JEFFERSON COUNTY PUBLIC HEALTH
Environmental Health Services Division
645 Parfet Street, Golden CO 80215
(303) 232-6301 FAX (303) 271-5760
jeffco.us/public-health

SUPPLEMENTAL FORM FOR BOARD OF HEALTH HEARINGS

If your proposed building site does not meet the minimum required building site size or for other situations (see information on Page 3) the Board of Health must issue a variance or approve the proposal prior to the issuance of an onsite wastewater treatment system permit. Hearing information is also provided on Page 3.

APPLICATION REQUIREMENTS

To apply for a variance or Board of Health review, please complete pages 1-2 and attach the following documents to this form:

- *FORM 100 and any required supplemental documents*
- *A written statement signed by the current property owner which sets forth the hardship they would incur should the requested variance not be granted. Provide as much detail as possible in this statement as it will be presented to the Board as part of the variance request. This statement is only required for VARIANCES.*

Property Address	

CURRENT OWNER INFORMATION	
Owner Name	
Mailing Address	City State Zip
Phone	Email

HEARING FEE

Should you wish to pay by credit card please complete the authorization below. Otherwise, enclose a check or money order for **$125.00** payable to "Jefferson County Treasurer." Do not send cash through the mail. If approved by the Board of Health, additional fees will be required to issue the permit.

CREDIT CARD AUTHORIZATION

(we accept VISA® and MasterCard® only)

Dept Use

By signing below I authorize the charge for the payment of fees and (1.75%) service charges shown:		
Name on Card	Cardholder Signature	Date signed
	BOARD OF HEALTH HEARING FEE	$ 127.18

16 – DIGIT CREDIT CARD NUMBER	Exp. Date (MM/YYYY)

PLEASE ANSWER THE FOLLOWING QUESTIONS

If this proposal is for a property that does not meet minimum lot size or minimum required setback distances, complete questions 1-4, sign the terms of application and provide the required hardship statement. For all other proposals you need only sign the terms of application statement at the bottom of the page.

1. Date when the current owner obtained title to the property: _____

2. DOES the current owner hold title to any adjacent property? ☐ YES ☐ NO

   If YES, provide the legal description of that property: _____

   _____

   _____

3. DID the current owner ever own any adjacent property? ☐ YES ☐ NO

   If YES, provide the legal description of that property and the date it was sold: _____

   _____

   _____

4. Is there any adjacent undeveloped property* that could be purchased to increase the size of the current property? ☐ YES ☐ NO

   *If YES, please provide information of your attempts to purchase that property:*_____

   _____

   _____

**property that shares a common border of at least 25 feet with the subject property, and is currently vacant and properly subdivided.*

TERMS OF APPLICATION

In applying for this variance/Board of Health review, I hereby authorize the health officer to enter onto this property to determine compliance with the Onsite Wastewater Treatment System Regulations pursuant to the issuance of a permit. I further acknowledge that the above information is true and correct to the best of my knowledge and ability to verify and that any false material statement made on this application may be cause to revoke the permit issued for this property.

_____ _____

OWNER* DATE

owner must sign this form and hardship statement (if required) – however, fax and email copies with signature are acceptable.

MINIMUM LOT OR BUILDING SITE SIZE

A variance from the Board of Health is required for the issuance of onsite wastewater treatment system permits for new construction and additions to existing systems for properties that do not meet the minimum lot size set forth in the table below.

SOURCE OF POTABLE WATER	DATE WHEN BUILDING SITE WAS CREATED		
	Before Nov. 10, 1973	Between Nov. 10, 1973 and Dec. 5, 1977	After Dec. 5, 1977
Individual wells, potable springs or cisterns	1 acre	2 acres	5 acres (3.5 acres per Section 4.2.C of OWTS Regulations
Public water system	0.5 acre	1 acre	1 acre

OTHER CASES REQUIRING BOARD OF HEALTH APPROVAL

Systems installed in certain areas of Indian Hills / Parmalee Gulch drainage, public domain higher level treatment units, experimental systems as defined in Section 9 of the Onsite Wastewater Treatment System Regulations, systems discharging into State waters on onto the ground surface, new technology device systems, and any other type of system for which the health officer is not specifically authorized to issue a permit. Contact the Department for additional information.

BOARD OF HEALTH HEARING INFORMATION

- The Board of Health meets on the third Tuesday of each month. Applications received before the first business day of the month will be scheduled for a hearing at that month's meeting; otherwise the case will be scheduled for the following month.

- A site inspection will be conducted prior to the hearing to verify the engineer's design and the property will be posted with a sign announcing the date and time of the meeting. These meetings are open to the public and testimony will be taken from all interested parties, both for and against the proposal.

- Unless otherwise notified, the meeting will be held at 8:00 AM in Hearing Room No. 2 at the Jefferson County Administration and Courts Facility, 100 Jefferson County Parkway, Golden 80419 (see http://jeffco.us/maps/ for directions). At the hearing, staff will provide the Board with an overview of the case and a representative of the owner must be available to respond to any questions from the Board or the public. Cases may be tabled if no representative is present. The current owner need not appear as long as someone else is there to represent the case.

- If your variance is approved, the Board will set the conditions of the variance; you must agree to the terms of the variance and sign the Notice of Variance, which will then be recorded with the Jefferson County Clerk and Recorder. Additional fees are required to issue the onsite wastewater treatment system permit; this information will be provided to you after the hearing.

If you have any questions about the Board of Health hearing process, please contact Craig Sanders, Board of Health Case Manager at 303 271-5759 or csanders@jeffco.us for assistance.