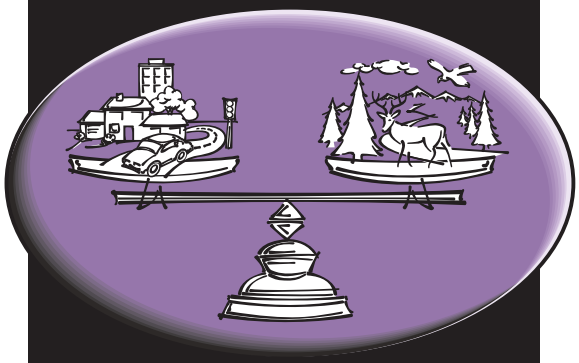
Jefferson County
Planning & Zoning



Application Review Process

GUIDES

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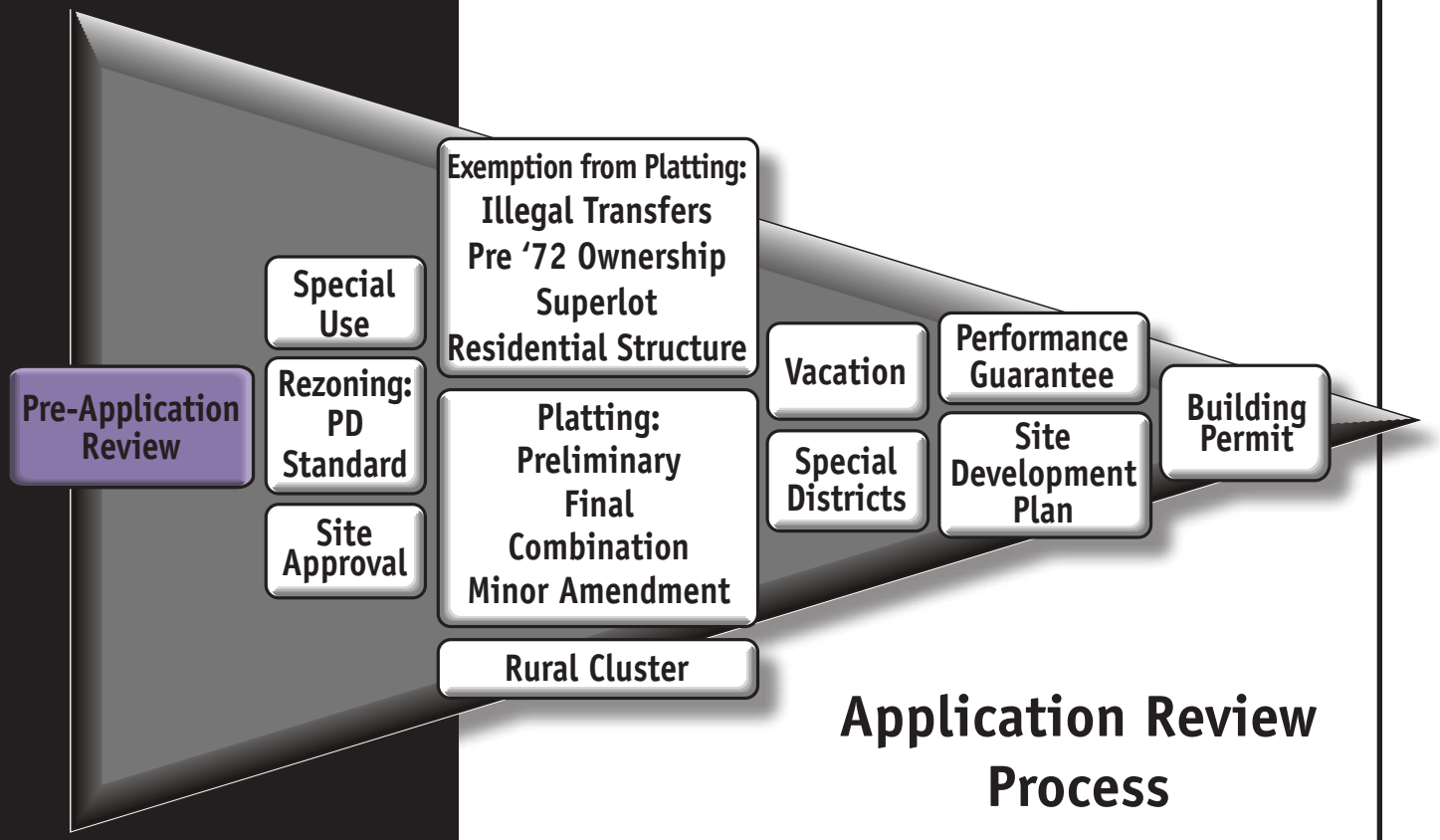
Pre-Application Review Process

*This guide describes **Pre-Application Review**, the first step in the **Jefferson County Application Review Process**.*

Jefferson County has implemented a Pre-Application Review process for the purpose of improving communication between applicants and county staff. The intended result is a more efficient application review process. Pre-Application Review is the first recommended step in the process prior to submitting a formal application. It does not, nor is it intended to, replace other meetings between county staff and the public.

