

Pre-Application Process Guide

JEFFERSON COUNTY COLORADO
Planning and Zoning

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STEP 1

Applicant Completes Pre-Application Submittal and Pay Fees



STEP 2

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STEP 3

Comments Due from Agencies



STEP 4

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OVERVIEW

The Pre-Application Review Process is an optional process that is strongly encouraged prior to the submittal of Rezoning, Special Use, Site Development Plan, Preliminary and Final Plat (subdivision) and Vacation applications.

The Pre-Application Review Process is a brief review of development proposals, typically based on limited information. The review by Planning & Zoning staff and outside agencies provides information that assists an applicant in making key decisions about a development proposal prior to submitting a formal application. It also helps the applicant understand the County's processes and the issues relative to their proposal. The information from staff will be presented to the applicant in a Pre-Application Meeting and will be followed-up with written response.

Pre-Applications are required to be submitted online and the Pre-Application Review Meetings are held virtually on Thursdays. Our goal is to have the Pre-Application Review Meeting as soon as 17 calendar days after a complete submittal is received.

The applicant is required to provide the written consent of the property owner prior to submitting a Pre-Application. The Pre-Application Meeting is not a public meeting. No formal land use decisions are made at the meeting or during the Pre-Application process.

PRE-APPLICATION REVIEW FEE

If the applicant makes a formal submittal for a development application within one year of the Pre-Application Meeting, the Planning & Zoning portion of the Pre-Application fee will be applied to the application fee for the development. The portion of the fee that is collected for the referral to Public Health is not applied to a future development application.

COMMUNITY INVOLVEMENT

There is no formal community notification during the Pre-Application Process. Community members may, however, review any information related to the Pre-Application that is of public record. This includes the submittal documents, referral responses and the Pre-Application Response letter. Community members are not invited to attend the Pre-Application Meeting.

PRE-APPLICATION REVIEW TIMELINE



STEP 1 – Applicant Completes Pre-Application Submittal and Pays Fees

Pre-Application submittals must be made through the [Online Application Page](#)¹. For help navigating the online application process please see our [Online Applications Process Guide](#)². After the documents are submitted, staff will make sure the submittal is complete. If determined to be complete, a follow-up e-mail notification is sent to the applicant confirming the assigned Case Manager and the scheduled date and time of the Pre-Application Review meeting. Incomplete submissions will delay the process.

 *Staff Goal for Completed Submittal Review: 7 calendar days*



STEP 2 – Application Sent to Referral Agencies (Monday 10 days prior to the Pre-Application Meeting)

A Case Manager will be assigned, and the case will be sent out on referral. Typical external agencies that may receive notice of the submittal are the local Fire Protection District, CDOT, Mile High Flood District, United States Forest Service, and other Special Districts. Internal referrals may be sent to Public Health, Transportation & Engineering, Road & Bridge, Engineering, Long Range Planning, Permit Services, Addressing and Development Services. The Case Manager will be the applicant's contact throughout the process and will be responsible for coordinating the comments from the referral agencies. The Case Manager may also complete a site visit prior to the Pre-Application Meeting.

 *Staff Goal for Referral Period: 9 calendar days*



STEP 3 – Comments Due from Agencies (Wednesdays)

External agencies are given one week to provide comments. Not all external agencies are always able to provide comments in this time frame, so the Case Manager will forward late comments to the applicant when they arrive.

 *Staff Goal to Compile Referrals for Pre-Application Meeting: 1 calendar day*



STEP 4 – Pre-Application Meeting (Thursdays)

The meetings are normally held virtually, and will include the Case Manager and the applicant but may also include additional County staff and other members of the applicant's development team. This is not a public meeting; representatives of the community are not permitted to attend the Pre-Application Meeting. The applicant will describe their request, then the Case Manager presents Staff comments and recommendations, comments received by other agencies, and the process and submittal requirements for the development application.

