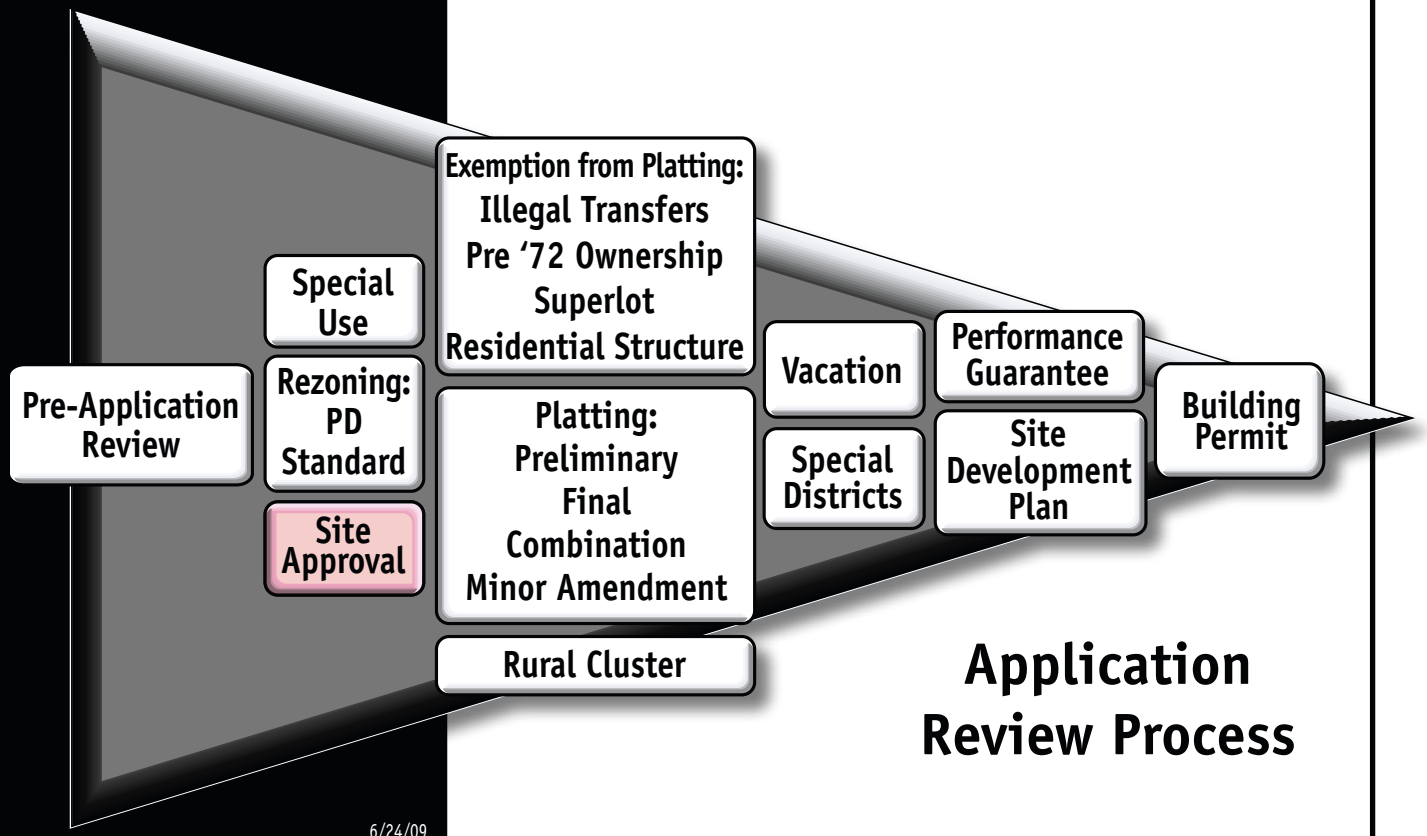
# Site Approval Process

*This guide describes the Site Approval Process. Users should utilize this guide in conjunction with The Pre-Application Review Process Guide and Colorado State Statutes.*

