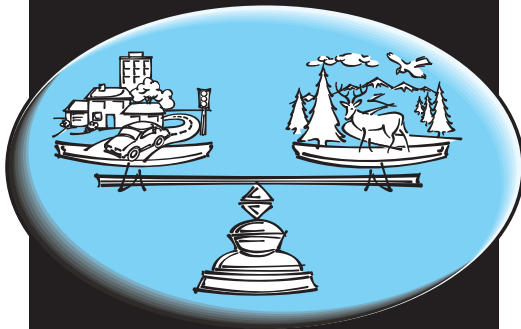


Jefferson County  
Planning & Zoning



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.**

# Final Plat Process

*This guide describes the Final Plat Process. Users should utilize this guide in conjunction with the Land Development Regulation.*

Divisions of land in Jefferson County are governed by the provisions of the Land Development Regulation. Adopted in accordance with State Statutes, the Land Development Regulation provides several processes for dividing land that may be applicable based on the circumstances of the specific property.

The Final Plat process is the final step in a two part procedure that may be utilized by an applicant to subdivide land. The first step in the process, the Preliminary Plat, is acted upon by the Planning Commission in a public hearing. If the Planning Commission approves the Preliminary Plat, the next step for an applicant is to submit the Final Plat application. The Final Plat application, or the first phase of the Final Plat, shall be made within 24 months of the Preliminary Plat approval by the Planning Commission. If the Final Plat is submitted in phases, then the approval of Preliminary Plat is extended for 24 months from the date of the formal application of the previous phase. The Final Plat shall be in substantial conformance with the approved Preliminary Plat and any conditions placed on Preliminary Plat approval by the Planning Commission.

The purpose of the Final Plat is to establish the final layout of a subdivision through the development of the plat document, the final construction plans, an improvement agreements and other documents that are reviewed against the requirements of applicable Regulations. In order to expedite the entire subdivision process, an applicant may opt to submit the Final Plat application prior to completion of the Preliminary Plat, with the understanding that the Final Plat must be in substantial conformance with the approved Preliminary Plat.

### 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

**A Final Plat is the final step in a two part procedure that may be used by an applicant to subdivide land. The Final Plat application must be in substantial conformance with the approved Preliminary Plat.**

### 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

## 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 Land Development Regulation 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 Land Development Regulation.

## Final Plat Process

*The information provided below is intended to be a brief overview of the Final Plat process. For a complete explanation of the Final Plat requirements, please refer to the Land Development Regulation.*

### 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 Land Development Regulation anticipates that an application will be sent out on two referrals before it is ready for the hearing process; 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 hearing. 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

#### Hearing Documents

*The hearing documents shall be identified by the Case Manager.*

### Step 5

#### Planning Commission Hearing

*The application will be presented to the Board of County Commissioners in a public hearing. The Board of County Commissioners will approve or deny the application.*

### Step 6

#### Board of County Commissioners Hearing

*When the applicant complies with any approval conditions, and submits the executed mylar and other final documents, Staff will obtain the required County approval signatures and have the documents recorded.*

# Evaluation/Decision

The Final Plat is presented to the Board of County Commissioners in a public hearing. The Board of County Commissioners will review the application and the Staff recommendation, receive testimony and evidence on the application, and will approve, conditionally approve or deny the application

**Note:** During the hearing process, the Board of County Commissioners may vote to continue the application to a subsequent public hearing. The most common reasons for a continuance are: 1) to provide for additional public testimony, 2) to allow for the applicant or Staff to address concerns related to an application, 3) at the request of the applicant.

The evaluation of the Final Plat is predicated on compliance with the approved Preliminary Plat, the Land Development Regulation and the requirements of the underlying Zone District.

## Community Involvement

*Keeping the public informed of development applications is a high priority in Jefferson County. Notification requirements for an Final Plat application include community mailing and sign posting. The following summarizes the notification required at different stages of the 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. 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 public hearing. The applicant may choose to amend the application request based on the comments received.

**Public Hearing(s)** – Notification for Public Hearing(s) will be through community mailing and sign posting. Any member of the public may testify on an application in a Public Hearing. The public may also send in letters or comments to the case manager. All comments received throughout the application process will be included as a part of the staff report prepared for the Public Hearing(s).

*The notification requirements are explained in detail in the Land Development Regulation 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.



