



NOTIFICATION GUIDE

The notification requirements are intended to keep property owners and registered associations informed of proposed development activities in Jefferson County.

The information below describes the type of notification required at various stages of development proposals

Required Notification	Prior to a Community Meeting		At time of first Referral		Prior to Hearing		
	Community Mailing	Sign Posting	Community Mailing	Sign Posting	Community Mailing	Sign Posting	Newspaper Publication
Rezoning	Level 1	Level 1	Level 1		Level 1	Level 1	Yes
Special Use	Level 1	Level 1	Level 1		Level 1	Level 1	Yes
Site Approval					Level 1	Level 1	
Site Development Plan			Level 1	Level 1			
Grading Permit			Level 2	Level 2			
Preliminary Plat			Level 1		Level 1	Level 1	
Final Plat			Level 1		Level 1	Level 1	
Rural Cluster	Level 1	Level 1	Level 1		Level 1	Level 1	
Preliminary & Final Plat			Level 1		Level 1	Level 1	
Exemption from Platting			Level 1		Level 1	Level 1	
Minor Adjustment			Level 2	Level 2			
Vacation			Level 2		Level 2	Level 2	

COMMUNITY MAILING

Level 1 requires notices to be sent to property owners and registered associations within a specified radius based on whether the proposed development is located in the Mountains or Plains (see map table and map on the back of this Notification Guide).

Level 2 requires notices to be sent to adjoining property owners and to a property owners association, or other similar entity if it is determined that the proposed development lies within the jurisdiction of such an entity. Additional notices may be required if it is determined that the development activity may impact other properties.

SIGN POSTING

Level 1 requires a minimum of one (1) sign to be posted on each boundary of the property having frontage on either a public or private street/road. Additional signs may be required if it is determined that the signs required to be posted on the property would not be readily seen by the general public.

Level 2 requires one (1) sign to be posted on the property at a location most visible to the general public. Additional signs may be required if it is determined that the sign required to be posted on the property would not be readily seen by the general public.

Newspaper Publication

Newspaper publication is a notification requirement where notice of a hearing is published in one publication of a newspaper of general circulation in the County. Planning and Zoning will complete this requirement at the appropriate stage of the application process.

A description of the community mailing procedure and sign posting procedure is included on the reverse side of this Guide 🐼

COMMUNITY MAILING

Timing

First Referral

Community mailings at the time of the 1st referral shall be mailed at the time the case is sent out on the 1st referral.

Community Meeting or Hearing

Community mailings prior to a community meeting or hearing shall be mailed at least 14 calendar days prior to the community meeting or the first scheduled hearing.

Procedure

The Case Manager shall provide the applicant a completed notification form and vicinity map and a list of the registered associations and/or individual property owners that are required to be notified.

The applicant shall provide the Case Manager the community mailing envelopes corresponding to the list of registered associations and/or individual property owners. The envelopes must be addressed, have sufficient postage, use the Planning and Zoning return address, contain a completed notification form and vicinity map, and be un-sealed.

SIGN POSTING

Timing

First Referral

Sign(s) shall be posted on the property within 4 calendar days from the date on which the application was sent out on the 1st referral. The sign(s) should remain posted on the property until a determination has been made on the application.

Community Meeting or Hearing

Signs to be posted prior to a community meeting or a hearing shall be posted on the property a minimum of 14 calendar days prior to the community meeting or the first scheduled hearing. The property must remain posted until either the community meeting is complete or until the application is approved, conditionally approved, or denied at the final hearing for the application.

Procedure

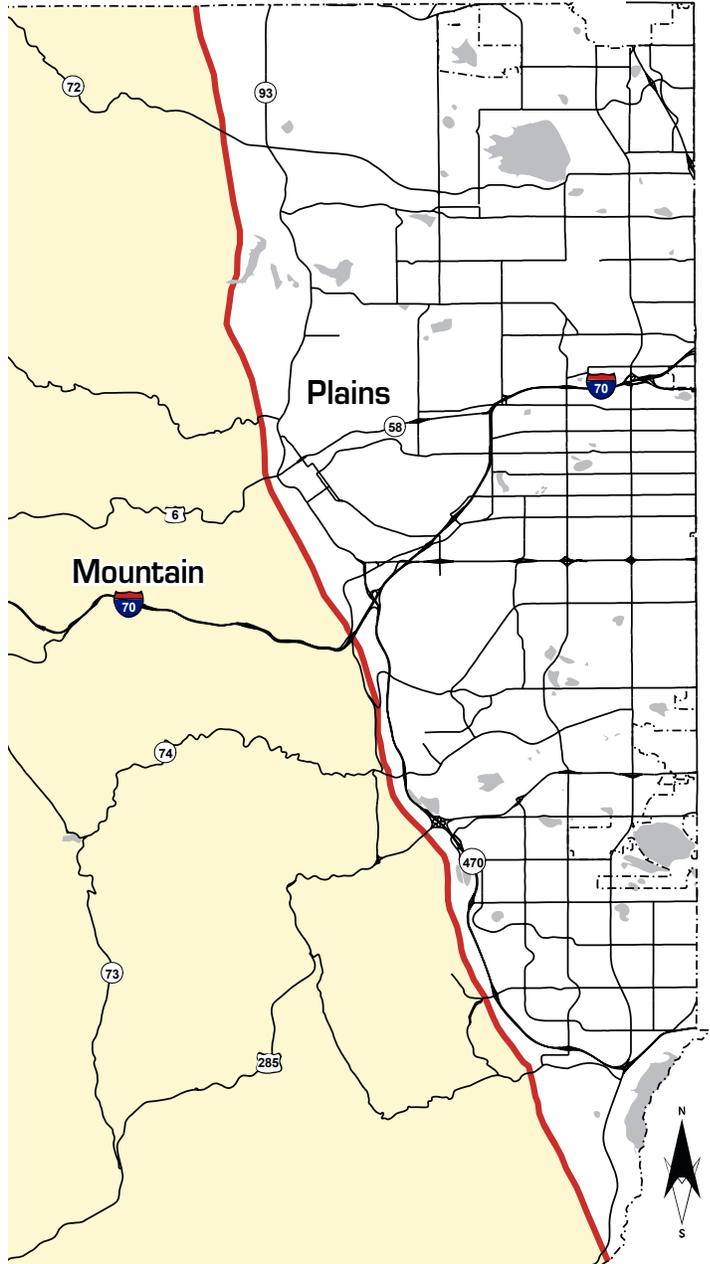
The Case Manager shall provide the applicant a map indicating where the sign(s) shall be posted, the completed sign(s), instructions on how to post the sign(s), and a blank posting affidavit form.

The applicant shall post the sign(s) on the property in accordance with the location map and instructions; and return the completed posting affidavit to the Case Manager indicating that the sign(s) were posted upon the subject property in accordance with the requirements.

The following Table shows the notification radius of the Mountain and Plains Areas.

	Mountain Area	Plains Area
Registered Associations	Two (2) miles	One (1) mile
Individual Property Owners	1,320 feet (1/4 mile)	500 feet

• In certain instances where the subject property is located in an area of unusually high density development, greater than 50 individual property owners within 1,320 feet (1/4 mile), then the area of notification shall be decreased to 500 feet from the subject property.



Mountains: Defined as that area of the County lying west of the mountain front, which is a line connecting the average eastern-most points on the 6400 foot contour line of the U.S.G.S. topographic maps.

Plains: Defined as that area of the County lying east of the mountain front, which is a line connecting the average eastern-most points on the 6400 foot contour line of the U.S.G.S. topographic maps.