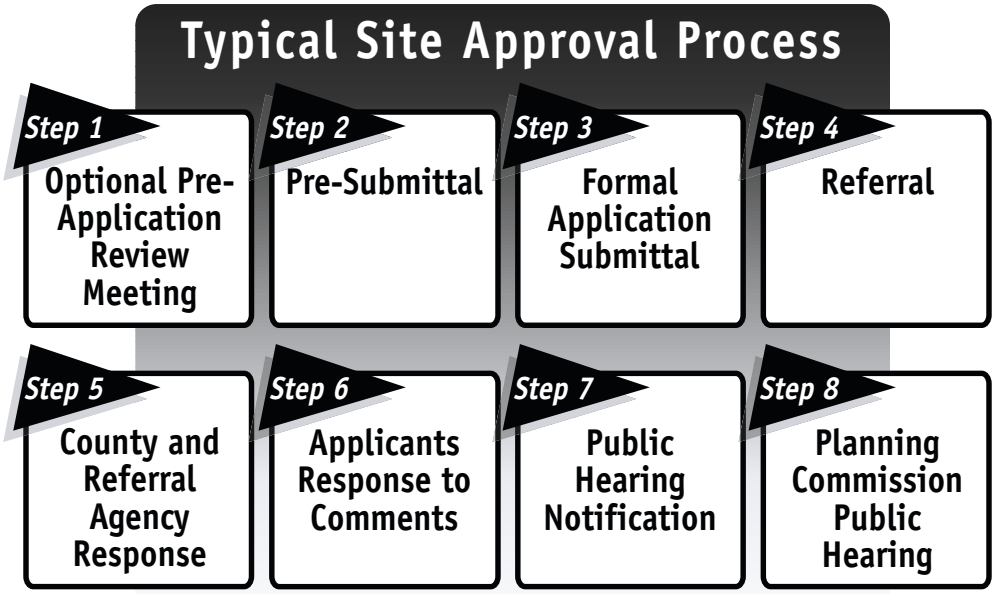
The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. When a public or semi-public agency wants to construct a public facility that does not comply with the underlying zone district, these entities must use the Site Approval process. (Per C.R.S. 30-28-110) Also, any proposal for a public school site must complete a site approval process prior to construction. (Per C.R.S. 22-32-124)

State Statute requires that the Planning Commission review Site Approval applications within 30 days of submittal. Because of the quick review time, applicants are strongly encouraged to undergo the Pre-Application Review Process. For detailed information on the Pre-Application Review Process, please see the Pre-Application Review Process Guide. If you have any questions regarding the Site Approval process, please contact the Jefferson County Planning and Zoning Division at (303)271-8700.




**Application Review Process**

6/24/09




### Step 1 Optional Pre-Application Review Meeting

Prior to the submittal of a formal application, applicants are encouraged to complete an optional Pre-Application Review process. This optional step will allow staff more time for a thorough analysis of the proposal.

### Step 2 Pre-Submittal

Applicants must submit one copy of each submittal requirement. The Case Manager will conduct a review of the information to be sure that it is complete and adequate for formal review. The Case Manager will notify the applicant of the required number of items that must be submitted and discuss the timing of the application submittal and hearing schedule.

### Step 3 Formal Application Submittal

The applicant shall submit the completed application form, documents, and community notification forms as discussed by the Case Manager. 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. If the submittal is accepted, the Case Manager will schedule a public hearing date with the Planning Commission within 30 days of the submittal.

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

***Community Notification***

The applicant is responsible for identifying and notifying individual property owners. If the subject property is located in the mountain region of Jefferson County (west of the Hogback) all individual property owners within 1320 feet (1/4 mile) from the subject property must be notified. If the subject property is located in the plains region of Jefferson County (east of the Hogback) all individual property owners within 500 feet from the subject property must be notified.

The Planning and Zoning Division will provide the applicant with a blank community notification form. At the time of application submittal, the applicant must provide completed forms, in addressed and stamped envelopes using the county's return address, for each property owner within the prescribed radius.

### Step 4 Referral

The Case Manager will refer the application and support documents to the county divisions, other governmental agencies, and Registered Associations.

### Step 5 County and Referral Agency Response

The Case Manager will collect all referral comments. The full staff response inclusive of other divisions and agency responses will be forwarded to the applicant.

### Step 6 Applicants Response to Comments

The applicant should make revisions as identified by the Case Manager and resubmit appropriate documents for the Planning Commission Public Hearing.

### Step 7 Public Hearing Notification

***Sign Posting***

The applicant will be responsible for posting a sign(s) on the subject property to serve as public notice that the application will be heard by the Planning Commission. Sign(s) will be given to the applicant at least 15 calendar days prior to the scheduled hearing. 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 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. The property must remain posted for the 14 calendar days prior to the hearing.

### Step 8 Planning Commission Public Hearing

The Planning Commission shall review the Site Approval at a public hearing and recommend approval, conditional approval, or denial of the request. State Statute grants the public or semi-public agency's Board the authority to overturn the Planning Commission's denial.

Please note that approval of a Site Approval by the Planning Commission does not automatically allow the applicant to obtain a building permit. Development of the property must be approved through a Site Development Plan. 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 the Site Approval. Initially, one copy of each document must be submitted by the applicant for review by the Case Manager. At such time as the documents are deemed adequate, additional required copies will be requested by the Case Manager.

