

# Access Verification Form



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

Reference Number: \_\_\_\_\_ RSN Number: \_\_\_\_\_

This form may be used to obtain information that leads to the eventual issuance of the following:

- Address for property in unincorporated Jefferson County
- Septic Permit
- Determination of legal access
- Parcel Verification height requirement

Fees are available [on our website](#).  
Make checks payable to Jefferson County Treasurer.

Submit this form and any required documents electronically to [pzpermits@jeffco.us](mailto:pzpermits@jeffco.us).

## Applicant and Site Details

Property Owner	Email	Phone
Subject Address	City	State      Zip
Mailing Address	City	State      Zip
Legal Description		
Parcel I.D. Number	Schedule Number	Name of County Maintained Road

## Submittal Requirements

In order for the Planning and Zoning Department to determine that access exists to a subject property, we will require the following:\*

1. A legal description of the subject property (copy of warranty deed or recorded document).
2. Pre-January 1, 2000 deed (for un-platted property less than 35 acres in size).
3. A legal description of the access easement leading to the subject property, include the width of said access (copy of recorded easement or description).
4. A survey depicting the subject property and the access easement.
5. Fee amounts will be determined based on the complexity of the proposal.

\* Disclaimer: We are making no determination as to ownership or right to use road, but as a verification for building permit only.

## Staff Use Only

Zoning	Width of Road/Easement	Acreage
<b>Variance (required):</b> Yes      No Variance Case # (if complete): _____	<b>Proper Subdivision of Land:</b> Yes      No      Unknown	<b>Structures on Land:</b> Yes      No If yes, Year of Structure: _____
<b>FPD Sign off (required):</b> Yes      No Date of Signoff: _____	<b>Floodplain:</b> Yes      No <b>Wildfire:</b> Yes      No <b>Vacant:</b> Yes      No	<b>Planner Name</b>

Planner Comments: