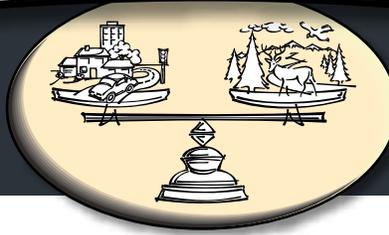


CITIZEN'S GUIDE

Jefferson County
Planning & Zoning

"Dedicated to outstanding customer service."



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<http://planning.jeffco.us>

The Land Use Application Notification Process When should you be notified?

This Guide provides a brief summary of the Public Notification Requirements of the various land use applications.

Case Manager Assignment

When an application is received, the applicant is assigned a case manager. The case manager is the primary contact for questions about the case and process, as the case manager handles all details of review, referral, coordination, scheduling of public hearings, and preparation of the case file and staff reports.

Time Frames

Many of the processes in Jefferson County have set time frames for review and referrals. Meeting the set time frames depends on the applicant making any necessary revisions and resubmitting documents within a specified time period. For this reason, it is difficult to provide a time frame between the notifications that are provided.

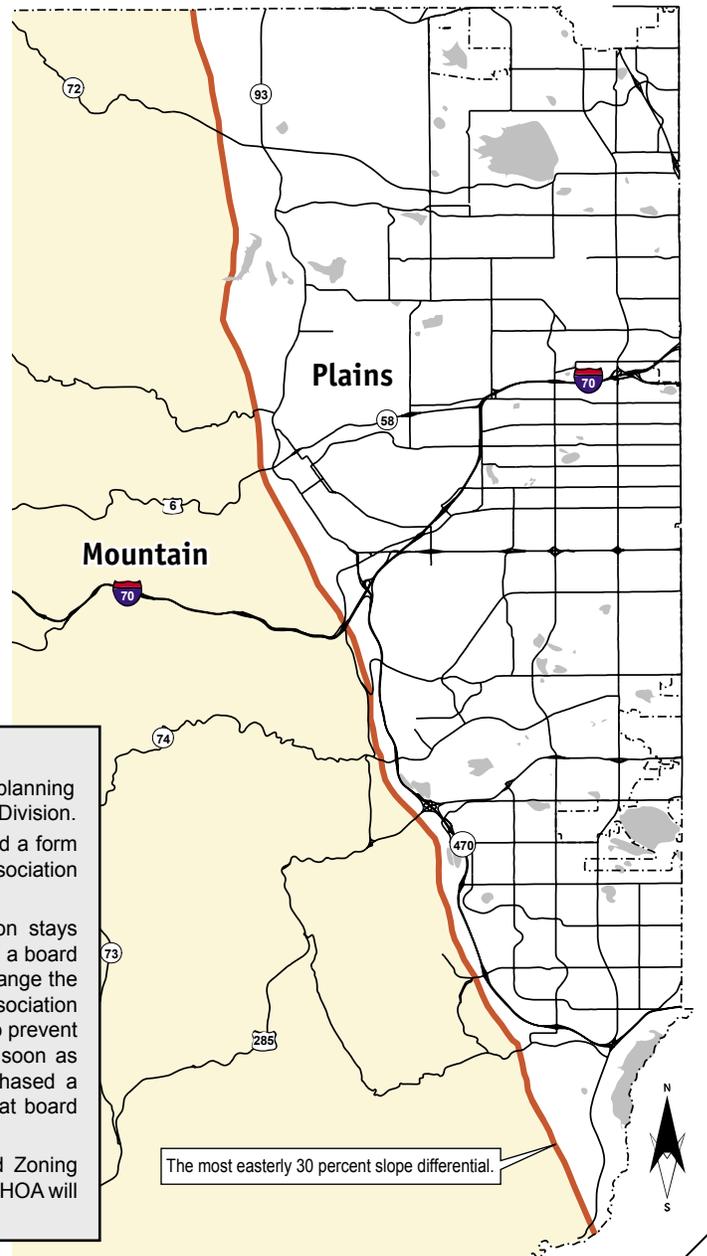
Notification Radius

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.

Mountain and Plains Areas



IS YOUR ASSOCIATION REGISTERED?

