

Notice of Intent:  
Land Disturbance  
Activity



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

Project and Applicant Details

Project Location (Street Address) City State Zip Parcel ID #

Subdivision Name Filing Number Lot Number Block Number

Purpose of Land Disturbance

Name of Company/Owner Company/Owner's Email

Address City State Zip

Home Phone Work Phone Cell Phone

Name of Applicant (if different from owner) Applicant's Email

Address City State Zip

Home Phone Work Phone Cell Phone

Applicant Acknowledgments

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete.

I hereby give permission for County staff, County board members or County contractors to enter upon my property for the purposes of site inspection and investigation and to remove or correct any hazardous or unsafe conditions and to complete or correct any work or any portion of work not done in accordance with the performance standards. Please specify any extraordinary circumstances of which staff should be aware, i.e., dogs on the site, locked gates, etc in the space provided below.

Owner's Signature Date

Owner's Printed Name

Additional Information (dogs on the site, locked gates, gate codes, etc)

Application is continued on pg 2

# Notice of Intent: Land Disturbance Activity

## Instructions

Land Disturbance activities that require a Notice of Intent (those associated with a Building Permit application) include the following:

1. Land disturbance in accordance with lot Grading, Erosion, and Sediment Control Plans approved with plats;
2. Land disturbance associated with new start building permits for primary structures.
3. This Notice of Intent process shall only apply to permits that meet the regulatory requirements related to grading, drainage and circulation; otherwise, a grading permit is required.

Please refer to the [Do I Need a Land Disturbance Permit?](#) guide and [Section 16 of the Zoning Resolution](#) [ZR Section 16] for further information and guidance on choosing the proper permit.

## Submittal Requirements

Please submit one (1) electronic copy of all supporting material and the Grading, Erosion, and Sediment Control Plans through the [Online Applications web page](#). If you need assistance creating an online application account, please contact [pzadmin@jeffco.us](mailto:pzadmin@jeffco.us) to set up an account. Please refer to ZR Section 16 for specific land disturbance regulations. The following submittal documents are required for a Notice of Intent Permit Application:

1. An application form signed by the fee simple owner of the property or by the lessee, licensee or easement holder if the activity is to be undertaken pursuant to that interest. Notice of Intent application forms are available from Planning and Zoning and on the [Planning and Zoning website](#).
2. A nonrefundable application fee in an amount established by the Board of County Commissioners.
3. Proof of Access in accordance with the Access Standards criteria within [Section 2 - General Provisions and Regulations](#) of the Jefferson County Zoning Resolution.
4. A Grading, Erosion, and Sediment Control Plan in accordance with the Plans and Specifications criteria within ZR Section 16.
5. A Drainage Report, Abridged Drainage Report, or Drainage Letter in conformance with the Drainage Planning Submittal Requirements of the [Jefferson County Storm Drainage Design and Technical Criteria](#).
6. Construction Plans, details and supporting calculations for retaining walls, if applicable, in accordance with the Performance Standards criteria within ZR Section 16. The applicant will need to apply for a separate Miscellaneous Permit for retaining walls greater than 36 inches high.
7. A completed N-1 Form stating that the proposed construction and grading are in conformance with the ZR Section 16 and, if applicable, the approved overall grading plan for the subdivision.

*Note: A completed N-2 Form is required prior to issuance of a Certificate of Occupancy.*