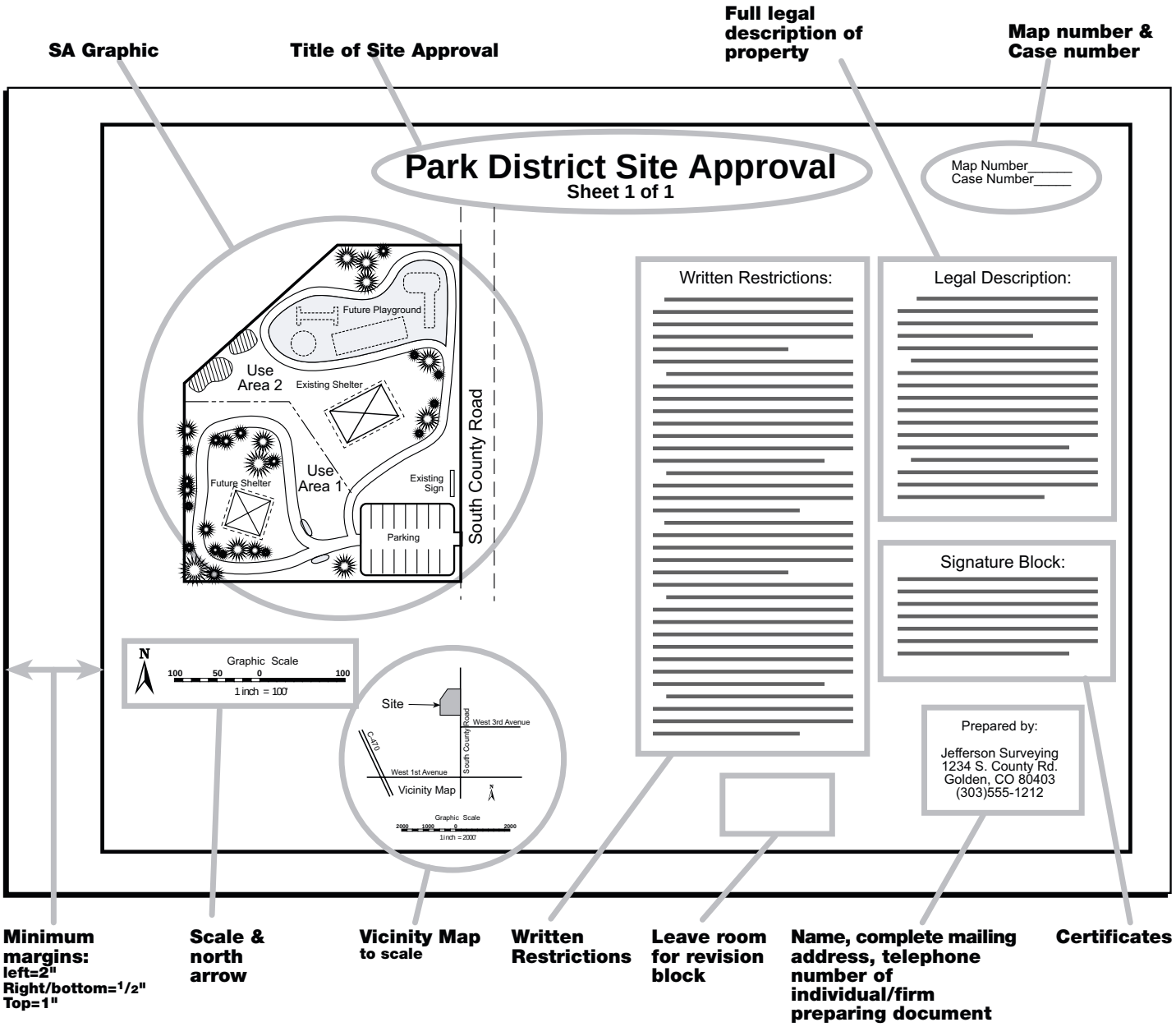
- **Application Form and Cover Letter** (include name, address, and phone number of property owner and representative; and a brief description of the proposal).
- **Legal Description:** A legal description of the property designated as a lot, block, or tract on a recorded plat or aliquot description or a meets and bounds description.
- **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.
- **Mineral Estate Notification Form:** A form (provided by Jefferson County) that verifies the applicant's legal obligation to contact the owners of any mineral rights on the property.
- **Vicinity Map:** A Map that indicates the location of the property.
- **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.
- **Site Approval Plan 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; streets and/or driveways; buildings; parking; landscaping; etc. The graphic will include the Written Restrictions. Please see the Site Approval Graphic Format.
- **Written Restrictions:** Establish specific regulations for the property.
- **Community Notification Forms:** Completed notification forms, in addressed and stamped envelopes using the County's return address, for each property owner within the prescribed radius.
- **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.
- **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 Water:** Written statement from the appropriate water district or documentation that the source is adequate.
- **Proof of Fire Protection:** Written statement from the appropriate fire district indicating service to the property.

## Recommended Submittal Items:

- **Traffic Study:** A Traffic Study must be submitted for proposed developments that will generate more than one thousand (1,000) vehicle trips per day.
- **Geologic Report:** 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.
- **Additional Requirements:** In certain unique circumstances additional information may be necessary to fully evaluate the request. In these cases, applicants will be informed of the additional requirements during the review process.

# Site Approval Graphic Format

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




**Fees**

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