

Jefferson County  
Board of Adjustment  
Application

Variance • Special Exception • Appeal



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

Case Number (for staff use only): \_\_\_\_\_

*This application may be used for Variance, Special Exception and Appeal requests before the Board of Adjustment, including relief from zoning regulations, short term rentals and some home occupations. Please refer to the reverse side of this page for submittal requirements.*

**Submit this application and all necessary documents electronically to [pzpermits@jeffco.us](mailto:pzpermits@jeffco.us).**

Applicant and Site Details

Address of Subject Property, Legal Description and/or Parcel ID Number		City	Zip
Property Owner	Email	Phone Number	
Mailing Address	City	State	Zip
Contractor/Representative	Email	Phone Number	
For sign pick-up, please contact: _____		Email: _____	Phone Number: _____

Specific Request

Applicant Acknowledgments

Applications will not be accepted unless all submittal requirements have been met. If during staff review any application is found to contain incomplete and/or inaccurate information, the case may be postponed until all necessary submittal documentation has been received. Documents larger than 11 x 17 can be submitted electronically.

I understand the filing fee is to cover costs of administration, research, and hearing of this case and is non-refundable.

I hereby give permission for County staff and Board members 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.

The applicant will receive a copy of the Board's decision, which may be recorded through the Jefferson County Clerk & Recorder's Office.

**For Variance cases only:** A Setback Verification Form will be required as a part of the Building Permit process for Variance cases involving relief from setback requirements.

**For Variance cases only:** I have read and understand the BOA Variance guide, and certify the site plan or survey is fully accurate, depicting all structures on site.

Signature of Owner or Authorized Representative

Date

# Jefferson County Board of Adjustment Application

Case Number (for staff use only): \_\_\_\_\_

## Submittal Requirements

The numbers checked with each specific type of request correspond to the numbered submittal requirements at the right. Additional documentation may be required, as determined by staff on a case-by-case basis.

Request: \$ \_\_\_\_\_ (additional notification fees will apply)

Variance	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Lot size	X	X	A	X	X	X	X							
Setback(s)	X	X	A	X	X	X	X	X						
Parking	X	X	A	X	X	X		X				X		
Height	X	X	A	X	X	X		X		X				
Access Standards	X	X	A	X	X			X						
Accessory Square Footage/Footprint	X	X	A	X	X	X	X	X	X					
Special Exception*	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Home Occupation**	X	X	B	X	X	X		X	X		X	X	X	
Short Term Rental**	X	X	C	X	X	X		X	X		X	X	X	
Commercial Solar or Wind Installation	X	X	D	X	X	X		X		X		X		
Appeal	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Director's Determination	X	X		X	X	X								X

### List of Submittal Requirements

- Signed application form
- Cover letter
- Addendum A, B, C, or D
- Copy of current deed
- Proof of proper division of land (if parcel is Metes & Bounds or contains portions of platted lots)
- Letter of authorization if a contractor or other contact will appear on the owner's behalf
- Improvement Survey Plat (signed and stamped by licensed surveyor) depicting all property lines and all existing improvements on the property
- Detailed site plan showing proposed improvements
- Floor plans of existing and proposed structures
- Architectural elevations
- Photographs of the interior
- Parking plan (can be combed with 7 or 8)
- Evidence of water and/or wastewater service
- Other: \_\_\_\_\_

- |                                    |   |
|------------------------------------|---|
| <b>A. Variance Addendum</b>        | <b>C. Short Term Rental Addendum</b>    |
| <b>B. Home Occupation Addendum</b> | <b>D. Commercial WECS/SECS Addendum</b> |

\* Fees are online at our website at [planning.jeffco.us](http://planning.jeffco.us). Make checks payable to Jefferson County Treasurer.

\*\* Short Term Rentals and Home Occupations: It is the applicant's responsibility to renew a Special Exception prior to expiration.

## Staff Use Only

Zoning of Site	Plat	Receipt	Renewal of Case Number	CV Case Number		
Lot size Required	Lot Size Shown	FEMA Map Number		In a Floodplain?	Yes	No
Legal Access via: _____						
Number of Postcards Required: _____	ISP Submitted (check one):	Print	Via email to: _____			N/A
Reviewed by				Date		
Comments:						

# A. Variance Addendum

Case Number (for staff use only): \_\_\_\_\_

1. Explain what, if any, physical conditions of your property (ex: exceptional narrowness, shallowness or shape) or topographic conditions on your property (ex: exceptional steepness, floodplains, geologic hazards) exist and limit your ability to meet code requirements.
  2. Explain why the granting of your request would not be detrimental to the neighborhood or adjacent properties.
  3. What other options were considered in order to meet code requirements?
  4. Why is granting a Variance your only option to a beneficial use of your property?
  5. Are there other, more expensive solutions that would allow you to meet the code requirements?
  6. Provide any additional information you feel may help the Board of Adjustment understand your request.
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## B. Home Occupation Addendum

Case Number (for staff use only): \_\_\_\_\_

1. Describe the proposed Home Occupation.

2. Please check if the Home Occupation is one of the following:

- a. Body or mechanical repair, modification, or painting of motor vehicles and repair of internal combustion engines
- b. Animal hospital or kennel
- c. Medical/dental facilities other than office consultation services
- d. Restaurant
- e. Tattoo shops/parlors
- f. Retail sales, other than ancillary to a permitted Home Occupation