Notification of development applications, regulation changes, and other planning efforts are sent to Associations registered with the Planning and Zoning Division. Registering is simple- just contact the Planning and Zoning Division and a form and map will be mailed to you. Once you return the form and map, your association will be "registered."

Once registered, it is important to make sure the contact information stays current. The Planning and Zoning Division has no way of knowing when a board member leaves an association unless the association contacts us to change the information. If letters are returned to the county as undeliverable, the association will be dropped from the list and notification will cease. The BEST way to prevent a loss of communication is to notify us in writing (letter or email) as soon as the contact information changes. Also, many associations have purchased a post office box to maintain a constant contact address in the event that board membership changes.

In an effort to maintain current contact information, the Planning and Zoning Division re-registers associations each year. In October/November, your HOA will receive a re-registration form.

The most easterly 30 percent slope differential.

Rezoning

Rezoning to a Planned Development

This process changes a property's zoning to a planned development zone district. Planned Development (PD) zoning may allow uses and standards not provided for or inadequately addressed by the standard zone districts. In this process, staff reviews the proposal for compliance with the community plan and for compliance with the Zoning Resolution and regulations/ requirements of other departments and agencies. Changes to zoning must be reviewed by the Planning Commission and approved by the Board of County Commissioners

Rezoning to a Standard Zone District

This process changes a property's zoning to a standard zone district in the Zoning Resolution. The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. In this process, staff reviews the proposal for compliance with the community plan and for compliance with the regulations/requirements of other departments and agencies. Changes to zoning must be reviewed by the Planning Commission and approved by the Board of County Commissioners.

Community Meeting

Mailed Notification: Individual Property Owners and Registered Associations will be notified of the Community Meeting in accordance with the Notification Radius. Notification will be mailed a minimum of 14 days prior to the Community Meeting.
Sign Posting: Signs will be posted on the property a minimum of 10 days before the Community Meeting.

Application Referral

Mailed Notification: In accordance with the notification radius, registered associations and property owners will be sent an application packet within 4 days of application acceptance. Referral agencies, including registered associations and property owners have 21 calendar days to provide comments to the case manager.

Process Steps
Community Meeting
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/Optional Meeting
Applicant's Response to Comments
Review of Revised Submittal
Forwarding of 2 nd Referral Comments to applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Planning Commission Public Hearing
Board of County Commissioners Public Hearing

Public Hearing Preparation

Sign Posting: Signs will be posted on the property 14 days before the Planning Commission Public Hearing and must remain posted until the Board of County Commissioners has rendered a decision.

Newspaper Notification:

Notification must be published 30 days prior to the Board of County Commissioner's Public Hearing.

Mailed Notification: If it has been more than one (1) year between the date of Application Referral and the date of the scheduled Planning Commission public hearing, Community Notification shall be required. Notification will be mailed to registered associations and property owners in accordance with the notification radius a minimum of 14 days prior to the Planning Commission public hearing.

Special Use

The Jefferson County Zoning Resolution, in conjunction with adopted Zoning Maps, creates a variety of zone districts which establish the types and intensity of land uses permitted in the unincorporated area of the county. The zone

district may also establish uses that must be approved as a Special Use. Special Uses are permitted upon review by the Planning Commission and approval by the Board of County Commissioners (BCC).

Community Meeting

Mailed Notification: Individual Property Owners and Registered Associations will be notified of the Community Meeting in accordance with the Notification Radius. Notification will be mailed a minimum of 14 days prior to the Community Meeting.
Sign Posting: Signs will be posted on the property a minimum of 10 days before the Community Meeting.

Application Referral

Mailed Notification: In accordance with the notification radius, registered associations and property owners will be sent an application packet within 4 days of application acceptance. Referral agencies, including registered associations and property owners have 21 calendar days to provide comments to the case manager.

Public Hearing Preparation

Sign Posting: Signs will be posted on the property 14 days before the Planning Commission Public Hearing and must remain posted until the Board of County Commissioners has rendered a decision.

Newspaper Notification: Notification must be published 30 days prior to the Board of County Commissioner's Public Hearing.

Mailed Notification: If it has been more than one (1) year between the date of Application Referral and the date of the scheduled Planning Commission public hearing, Community Notification shall be required. Notification will be mailed to registered associations and property owners in accordance with the notification radius a minimum of 14 days prior to the Planning Commission public hearing.

