

# JEFFERSON COUNTY COLORADO

## Planning & Zoning Division

# ADMINISTRATIVE EXCEPTION APPLICATION

Case #

**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 <input type="text"/> | City <input type="text"/> | State <input type="text"/> | ZIP <input type="text"/> |
|-----------------------------|---------------------------|----------------------------|--------------------------|

**Legal Description and/or Parcel ID #**

**Property Owner**

**Address**

**Mailing Address**

|                             |                           |                            |                          |
|-----------------------------|---------------------------|----------------------------|--------------------------|
| Street <input type="text"/> | City <input type="text"/> | State <input type="text"/> | ZIP <input type="text"/> |
|-----------------------------|---------------------------|----------------------------|--------------------------|

|                                   |                             |                          |                            |
|-----------------------------------|-----------------------------|--------------------------|----------------------------|
| Phone # (hm) <input type="text"/> | (work) <input type="text"/> | FAX <input type="text"/> | Email <input type="text"/> |
|-----------------------------------|-----------------------------|--------------------------|----------------------------|

**Contractor/ Representative**

|                           |                              |                            |
|---------------------------|------------------------------|----------------------------|
| Name <input type="text"/> | Phone # <input type="text"/> | Email <input type="text"/> |
|---------------------------|------------------------------|----------------------------|

**For sign pick-up, please contact**

|                           |                              |                            |
|---------------------------|------------------------------|----------------------------|
| Name <input type="text"/> | Phone # <input type="text"/> | Email <input type="text"/> |
|---------------------------|------------------------------|----------------------------|

### 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 can be submitted electronically.**
  - ✓ **An Improvement Location Certificate or Setback Verification Form will be required in conjunction with building permit issuance.**
  - ✓ I understand there is a filing fee 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 14 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

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.

**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.

### Request \$ (Additional notification fees will apply)

- Lot Size  
1, 2, 3, 4, 5 or 6
- Setback(s)  
1, 2, 3, 4, 5
- Vision Clearance Triangle  
1, 2, 3, 4, 6
- Building Height  
1, 2, 3, 4, 6
- Mobile Home While Building  
1, 2, 3, 4, 6, 10, 11, 12, 13
- Temporary Building/Uses  
1, 2, 3, 4, 6, 10
- Home Occupation  
1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12
- Other

### Submittal Requirements

- 1. Signed application form
- 2. Written statement of justification of request
- 3. Copy of current warranty deed
- 4. Pre-72 Deed - if parcel is Metes & Bounds or is portions of platted lots
- 5. Improvement Survey Plat (signed and stamped by licensed surveyor) depicting request and related setbacks
- 6. Detailed site plan
- 7. Floor plan
- 8. Description of business and license information, if applicable
- 9. Photographs of dwelling area used for home occupation
- 10. Parking plan (can be combined with 5 or 6 above)
- 11. Active building permit
- 12. Evidence of water and/or sewer availability
- 13. Signed affidavit stating occupant will be owner or contractor
- 14. Other

### Staff Use Only

Zoning of Site  Plat  Receipt

Lot size Required  Shown  FEMA Map #

Legal Access via

Renewal of Case #  CV Case #  Date

Number of postcards required  ISP submitted *(check one)*  Print  Electronically to   N/A

Reviewed by  Date  In a Floodplain?  Yes  No

Comments