



ADMINISTRATIVE EXCEPTION APPLICATION

Case # RSN#

This process may be utilized to request relief from the Jefferson County Zoning Resolution for any of the following issues.

Lot size is at least 75% of lot area required

Setbacks are at least 75% of requirements

Height is no more than 5' over the maximum height requirement permitted for structures

Structure or landscaping is located within the corner vision clearance triangle (VCT);

Temporary use

Other

Fees are on-line at our website or call 303-271-8700. Make checks payable to Jefferson County Treasurer.

Address of Subject Property

Street City State ZIP

Legal Description and/or Parcel ID #

Property Owner

Address

Mailing Address

Street City State ZIP

Phone # (hm) (work) FAX Email

Contractor/ Representative Name Phone # Email

For sign pick-up, please contact Name Phone # Email

Is there an organized Homeowner's Association in your area? Yes No if yes, please identify Phone #

Specific Request

Justification of Request *Attach additional sheet if necessary*

- ✓ Applications will not be accepted unless all submittal requirements have been met. **Documents larger than 11 x 17 cannot be accepted.**
 - ✓ An Improvement Location Certificate will be required in conjunction with building permit issuance.
 - ✓ I understand there is a filing fee is to cover costs of administration, research of this case, and is non-refundable.
 - ✓ I hereby give permission for County staff to enter upon my property for purposes of site inspection and investigation. Please specify any extraordinary circumstances of which staff should be aware, i.e., the presence of dogs on the site, locked gates, etc. The property must be accessible for site inspection.
 - ✓ Adjacent property owners will be given notification of this case and will be given 10 days to respond.
 - ✓ The applicant will receive a copy of the County's decision in writing.
- I certify that the information contained herein is true and correct to the best of my knowledge.**
- Signature of Owner or Authorized Representative
- Date

Applicant Requirements

Temporary Uses and/or Structures: It is the applicant's responsibility to renew an Administrative Exception prior to expiration. Upon expiration, all structures must be removed or approved uses ceased, or the property owner will be in violation of the Jefferson County Zoning Resolution.

The numbers indicated under the request specify the corresponding submittal requirement on the right. Additional documentation may be required, as determined by staff on a case-by-case basis.

Request \$ (Additional notification fees will apply)

- Lot Size
1, 2, 3, 4 or 5
- Setback(s)
1, 2, 3, 4 or 5
- Vision Clearance Triangle
1, 2, 3, 4 or 5
- Height
1, 2, 3, 4 or 5
- Mobile Home While Building
1, 2, 3, 4 or 5, 10, 11
- Temporary Building/Uses
1, 2, 3, 4 or 5, 9, 10
- Home Occupation
1, 2, 3, 4 or 5, 6, 7, 8, 9, 11, 12
- Other _____

Submittal Requirements

- 1. Written statement of justification of request
- 2. Copy of current, recorded warranty deed
- 3. Pre-72 deed – if parcel is Metes & Bounds or is portions of platted lots
- 4. Survey or detailed site plan depicting the requested improvements
- 5. Improvement Location Certificate (ILC) if request is for legalization
- 6. Floor Plan
- 7. Description of Business
- 8. Photographs of dwelling (interior)
- 9. Parking plan (can be combined with 4 & 5 above)
- 10. Proof of financing
- 11. Evidence of water and/or sewer availability
- 12. Other _____

Staff Use Only

Zoning of Site <input style="width: 80%;" type="text"/>	Plat <input style="width: 80%;" type="text"/>	Receipt <input style="width: 90%;" type="text"/>
Date <input style="width: 80%;" type="text"/>	Reviewed by <input style="width: 80%;" type="text"/>	Floodplain clear <input type="checkbox"/> Yes <input type="checkbox"/> No
Lot size <small>Required</small> <input style="width: 80%;" type="text"/>	<small>Shown</small> <input style="width: 80%;" type="text"/>	FEMA Map # <input style="width: 80%;" type="text"/>
Legal Access via <input style="width: 90%;" type="text"/>		
Renewal of Case # <input style="width: 80%;" type="text"/>	CV Case # <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Referrals and notification mailed <small>Date</small> <input style="width: 80%;" type="text"/>

Comments