Applicants with rezoning, special use, site development plans, site approval, rural clusters, preliminary and final plat, and exemptions from platting cases have the option to participate in the Pre-Application Review Process.



Application Review Process

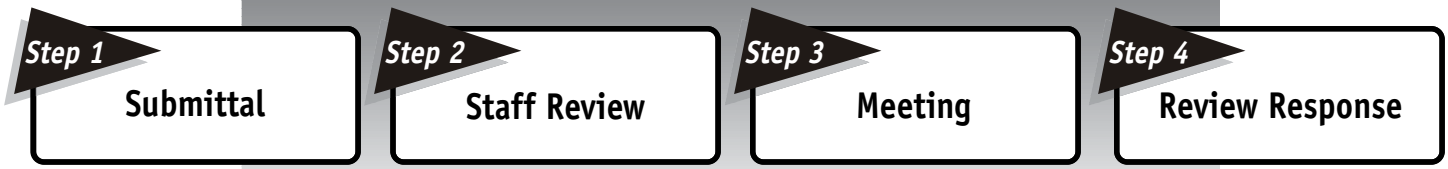
1/11/13

The Pre-Application Review process can generally be described as consisting of four (4) basic steps:

- Pre-Application Submittal
- Staff Review
- Pre-Application Meeting
- Pre-Application Review Response

Pre-Application Review Meetings are typically held every Thursday. Deadline for submittal of all required materials to the Development Coordinator is no later than noon Tuesday of the week preceding the scheduled Pre-Application Review Meeting.

Pre-Application Review Process



If you have any questions regarding the Pre-Application Review process, please contact the Jefferson County Planning and Zoning Division at (303)271-8700.

Step 1 Pre-Application Submittal

All required Pre-Application materials are submitted to the Planning and Zoning Division. The Development Coordinator will check the materials to ensure that the application is complete. If the application is determined to be complete, the Development Coordinator will schedule a Pre-Application Review meeting.

Incomplete application submittals cannot be accepted. A complete description of the required Pre-Application Review submittal materials is provided in the following section of this guide.

Step 2 Staff Review

A Case Manager will be assigned to process the Pre-Application Review submittal. The Case Manager will be the applicant's personal contact throughout the process. The Case Manager will refer materials to other county divisions/departments for review, present the case at an internal staff meeting, and consolidate staff recommendations. The case manager will also conduct a site visit prior to the Pre-Application Review Meeting. The property owner and/or representative may meet with the Case Manager on the property to answer questions and provide information regarding the property and the proposal.

Step 3 Pre-Application Review Meeting

The Pre-Application Review Meeting is typically held within 2 weeks of accepting the completed submittal package. Participants in the meeting will include the landowner and/or representative, the case manager and any other interested county staff members. The meeting will begin with a description by the landowner and/or representative of what is being requested. The case manager will present staff comments and recommendations on issues that need to be addressed prior to formal submittal and ask for any additional information that may be required.

Step 4 Pre-Application Review Response Summary

The Review Response will summarize the comments presented at the meeting as well as provide a list of official application requirements, documents, fees, and numbers of copies of specific documents required for submittal with the formal application. The Review Response serves to conclude the Pre-Application Review process. Once the pre-application review process is complete, the applicant may continue by conducting a Community Meeting or submitting a formal application, depending on the type of process. See Community Meeting Guide or the specific process guide for more details or ask the Case Manager

Submittal Requirements

The items indicated below must be submitted to the Planning and Zoning Division in order to process the request.
The first four items are required. Electronic document submittals are preferred. You can e-mail mrender@jeffco.us or bevans@jeffco.us

REQUIRED:

• Preliminary Application Fee

A non-refundable application fee is required for the Pre-Application Review process. This fee will be applied toward the application fee if a formal application is submitted within 6 months.

• Cover Letter

The cover letter shall include the name, address, and phone number of both the property owner(s) and any appointed representative, existing zoning, and a clear, concise written synopsis of the proposal. The letter must describe how the applicant will obtain access to the property.

• Vicinity Map

The vicinity map must indicate how to get to the subject property.