 *Staff Goal Between Pre-Application Meeting and Pre-Application Response: 14 calendar days*



STEP 5 – Pre-Application Response from Staff

Approximately two weeks after the Pre-Application Meeting, the applicant will receive an email with a link to staff's response. The response will summarize the key issues related to the development application, provide the staff position on the proposal (if applicable), outline the process and required fees, identify the submittal requirements, and include the comments received from referral agencies.

 *Staff Goal for Entire Pre-Application Process: 31 calendar days*

REQUIRED ITEMS FOR A COMPLETE APPLICATION



APPLICATION FEE

Fees can be found on our [website](#)³.



CURRENT DEED

A copy of the current recorded deed for all property involved in the request.



OWNER ACKNOWLEDGMENT

Written verification from the property owner indicating they are aware of the Pre-Application submittal.



SITE PLAN

The site plan should be to scale and include a north arrow and the date of preparation. It should include sufficient information to allow a proper review of the proposal. Depending on the specific proposal, it may show streets/roads, intersections, driveways, access points, parking, existing and/or proposed structures, landscaped areas, easements, utility lines, lot dimensions, no build areas, and hazardous areas.



COVER LETTER & NARRATIVE

The cover letter shall include the name, address, phone number, and e-mail address of the property owner(s) and any appointed representative. The letter should identify the parcels included in the proposal and the existing zoning. One of the most important parts of the application is the Narrative. It should also provide a clear, concise description of the proposal. The letter should also discuss how the applicant will obtain access to the site; and should describe how water and sewer will be provided.



PROPOSED ZONING REGULATIONS

(Rezoning & Special Use only)

The proposed zoning regulations are the specific restrictions proposed for the property. If using one of the County's standard zone districts, specify which one. If a customized set of restrictions are proposed, include a draft Official Development Plan with permitted and accessory uses, lot sizes, and setbacks. The restrictions may also provide standards for signs, fences, lighting, parking, buildings, lots, architecture, open space and landscaping.

OTHER ITEMS THAT WILL BE HELPFUL IN YOUR SUBMITTAL



ARCHITECTURAL ELEVATIONS

(For Site Development Plans only)

The architectural drawings should include the elevations for all sides of proposed buildings with proposed and existing grades.



PROOF OF ACCESS

If the property will use a private street/road for access, then a letter describing the access and copies of any easements that may be in place related to the private access should be provided.



LANDSCAPE PLAN

A plan showing the locations intended for landscaping, including general types of materials.



PRE JANUARY 1, 2000 DEED

(For un-platted property less than 35 acres or portions of lots)

A copy of a deed recorded on or before January 1, 2000 for all of the property involved in the request.

List continued on next page...



PROOF OF FIRE PROTECTION

A written statement from the appropriate fire protection district indicating that they will provide service to the property. If the property is not located within a fire protection district, a contract with a district or a municipality indicating that they will provide service to the property is required.



PROOF OF WATER

The applicant may provide one of the following:

1. A written statement from the appropriate water district indicating that they will provide service to the property.
2. Well permit(s), if there is an existing well on the property that will be used to serve the development. Permit information can be obtained from the [Colorado State Division of Water Resources](#)⁴.
3. A court approved plan for water augmentation or a written statement of intent to augment water if required. We recommend contacting an attorney and engineer specializing in water rights if a water augmentation plan is required.



PROOF OF SANITARY SEWER

The applicant may provide one of the following:

1. A written statement from the appropriate sanitation district indicating that they will provide service to the property.
2. A written statement from Public Health indicating the viability of installing adequate On-site Wastewater Treatment Systems.

The information provided in this guide is intended to be an overview of the Pre-Application Review Process. For a complete explanation of the Pre-Application Review Process, please refer to Section 4 the [Zoning Resolution](#)⁵ (ZR) and Section 5 of the [Land Development Regulation](#)⁶ (LDR).

¹ <https://www.jeffco.us/2348/>

² <https://www.jeffco.us/DocumentCenter/View/1609/>

³ <https://www.jeffco.us/2920/>

⁴ <https://dwr.colorado.gov/>

⁵ <https://www.jeffco.us/2460/>

⁶ <https://www.jeffco.us/2463/>