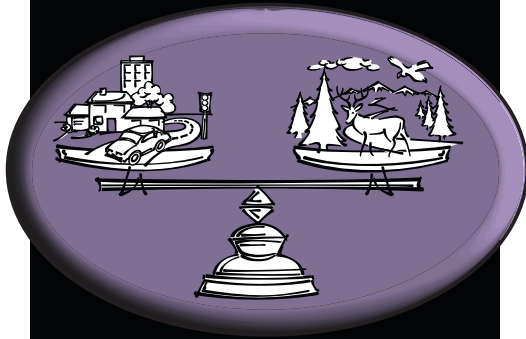


Jefferson County
Planning & Zoning



Pre-Application Review Process

This guide describes the Pre-Application Review Process. It should be utilized in conjunction with the Zoning Resolution and the Land Development Regulation.

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.

The Pre-Application Review Process was created to provide applicants with a quick review of development proposals based on limited information. The review by Staff is intended to provide the type of information that will assist an applicant in making key decisions about the development proposal prior to making an application. The process will also assist the applicant in gaining a more thorough understanding of the County's Process and the issues relative to the land use request. The information from Staff will be presented to the applicant in a Pre-Application Meeting, as well as in a formal written response. Typically if a Pre-Application is submitted to the County by noon on a Tuesday, the Pre-Application Review Meeting will be scheduled for Thursday afternoon of the following week.

The Pre-Application Review Process is an optional process that can be utilized before the submittal of a development application. The process is recommended prior to the submittal of Rezoning or Special Use applications; however, it can also be utilized prior to a Site Development Plan, Plat, Exemption, Vacation or Rural Cluster.

It is important to note that the Pre-Application Review process is a completely separate step that takes several weeks to complete. The information received through this process may be beneficial to the applicant in moving forward with the development application.

Exemption from Subdivision

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

Entitlement

Rezoning
Site Approvals
Special Use
Telecommunication Special Use
Certificate of Designation

The Pre-Application Review Process is most beneficial when utilized prior to a Rezoning or Special Use Application; however it may be used for any of the highlighted processes within this diagram.

Miscellaneous

Vacation
Special District Service Plan
Deeds

Subdivision

Preliminary and Final Plat
Preliminary Plat
Final Plat
Rural Cluster

Development

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

Pre-Application Review Process

The information provided below is intended to be an overview of the Pre-Application Review Process. For a complete explanation of the Pre-Application Review Process, please refer to the Zoning Resolution or the Land Development Regulation.

Step 1 Pre-Application Submittal

The applicant will **electronically** submit one copy of each document required for the application. This electronic submittal should be made by e-mailing the documents to the Planning and Zoning Division (pzpermits@jeffco.us). The submitted materials will then be checked to ensure that the application is complete. If determined to be complete, a Pre-Application Review meeting will be scheduled. A description of the documents required for the Pre-Application Review can be found within this guide.

Step 2 Referral and Staff Review

Once the Pre-Application has been accepted, a Case Manager will be assigned and the case will be sent out on a short referral. The Case Manager will be the applicant's contact throughout the process and will be responsible for coordinating the comments from the referral agencies. The Case manager will also attend the Pre-Application Meeting. In most cases, the Case Manager will complete a site visit prior to the Pre-Application Meeting.

Step 3 Pre-Application Meeting

The Pre-Application Meeting is typically held within two (2) weeks of acceptance of the Pre-Application submittal. Participants in the meeting will include the Case Manager and the applicant, and may also include additional County Staff and other members of the applicant's development team (not a public meeting). The meeting will begin with a description by the applicant of the request. The Case manager will present Staff comments and recommendations related to the application, and a preliminary Staff position on the request, if applicable. The Case Manager will also outline the process and submittal requirements for the development application.

Step 4 Pre-Application Response

Within about a week after the Pre-Application Meeting, the Case manager will complete a formal response that will be provided to the applicant. The response will summarize the key issues related to the development application, will provide the Staff position on the proposal, if applicable, will outline the process and required fees and will identify the submittal requirements. The response letter also will include a complete listing of the comments received from referral agencies.

Pre-Application Review Fee

The required non-refundable fee for the Pre-Application Review Process is identified in the Fee Schedule below. If the applicant makes formal submittal for a development application within 1 year of the Pre-Application Meeting, then the fee for the Pre-Application Review Process will be applied to the fee for the development application.

A complete listing of the application fees is available on the Planning and Zoning Website.

Make checks payable to the Jefferson County Treasurer.