• Scaled Site Plan

The scaled site plan should include a north arrow, date of preparation, streets and rights-of-way widths, grades, and designations as public or private, intersections and driveways, access points, parking, existing structures, wells, or septic leach fields; easement and utility lines; lot dimensions; no build areas; and hazardous areas.

• Written Restrictions
(Rezoning, Special Use or Site Approval only)

When rezoning to PD (Planned Development) a draft copy of the written restrictions.

RECOMMENDED:

• Current Deed or Title Commitment

A copy of the current recorded deed (available in the Record Room, 2nd floor of the Jefferson County Administration Building) or title commitment for the property(ies) involved in the request. Deeds of trust are not acceptable.

• Pre May 5, 1972 Deed
(For unplatted property less than 35 acres in size or part of a platted lot to check for compliance with State Statute)

A copy of a deed recorded on or before May 5, 1972 for the property(ies) involved in the request. Deeds of trust are not acceptable.

• Proof of Water

The applicant may provide one of the following:

A. A written statement from the appropriate water district, verifying that all necessary water taps are available or have been issued.

B. Well permit(s), if there is an existing well on the property that will be used. Permit information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587.

C. A court approved plan for water augmentation or a written statement of intent to augment water if required. We recommend that you contact an attorney and engineer specializing in water rights prior to submittal if a water augmentation plan is required.

• Proof of Sewer

The applicant may provide one of the following:

A. A written statement from the appropriate sanitation district, verifying that all necessary taps are available or have been issued.

B. A written statement from Jefferson County Health and Environment indicating the viability of obtaining individual septic permits.

• Proof of Access

If the property is not adjacent to a county maintained or dedicated road/right-of-way, a recorded access easement indicating that a minimum of a 20-foot wide access easement exists over abutting private property to the property involved in the request.

• Proof of Fire Protection

A written statement from the appropriate fire district, indicating that they serve the referenced property.

• Landscape Plan

A preliminary plan showing the locations intended for landscaping, including the general types of materials planned for each location. Preliminary landscape plans are required for multi-family, industrial, commercial, public and semi-public developments and for common areas (greenbelts, traffic islands, buffers) within single family developments.

Checklist

Jefferson County Minimum Submittal Requirements for Pre-Application Review

All items must be submitted to the Planning and Zoning Division in the quantities indicated to process the request. A detailed explanation of each of these items is located on page 3 of this guide. The non-refundable pre-application review fee indicated below will be applied toward the formal application fees, if and when the case is formally submitted within 6 months. Fees may be paid in cash, by Visa or MasterCard, or by check made payable to "Jefferson County Treasurer."

Electronic document submittals are preferred but hard copies are accepted.

Zoning, Special Use, Site Approval, Site Development Plan, Preliminary and Final Plat Combination, or Exemption from Platting

REQUIRED

- ❑ Application Fee (non-refundable)
- ❑ Cover Letter
- ❑ Vicinity Map
- ❑ Scaled Site Plan
- ❑ Current Deed or Title Commitment
- ❑ Proof of Access
- ❑ Copy of the Recorded Plat or Exemption
- ❑ Copy of the Assessor's Parcel ID Map
- ❑ Written restrictions (rezoning, special use or site approval only)

RECOMMENDED

- ❑ Pre-May 5, 1972 Deed
- ❑ Proof of Water
- ❑ Proof of Sewer
- ❑ Proof of Fire Protection
- ❑ Landscape Plan

See Page 3 for descriptions of all Pre-Application submittal requirements.

Fees

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

as of 1/1/11

APPLICATION OR PERMIT	NONREFUNDABLE FEE
Preliminary Application Review	
All Applications	$200
Rezoning and Special Use	
Mining	$200 × √acreage + (0.001 × tonage to be removed)
All Other	$300 × √acreage ($800 min.)
Certificate of Designation (CD)	($200 × √acreage) + (0.0015 × total air space cubic yards)
Site Approval Review	
All Applications	$550
Site Development Plan	
Minor Modification	$100
All Others	$950 + $80 for each residential unit (if applicable)
Subdivision	
Preliminary Plat	$600 + $40 for each lot over 3
Final Plat	$700 + $40 for each lot over 3
Preliminary and Final Plat (combined process)	$1,050 + $80 for each lot over 3
Minor Adjustment	$550
Exemption from Platting (BCC Hearing)	$600
Exemption from Platting (Administrative)	$500
Rural Cluster	$450 + $40 for each lot over 3
Vacation of Right of Way	
All Applications	$700
Special District Service Plan	
Formal Service Plan	$500*
Material Modification	$250*

** The base fees indicated for processing a Special District Service Plan is established by state statute. In addition to the base fees, the statute allows the Board of County Commissioners to impose an additional special review fee if it is determined that a special review of the service plan is required.*