

Establish Use or Structure as Legal Non-Conforming



100 Jefferson County Parkway
Suite 3550
Golden CO, 80419
303-271-8700
planning.jeffco.us
pzpermits@jeffco.us

Case Number (for employee use): _____ AR

1. Fees (Administrative Review) can be found [on our website](#). Make checks payable to Jefferson County Treasurer.
2. This application will be reviewed in accordance with Section 20 (Non-Conforming Building Structures and Uses) of the [Zoning Resolution](#) by the Planning Director or Designee. A decision letter will be mailed to the owner once the review of all supporting documents is completed.
3. Adjacent property owners will be notified and given ten business days to respond.
4. **All permit documents should be emailed to pzpermits@jeffco.us.**

Submittal Materials to be Included:

Application	Proof of ownership by current recorded warranty deed, quit claim deed, etc.	Worksheet
Fee	Signed, notarized affidavit; no interested, related persons and everything is truthful	Site plan or survey of property
Cover Letter		Supporting documentation

Permit Process

1. Staff will review the application and submittal materials and advise of any errors or omissions.
2. The Research Planning Analyst will send a letter of notification to all adjacent property owners. There is a two week waiting period after the letters are mailed.
3. Once the research is compiled, the case will be presented to the Planning Director or Designee.
4. The applicant will receive a letter in the mail from the Planning Director or Designee of the final determination.

Applicant and Site Details

Address of Site / Property ID _____ City _____ State _____ Zip _____

Legal Description _____

Property Owner Name _____ Phone Number _____ Email _____

Property Owner's Address _____ City _____ State _____ Zip _____

Check this box if this application is being submitted by a Representative.

Representative Name _____ Phone Number _____ Email _____

Representative Address _____ City _____ State _____ Zip _____

Applicant Acknowledgment

I certify that the information contained herein is true and correct to the best of my knowledge.

Applicant's Name _____ Applicant's Signature _____ Date _____

Staff Use Only

Current Zoning _____ Date _____ Historic Zoning _____ Date Zoning Amended _____

Zoning Violation? Yes No _____ CV _____