



Jefferson County, Colorado  
Transportation & Engineering Division

100 Jefferson County Parkway, Suite 3500, Golden, Colorado 80419-3500  
 ☎ 303.271.8495 • Fax 303.271.8490 • <http://jeffco.us/transportation-and-engineering>

# APPLICATION FOR LICENSE AGREEMENT TO USE COUNTY RIGHT-OF-WAY

## PRINT ALL REQUESTED INFORMATION

Name of Applicant <i>(HOA or Adjacent landowner)</i>			Date of Application	
<input type="text"/>			<input type="text"/>	
Street Address				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address, if different				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Email Address			
<input type="text"/>	<input type="text"/>			
Name of Additional Applicant <i>(Representative)</i>				
<input type="text"/>				
Street Address				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address, if different				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Email Address			
<input type="text"/>	<input type="text"/>			

*If there are additional applicants, please attach those names and addresses to this form.*

All the following information is required to complete the initial review of your request. Additional documents (listed on page 2) may be required, including a survey. A meeting will be required at the site with the case manager prior to referrals being sent.

- Complete this application form (2 pages)
- \$1,050 *(cash, check, Visa or Mastercard)* Make checks payable to Jefferson County Treasurer.
- Graphic showing area sought for licensing and proposed improvements
- Copy of County Assessor's parcel map identifying ROW area
- Articles of Incorporation/Organization, if applicable to applicant

**Complete this section if the requested licence agreement is related to a development case currently being processed by Planning and Zoning**

Case Number *(example 09-100100)*

Subdivision Name

Case Manager's Name

*See page 2 for additional requirements and to state reasons for request*

## STAFF USE ONLY

Case Number

LA

DE

**ITEMS THAT MAY BE REQUIRED FOR THE COUNTY TO PREPARE THE LICENSE AGREEMENT DOCUMENTS**

☛ The items checked have been determined necessary

- A legal description of the license agreement area and an exhibit showing the area, prepared by a licensed surveyor
- Final construction or landscape plans (if required) showing proposed improvements, such as fences, signs, grading changes, sidewalk, median, etc, with these standard items and notes:
  - North arrow, graphic scale, and text that will be legible when the drawing is reduced to 8.5"x11"
  - Note: "Proposed tree and fence locations shall be field staked and reviewed by Jefferson County Road and Bridge prior to planting."
- Note: "Call 811 Utility Notification Center of Colorado 2 business days before you dig, grade or excavate for the marking of underground member utilities."
- Proof of ownership of the adjacent private property
- If the applicant is a HOA or corporation, the name and contact information for the officer(s) who will sign the agreement on behalf of the HOA or corporation
- Proof of the officers' authorization to sign on behalf of the HOA or corporation, typically the Articles of Organization and meeting minutes covering the election of officers

**REASONS FOR LICENCE AGREEMENT**

**PLEASE NOTE:** License Agreements are *not* transferable. They do not "run with the adjacent land".

Please state your reason(s) for seeking a licence agreement and describe the improvements to be licensed.  
If they do not exist, explain why they can not be located on private property.

I have read the above requirements and agree to provide the necessary documents for the County to prepare the agreement. I also understand that the Board of County Commissioners must make a decision about the license agreement at a public hearing and that the Board's approval is not guaranteed.

Applicant's Signature

Date