



# BOA APPLICATION

## JEFFERSON COUNTY BOARD OF ADJUSTMENT VARIANCE • SPECIAL EXCEPTION • APPEAL

This process may be utilized to request relief from the Jefferson County Zoning Resolution. Please refer to the reverse side of this page for submittal requirements.

Case #				RSN#				
<b>Address of Subject Property</b>								
Street				City			State	ZIP
<b>Legal Description and/or Parcel ID #</b>								
<b>Property Owner</b>								
Name				Email				
<b>Mailing Address</b>								
Street				City			State	ZIP
Phone # (home)				(work)			FAX	
<b>Contractor/Representative</b>								
Name				Email				
Street				City			State	ZIP
Phone # (hm)				(work)			FAX	Email
<b>For sign pick-up, please contact</b>				Name		Phone #		Email
<b>Is there an organized Homeowner's Association in your area?</b>				if yes, please identify				Phone #
<input type="checkbox"/> Yes <input type="checkbox"/> No								

### Specific Request

### Hardship/Practical Difficulty attach additional sheet if necessary

- ✓ 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" cannot be accepted.**
- ✓ **An Improvement Location Certificate will be required in conjunction with building permit issuance.**
- ✓ 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, at the discretion of the applicant.

**I certify that the information contained herein is true and correct to the best of my knowledge.**

Signature of Owner or Authorized Representative

Date

Please initial

**I have read and understand the BOA Variance guide, and certify the site plan is fully accurate, depicting all structures on site.**

## Applicant Requirements

The numbers listed below 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 \$ <input style="width: 50px;" type="text"/> <small>(Additional notification fees will apply)</small>
<p style="text-align: center;"><b>Variance</b></p> <p><input type="checkbox"/> Lot size 1, 2, 3 or 4, 11, 14</p> <p><input type="checkbox"/> Setback(s) 1, 2, 3 or 4, 7, 11, 13, 14</p> <p><input type="checkbox"/> Parking 1, 2, 3 or 4, 11, 14</p> <p><input type="checkbox"/> Height 1, 2, 3 or 4, 11, 13, 14</p> <p><input type="checkbox"/> Access Standards 1, 2, 3 or 4, 14, 15</p> <p><input type="checkbox"/> Other _____</p>
<p style="text-align: center;"><b>Special Exception *</b></p> <p><input type="checkbox"/> Home Occupation 1, 3 or 4, 5, 6, 7, 9, 10, 11, 15</p> <p><input type="checkbox"/> Temporary Building/Use ** 1, 2, 3 or 4, 7, 9, 11, 14</p> <p><input type="checkbox"/> Security Trailer 1, 2, 3 or 4, 7, 9, 11, 13</p> <p><input type="checkbox"/> Mobile Home While Building 1, 2, 3 or 4, 7, 8, 9, 11, 14</p> <p><input type="checkbox"/> Short Term Rental 1, 2, 3 or 4, 5, 6, 7, 9, 10, 11, 15</p>
<p style="text-align: center;"><b>Appeal</b></p> <p><input type="checkbox"/> Director's Determination 1, 11, 12, 13, 14</p> <p><input type="checkbox"/> Other _____</p>

Submittal Requirements
<p><input type="checkbox"/> 1. Copy of current, recorded warranty deed</p> <p><input type="checkbox"/> 2. Copy of pre-1972 deed, if parcel is metes and bounds or portions of platted lots</p> <p><input type="checkbox"/> 3. Survey or detailed site plan drawn to scale depicting request</p> <p><input type="checkbox"/> 4. Improvement survey if request is for legalization</p> <p><input type="checkbox"/> 5. Floor plan</p> <p><input type="checkbox"/> 6. Description of business</p> <p><input type="checkbox"/> 7. Parking plan (can be combined with #3 and #4 above)</p> <p><input type="checkbox"/> 8. Proof of financing</p> <p><input type="checkbox"/> 9. Evidence of water/sewer availability</p> <p><input type="checkbox"/> 10. Photographs of dwelling (interior)</p> <p><input type="checkbox"/> 11. Letter of authorization if authorizing someone to appear on owner's behalf</p> <p><input type="checkbox"/> 12. Letter of appeal</p> <p><input type="checkbox"/> 13. Written statement regarding the need for security</p> <p><input type="checkbox"/> 14. Written statement of hardship</p> <p><input type="checkbox"/> 15. Other _____</p>
<p>* <b>Fees are on-line at our website</b> or call 303-271-8700. <i>Maximum 4 renewals: <b>Renewal fees are on-line at our website</b> or call 303-271-8700.</i> Make checks payable to Jefferson County Treasurer.</p> <p>** 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.</p>

Staff Use Only			
Zoning of Site <input style="width: 150px;" type="text"/>	Plat <input style="width: 150px;" type="text"/>	Receipt <input style="width: 150px;" type="text"/>	
Date <input style="width: 100px;" type="text"/>	Reviewed by <input style="width: 200px;" type="text"/>	Floodplain clear <input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot size <small>Required</small> <input style="width: 150px;" type="text"/>	<small>Shown</small> <input style="width: 150px;" type="text"/>	FEMA Map # <input style="width: 100px;" type="text"/>	
Legal Access via <input style="width: 600px;" type="text"/>			
Renewal of Case # <input style="width: 150px;" type="text"/>	CV Case # <input style="width: 150px;" type="text"/>	<input type="checkbox"/> Referrals and notification mailed	
		<small>Date</small> <input style="width: 100px;" type="text"/>	
Comments			