

JEFFERSON COUNTY COLORADO

Planning & Zoning Division

ESTABLISH USE OR STRUCTURE AS LEGAL NON-CONFORMING

<p>Case # <input type="text"/> AR</p> <p>Date <input type="text"/></p> <p>Current Zoning <input type="text"/></p> <p>Date Zoning Amended <input type="text"/></p> <p>Historic Zoning <input type="text"/></p>	<ol style="list-style-type: none"> The fee for this application (Administrative Review) are online at our web site or call 303-271-8700. Make checks payable to Jefferson County Treasurer. This application will be reviewed in accordance with "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. Adjacent property owners will be notified and given 10 business days to respond.
<p>Is there an active zoning violation on this property? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="text"/> CV</p>	

Property Owner Information

Address of site or Street Name(s)		Legal Description	
<input type="text"/>		<input type="text"/>	
Property Owner	Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Owner's Address			
Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address <input type="checkbox"/> Same as above			
Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> This application is being submitted by a Representative:			
Representative	Phone	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Representative Address			
Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>I certify that the information contained herein is true and correct to the best of my knowledge.</i>			
Signature of Owner (s)			Date
<input type="text"/>			<input type="text"/>

Checklist

<input type="checkbox"/> Application	<input type="checkbox"/> Signed, notarized affidavit-no interested, related persons and everything is truthful
<input type="checkbox"/> Fee	<input type="checkbox"/> Worksheet
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Site plan or survey of property
<input type="checkbox"/> Proof of ownership by current recorded warranty deed, quit claim deed, etc.	<input type="checkbox"/> Supporting documentation

Process

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