3. Where on the property will the proposed Home Occupation take place?

*Please include the square footage of the area. You must attach floor plans (drawn to scale) highlighting which rooms/areas will be used.*

4. Where will you store stock, supplies, products or other materials related to this Home Occupation?

5. How many employees will work here? How many of those employees live on site?

6. List the proposed hours of operation.

## B. Home Occupation Addendum

Case Number (for staff use only): \_\_\_\_\_

7. Is there another Home Occupation already taking place on this property?    Yes    No  
If yes, please provide a permit number: \_\_\_\_\_

8. Please describe any noise, vibration, smoke, dust, odors, heat or glare that could be created as a result of this Home Occupation.

9. How many vehicles could visit at any one time as a part of this proposed Home Occupation? Please provide a site plan (drawn to scale) showing where parking will take place.

10. Will your Home Occupation have any commercial vehicles associated with it? If yes, please explain.

*The County defines commercial vehicles as any truck tractors, semi-trailers, delivery vehicles, tow trucks, commercial hauling trucks, vehicle repair service trucks, vehicles with blades attached for plowing or grading, construction vehicles (ex: bulldozers, backhoes, dump trucks, etc.), vehicles or trailers designed or used to transport commodities, merchandise, produce, freight, animals or passengers for a fee; vehicles similar to those described above that are not ordinarily used for personal transportation.*

11. What potential impacts could there be on your neighbors, and how do you propose to mitigate these impacts?

# C. Short Term Rental Addendum

Case Number (for staff use only): \_\_\_\_\_

1. What is the size of this property? \_\_\_\_\_
2. Does the property meet lot size standards of its zone district?      Yes      No
3. Does the dwelling meet setback, height and other standards of its zone district?      Yes      No
4. How many bedrooms are in the dwelling? \_\_\_\_\_  
*You must attach floor plans (drawn to scale) showing all areas of the dwelling.*
5. What is the proposed maximum occupancy of the rental? \_\_\_\_\_
6. How many parking spaces are provided on-site? \_\_\_\_\_  
*You must attach a site plan with parking spaces marked.*
7. How do you propose to mitigate any potential traffic impacts caused by this Short Term Rental?
  
8. Is this property in the Wildfire Hazard Overlay District?      Yes      No
  - a. If yes, please list your Defensible Space Permit number: \_\_\_\_\_  
If this permit is more than a year old, please confirm that you have maintained the defensible space on the property since the initial Defensible Space Permit was completed.      Yes      No  
*A new Defensible Space Permit may be a condition of approval, if deemed appropriate following a site visit to the property.*
9. Are there floodplains on the property?      Yes      No
10. Water:
  - a. Public. *Name of Water Provider:* \_\_\_\_\_
  - b. Well. *Well Permit Number, Well Type:* \_\_\_\_\_
11. Wastewater:
  - a. Public sewer. *Name Of Wastewater Provider:* \_\_\_\_\_
  - b. Septic. *On-Site Wastewater Permit Number:* \_\_\_\_\_  
*Max number of bedrooms:* \_\_\_\_\_  
*Max number of occupants:* \_\_\_\_\_
12. Access:
  - a. Legal access  
*For assistance with access questions please contact Planning & Zoning. To obtain copies of recorded access easements, please contact the Clerk & Recorder.*  
County-maintained road  
Private, platted road. *Plat Reception Number:* \_\_\_\_\_  
Private easement. *Easement Reception Number:* \_\_\_\_\_  
Other. *Explain:* \_\_\_\_\_
  - b. Does the roadway meet County standards?      Yes      No      Not Sure
13. Will the proposed Short Term Rental take place in an Accessory Dwelling Unit (ADU)?      Yes      No
14. Are there any active Zoning Violations on this property?      Yes      No  
If yes, please list the violation number: \_\_\_\_\_
15. Will there be any changes to the structure as a part of this Short Term Rental?      Yes      No
16. Attach a copy of your house rules for renters. These must include the following:
  - a. Quiet hours
  - b. Locations of carbon monoxide and fire/smoke alarms, and fire extinguishers
  - c. Rules regarding outdoor fires
  - d. Contact information for a 24-hour local point person

# D. Commercial Solar and Wind Energy Installations Addendum

Case Number (for staff use only): \_\_\_\_\_

1. What are the required setbacks for this installation? \_\_\_\_\_
  2. What is the maximum height of this installation? \_\_\_\_\_
  3. Describe the visual and aesthetic impacts this installation could have on the community, and any mitigation proposed to address those impacts.  
*Please provide a viewshed map showing all areas from where the installation could be seen.  
Staff may request visual analyses during the processing of this case.*
  4. Describe how the proposed installation is compatible with the surrounding area.
  5. Will the installation have any effects on wildlife?
  6. Describe the potential noise impacts of this installation.
  7. Access  
County-maintained road  
Private, platted road. *Plat Reception Number:* \_\_\_\_\_  
Private easement. *Easement Reception Number:* \_\_\_\_\_  
Other. *Explain:* \_\_\_\_\_
  8. What potential impacts could there be on your neighbors, and how do you propose to mitigate these impacts?
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