Process Steps
Community Meeting
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/Optional Meeting
Applicant's Response to Comments
Review of Revised Submittal
Forwarding of 2 nd applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Planning Commission Public Hearing
Board of County Commissioners Public Hearing

Platting

In 1972, State Statute made it illegal to transfer land that is less than 35 acres from one party to another without going through the local jurisdiction's subdivision process. The platting process divides a tract of land into defined lots. The Land Development Regulation establishes the platting, or subdivision, regulations and requirements. In the platting process, staff reviews the proposal for compliance with the Land Development Regulation and the regulations/requirements of other departments and agencies. The Subdivision Platting Process requires the submittal and approval of a Preliminary Plat, and the submittal and approval of a Final Plat. The Preliminary Plat is acted on by the Planning Commission, while the Final Plat is approved by the Board of County Commissioners.

Combination Plat: A Combination Plat is a process that combines the preliminary and final plat processes in situations where a tract of land is divided into no more than 9 single family detached or 12 single family attached lots. A Combination Plat is acted on by the Planning Commission and approved by the Board of County Commissioners.

Exemption from Platting: The Exemption from Platting process is a simpler and more expedited subdivision process. This process may be used to make the transfer of land "legal" in certain cases that meet specific requirements. There are four different Exemption processes. Exemptions for Illegal Transfers of Land and Parcels Owned Prior to 1972 and are approved by the Board of County Commissioners. Exemptions for Further Superlot Division and Residential Structure Exclusion are administrative and approved by the Director of Planning and Zoning. The most common Exemption from Platting is the Illegal Transfers of Land (notification process described below.)

Preliminary Plat Process Steps
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/ Optional Meeting
Applicants Response to Comments
Review of Revised Submittal
Forwarding of 2 nd Referral Comments to applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Planning Commission Public Hearing

Application Referral
Mailed Notification: In accordance with the notification radius, registered associations and property owners will be sent an application packet within 4 days of application acceptance. Referral agencies, including registered associations and property owners have 21 calendar days to provide comments to the case manager.

Public Hearing Preparation
Mailed Notification: If it has been more than one (1) year between the date of Application Referral and the date of the scheduled Planning Commission public hearing, Community Notification shall be required. Notification will be mailed to registered associations and property owners in accordance with the notification radius a minimum of 14 days prior to the Planning Commission public hearing.
Sign Posting: Signs will be posted on the property 14 days before the Planning Commission Public Hearing and must remain posted until the Board of County Commissioners has rendered a decision.

Combination Plat Process Steps
Pre-submittal
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/Optional Meeting
Applicants Response to Comments
Review of Revised Submittal
Forwarding of 2 nd Referral Comments to applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Planning Commission Public Hearing
Board of County Commissioners Public Hearing

Final Plat Process Steps
Pre-submittal
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/ Optional Meeting
Applicants Response to Comments
Review of Revised Submittal
Forwarding of 2 nd Referral Comments to applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Board of County Commissioners Public Hearing

Application Referral
Mailed Notification: In accordance with the notification radius, registered associations and property owners will be sent an application packet within 4 days of application acceptance. Referral agencies, including registered associations and property owners have 21 calendar days to provide comments to the case manager.

Public Hearing Preparation
Mailed Notification: If it has been more than one (1) year between the date of Application Referral and the date of the scheduled Board of County Commissioner's public hearing, Community Notification shall be required. Notification will be mailed to registered associations and property owners in accordance with the notification radius a minimum of 7 days prior to the public hearing.
Sign Posting: Sign Posting: Signs will be posted on the property 7 days before the Board of County Commissioner's Public Hearing and must remain posted until the Board of County Commissioners has rendered a decision.

Exemption from Platting Process Steps*
Application Submittal
Application Acceptance
Application Referral
County and Referral Agency Response
Forwarding of Referral Comments/Optional Meeting
Applicants Response to Comments
Review of Revised Submittal
Forwarding of 2 nd Referral Comments to applicant/ Pre-hearing meeting
Public Hearing Document Submittal
Public Hearing Scheduled
Public Hearing Preparation
Board of County Commissioners Public Hearing

* The Community Notification procedures for Exemptions are not regulatory at this point. Staff will strive to make the notification procedures consistent until further regulation changes can be made.