Fee Schedule

Preliminary Application	\$300
Rezoning	
Mining	$(\$300 \times \sqrt{\text{acreage}}) + (0.001 \times \text{tonnage to be removed})$
Certificate of Designation or Amendment	$(\$300 \times \sqrt{\text{acreage}}) + (0.0015 \times \text{total air space cubic yards})$
Planned Development	$(\$450 \times \sqrt{\text{acreage}} (\$800 \text{ min.}))$
Straight Zone District	$(\$375 \times \sqrt{\text{acreage}} (\$600 \text{ min.}))$
Special Use	
Mining	$\$300 \times \sqrt{\text{acreage}} + (0.001 \times \text{tonnage to be removed})$
All Others	$\$450 \times \sqrt{\text{acreage}} (\$800 \text{ min.})$
Site Approval	\$600
Site Development Plan	
Minor Modification	\$200
All Others	\$1,500 + \$100 for each residential unit (if applicable)
Subdivision	
Plat –Preliminary	\$900 + \$50 for each lot over 3
Plat –Final	\$1,050 + \$50 for each lot over 3
Preliminary and Final Plat	\$1,375 + \$100 for each lot over 3
Minor Adjustment	\$825
Exemption	\$900
Rural Cluster	\$675 + \$50 for each lot over 3
Vacation Right of Way	\$1,050
Service Plan	
Formal Service Plan	\$500
Material Modification	\$250

Community Involvement

There is not any requirement for community notification during the Pre-Application Review Process. Community members may, however, review any information related to the Pre-Application that is considered to be of public record. This includes the submittal documents, referral responses and the Pre-Application Response letter. Community members are **not** allowed to attend the Pre-Application Meeting. If after the Pre-Application Process the applicant chooses to go forward with a development proposal, the required community notification steps will occur in accordance with County regulations.

Submittal Requirements

The submittal documents for the Pre-Application Review Process Are listed below. These documents are separated into required documents and additional documents that may be submitted to aid in the review of the Pre Application.

Detailed explanations of the submittal documents are also provided.

Mandatory Documents

- Application Fee
- Cover Letter
- Vicinity Map
- Site Plan
- Current Deed
- Written Restrictions
(for rezoning & special use only)

Additional Documents

- Pre May 5, 1972 Deed
- Proof of Access
- Proof of Water
- Proof of Sewer
- Proof of Fire Protection
- Landscape Plan
- Architectural Elevations

Cover Letter

The cover letter shall include the name, address, phone number, and e-mail address of the property owner(s) and any appointed representative. The letter should identify the parcels included in the proposal and the existing zoning. It should also provide a clear, concise description of the proposal. In addition, the letter should also discuss how the applicant will obtain access to the site; and should describe how water and sewer will be provided.

Vicinity Map

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

Site Plan

The site plan should be to scale and should include a north arrow and the date of preparation. It should identify streets/roads, show intersections, driveways, access points, parking, existing structures, wells, Onsite Wastewater Treatment Systems, easements, utility lines, lot dimensions, no build areas, and hazardous areas.

Current Deed

A copy of the current recorded deed for all property involved in the request.

Written Restrictions (Rezoning or Special Use)

The written restrictions serve to establish the specific regulations and requirements for the lot or parcel. The written restrictions shall list permitted and accessory uses, and may include specific standards for signs, fences, lighting, parking, buildings, lots, architecture, open space and landscaping. The written restrictions may also address general provisions dealing with matters specific to the property, for example (without limitation) animals, pollution control, or hours of operation.

Pre May 5, 1972 Deed

(For un-platted property less than 35 acres or portions of lots)

A copy of a deed recorded on or before May 5, 1972 for all of the property involved in the request.

Proof of Access

If the property will utilize a private road for access, then a letter describing the access should be provided. Accompanying the letter should be copies of any easements that may be in place related to the private road.

Proof of Water

The applicant may provide one of the following:

1. A written statement from the appropriate water district indicating that they will provide service to the property.
2. Well permit(s), if there is an existing well on the property that will be used to serve the development. Permit information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587.
3. A court approved plan for water augmentation or a written statement of intent to augment water if required. We recommend contacting an attorney and engineer specializing in water rights if a water augmentation plan is required.

Proof of Sewer

The applicant may provide one of the following:

1. A written statement from the appropriate sanitation district indicating that they will provide service to the property.
2. A written statement from Public Health indicating the viability of obtaining Onsite Wastewater Treatment Systems.

Proof of Fire Protection

A written statement from the appropriate fire protection district indicating that they will provide service to the property. If the property is not located within a fire protection district, a contract with a district or a municipality indicating that they will provide service to the property shall be required.

Landscape Plan

A plan showing the locations intended for landscaping, including general types of materials.

Architectural Elevations

The architectural drawings should include the following:

- A scale of at least one-eighth inch equals one foot
- The elevations for all sides of proposed buildings with proposed and existing grades
- Building materials and colors of exterior walls, roofs, doors, and windows
- Changes in building plane to match the Site Plan
- Building heights
- Location and screening of mechanical equipment