



NOTICE OF INTENT LAND DISTURBANCE ACTIVITY

Notice of Intent Number GP

Project Location (Street Address) Parcel ID #

Subdivision Name Filing # Lot # Block #

Purpose of Land Disturbance

Anticipated Start Date Anticipated Completion Date

Name of Company/Owner Email Address:

Contact Name

Address
Street City State ZIP

☎ Home ☎ Work ☎ Cell ☎ FAX

Name of Applicant (if different from owner) Email Address:

Company Name

Address
Street City State ZIP

☎ Home ☎ Work ☎ Cell ☎ FAX

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.**

Owner/Applicant Signature

Date

Owner/Applicant Printed Name

Instructions

This Notice of Intent is applicable only if:

- the proposed land disturbance covers more than 5,000 square feet but less than one acre;
 - the existing slope of the disturbed area does not exceed 20%;
 - the site is not located on North Table Mountain, South Table Mountain, Green Mountain, the Hogback, a floodplain overlay zone, or a geologic hazard overlay zone
- or
- the site will be graded in accordance with the lot grading, erosion, and sediment control plan approved at platting or exemption from platting.

Submittal Requirements

Please submit one (1) electronic copy of all supporting material and the grading and 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 to set up an account. Please refer to Section 16 of the Zoning Resolution for specific grading regulations, as some projects may require a Minor Variation or Board of Adjustment approval.

1. Fees will be requested after the application is assigned to a Case Manager and the sufficiency review. [Fees are on-line at our web site](#) or call 303-271-8700.
2. Proof of Ownership: A copy of a deed that shows ownership of the parcel, tract or lot.
3. Proof of Legal Parcel (if unplatted or under 35 acres). Legal Parcel Research may be required with Planning and Zoning if there is no proof of a legal parcel per Senate Bill 35.
4. Proof of Legal Access (if property does not adjoin a County, City, Town or State maintained street/road). Legal Access Research may be required with Planning and Zoning if there is no proof of access.
5. Grading, Erosion, and Sediment Control Plan: Plans shall include a vicinity map, title block, date, scale, north arrow, site and property boundaries, easements and rights-of-way, location of site features, location of hazard areas, topographic map, floodplain boundaries, receiving water(s), drainage facilities, finished slopes, stockpile locations, existing vegetative cover and location of major rock outcrops, typical cross sections, cut/fill quantities, project schedule, erosion and sediment control BMPs according to the construction and final grade phases of the project, permanent and, if applicable, temporary revegetation including seed mixture(s), seeding rates and dates plus their method of application. The final grading plan requires the signature and stamp of a registered professional engineer. In addition to the plan, design of drainage structures and devices and calculations for both will be required.
6. Drainage Report: A drainage report in accordance with the Storm Drainage Design and Technical Criteria if drainage facilities are proposed or are required. This includes, but is not limited to, culverts, swales, and water quality, detention and retention best management practice. Review the Drainage Planning Submittal Requirements Chapter in the Drainage Criteria for drainage report requirements. An Abridged Drainage Report may be accepted if the requirements from Section 2.5 of the Drainage Criteria is met. The Final drainage report requires the signature and stamp of a professional engineer.
7. A materials handling plan: A proposed materials handling plan including Best Management Practices for controlling construction and building material wastes, location of dumpsters, portable toilets, and spill prevention and containment.
8. Submit a Miscellaneous Permit (link to misc. permit application) at Planning & Zoning or email documents to pzpermits@jeffco.us for retaining walls greater than 36" in height. Please submit: Construction plans, details and support calculations for retaining walls. The final plans require the signature and stamp of a professional engineer.
9. Geologic/Soils Report (required for cut/fill slopes greater than 2:1): Reports shall include the signature of a professional geologist or the signature and stamp of a registered professional engineer, site map, soil types, geologic description, instability areas, groundwater conditions, investigative techniques, soil boring logs, grading procedures and recommendations, drainage and erosion control recommendations, mitigation of geological hazards, date of field work and design of retaining walls.
10. Other documents may be required; i.e. fugitive dust, wetlands, easements, etc.

☛ Please see the [Seed Mix Selection Guide](#) and [Grading Erosion Sediment Control Standard Notes and Details](#) available on our [Land Disturbance web page](#).

☛ The applicant has the responsibility to contact the fire district prior to the submittal about required fire district review fee(s).