Additional Notification for Platting Processes
 The Case Manager may require Mailed Notification at or prior to the Application Referral step. When required, Individual Property Owners and Registered Associations will be notified in accordance with the Notification Radius. Notification will be mailed within 4 calendar days of application acceptance.

Site Development Plan Process

This process is an administrative process established to provide an objective evaluation procedure that ensures compliance with plat or exemption from platting restrictions, zoning conditions and regulations contained in the Land Development Regulation and Zoning

Resolution. In this process, staff considers a wide range of specific site issues related to the particular development proposed including but not limited to landscaping, parking, signage, architecture, and lighting. Community Notification is not required.

Sign Posting

In 2004, the Planning and Zoning Division changed the signs to be more visible. When sign posting is required, the applicant must post sign(s) on the subject property a minimum of 14 calendar days prior to the scheduled hearing. Signs must remain in place until the Board of County Commissioners has made a decision (except for preliminary plats). One (1) sign must be posted on each boundary of the property for each 500 feet of frontage on either a public or a private street, up to a maximum of 6 signs. If the property does not have any street frontage at the time of posting, then a minimum of one (1) sign must be posted at a location most visible to the general public. The Case Manager may require the posting of off-site signs, in the number deemed appropriate, if in the opinion of the Case Manager, signs on the property would not be readily seen by the general public.

PROPOSED

Nature of Request:

Case #

Public Hearing:

PC _____
 BCC _____

JEFFERSON COUNTY
 100 Jefferson County Pkwy., Golden, CO
303-271-8745

Newspaper Notification

In 2005, the Planning and Zoning Division changed the newspaper notification process to be more effective. Now, for proposals in the Plains Area, notification is published in the Golden Transcripts. For proposals in the Mountains Area, notification is published in the High Timber Times. Previously, as required by State Statute, the Planning and Zoning Division only sent the notification to one newspaper of general circulation- the High Timber Times.

LEGAL 4917-E

LEGAL NOTICE AND PUBLICATION OF REZONING NOTICE IS HEREBY GIVEN that the Board of County Commissioners of the County of Jefferson, State of Colorado, will hold a public hearing on a certain proposed amendment to the Zoning Resolution of Jefferson County, Colorado, in the Hearing Room at 100 Jefferson County Parkway, Golden, Colorado, on September 4, 2004, at 9:00 a.m. or as soon thereafter as the agenda permits, when and where all parties may appear and be heard.

FURTHER NOTICE IS HEREBY GIVEN that said public hearing may, at the discretion of the Board of County Commissioners, be continued from time to time without further notice until a decision is announced by the Board of County Commissioners.

Said proposed amendment in Case No. 04-920133RZ/TOM WILERS, to rezone the subject property from: Planned Development Zone District to Planned Development Zone District for the purpose of: amending the existing zoning 1) allowing for extension of mining until December 31, 2023; 2) allowing for processing equipment.

Said property is generally located at: 122100 South Timber Road, which contains approximately 13.53 acres.

BE IT ALSO KNOWN that the text and/or maps relating to the above referenced amendment may be examined in the offices of the Jefferson County Planning Department, 100 Jefferson County Parkway, Suite 3550, Golden, Colorado between the hours of 7:30 a.m. and 5:30 p.m. during any working day, holidays excepted, up to and including the Thursday preceding the designated date of first hearing before the Board of County Commissioners.

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF JEFFERSON
STATE OF COLORADO**

Published July 18, 2004
High Timber Times
LEGAL 4917-E

Your Comments and Input

All written comments- letters, faxes, and emails- will be collected by the Case Manager. The applicant and the Planning Commission and/or Board of County Commissioners will receive copies. For the best documentation, please put all comments in writing.

The application case file is available for your review between 7:30 am and 5:30 pm at Planning and Zoning Division at the Jefferson County Courts and Administration Building, 100 Jefferson County Parkway Ste 3550, Golden, 80419. Staff reports are also available for review one week prior to the Hearing Date(s). To save time locating the file, contact the Case Manager before you visit.