



**JEFFERSON**  
COUNTY COLORADO

Planning & Zoning

Application Process  
**GUIDES**

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Additional process guides are available for the other application types listed in the graphic below at <https://www.jeffco.us/2682/Development-Process-Guides-Applications>

# Pre-Application Review Process

*This guide describes the Pre-Application Review Process. It should be utilized in conjunction with the Zoning Resolution and the Land Development Regulation.*

The Pre-Application Review Process was created to provide applicants with a quick review of development proposals based on limited information. The review by Staff is intended to provide information that will assist an applicant in making key decisions about the development proposal prior to submitting an application. It will also help the applicant understand the County's processes and the issues relative to the land use request. The information from Staff will be presented to the applicant in a Pre-Application Meeting, as well as in a formal written response. If a Pre-Application is submitted to the County by the end of the day on a Tuesday, the Pre-Application Review Meeting will typically be scheduled for Thursday afternoon of the following week.

**The applicant is required to gain the 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.**

The Pre-Application Review Process is an *optional* process that can be completed before the submittal of any development application. The process is recommended prior to the submittal of Rezoning, Special Use, Site Development Plan, Vacation and Preliminary and Final Plat (subdivision) applications. Please note that the Pre-Application Review process is a separate step that is not mandatory and which takes several weeks to complete. Although the information that is received through this process will be beneficial to the applicant before moving forward with the development application, the formal submittal of the development application may be delayed pending the completion of the Pre-Application Review.

### Exemption from Subdivision

Residential Structure Exclusion

Exemption

Minor Adjustment

Multi-Family (see SDP)

### Entitlement

Rezoning

Site Approvals

Special Use

Telecommunication Special Use

Certificate of Designation

**The Pre-Application Review Process is most beneficial when utilized prior to a Rezoning or Special Use Application; however it may be used for any of the highlighted processes within this diagram.**

### Miscellaneous

Vacation

Special District Service Plan Deeds

### Subdivision

Preliminary and Final Plat

Preliminary Plat

Final Plat

Rural Cluster

### Development

Site Development Plan (SDP)

Land Disturbance

Floodplain

Telecommunications Permit

Building Permit

# Pre-Application Review Process

The information provided below 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 the Zoning Resolution or the Land Development Regulation.

## Step 1 Pre-Application Submittal

Planning and Zoning only accepts Pre-Application submittals through the County's online application system ([www.jeffco.us/2348/Online-Applications](http://www.jeffco.us/2348/Online-Applications)). After the documents are submitted through this system staff will do a sufficiency review to ensure the submittal 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. If a Pre-Application is submitted to the County by the end of the day on Tuesday, the Pre-Application Review Meeting will typically be scheduled for Thursday afternoon of the following week. A description of the documents required for the Pre-Application Review can be found on page 3 of this guide.

## Step 2 Referral and Staff Review

Once the Pre-Application has been accepted, a Case Manager will be assigned and the case will be sent out on referral. 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 will also attend the Pre-Application Meeting. The Case Manager may also complete a site visit prior to the Pre-Application Meeting.

## Step 3 Pre-Application Meeting

The Pre-Application Meeting is typically held within two (2) weeks of acceptance of the Pre-Application submittal. The meeting will include the Case Manager and the applicant, but may also include additional County Staff and other members of the applicant's development team. It is important to note that this is not a public meeting, representatives of the community are not permitted to attend the Pre-Application Meeting. The meeting will begin with a description by the applicant of the request. The Case manager will present Staff comments and recommendations related to the application, and a preliminary Staff position on the request, if applicable. The Case Manager will also outline the process and submittal requirements for the development application.

## Step 4 Pre-Application Response

Approximately three to four weeks after the Pre-Application Meeting, the applicant will receive an e-mail notification indicating that a formal response has been prepared and is available for viewing through the portal. The response will summarize the key issues related to the development application, will provide the Staff position on the proposal (if applicable), will outline the process and required fees and will identify the submittal requirements. The response letter also will include a complete listing of the comments received from referral agencies.

## Pre-Application Review Fee

A non-refundable fee for the Pre-Application Review Process is required in accordance with the Development Application & Permit Fee Schedule. If the applicant makes formal submittal for a development application within one year of the Pre-Application Meeting, then the Planning and Zoning portion of the Pre-Application fee will be applied to the fee for the development application. The portion of the fee that is collected for the referral to Public Health may not be applied to a future development application.

[A complete listing of the application fees is available on the Planning and Zoning Website.](#) The Pre-Application Fee must be paid online at the time of application.

## Community Involvement

There is not any requirement for 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 allowed to attend the Pre-Application Meeting. If after the Pre-Application Process the applicant chooses to go forward with a development proposal, the required community notification steps, including notification of adjacent property owners, will occur in accordance with County regulations.

# Submittal Requirements

The submittal documents for the Pre-Application Review Process are listed below. These documents are separated into required documents, and additional documents that may be submitted to aid in the Pre-Application review. Detailed explanations of the submittal documents are also provided.

## Mandatory Documents

- Application Fee
- Cover Letter
- Site Plan
- Current Deed
- Written Restrictions  
(for rezoning & special use only)

## Additional Documents

- Pre May 5, 1972 Deed
- Proof of Access
- Proof of Water
- Proof of Sewer
- Proof of Fire Protection
- Landscape Plan
- Architectural Elevations

## Cover Letter

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. 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.

## Site Plan

The site plan should be to scale and should include a north arrow and the date of preparation. It should identify streets/roads, show intersections, driveways, access points, parking, existing structures, wells, Onsite Wastewater Treatment Systems, easements, utility lines, lot dimensions, no build areas, and hazardous areas.

## Current Deed

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

## Written Restrictions (Rezoning or Special Use)

The written restrictions serve to establish the specific regulations and requirements for the lot or parcel. The written restrictions shall list permitted and accessory uses, and may include specific standards for signs, fences, lighting, parking, buildings, lots, architecture, open space and landscaping. The written restrictions may also address general provisions dealing with matters specific to the property, for example (without limitation) animals, pollution control, or hours of operation.

## Pre May 5, 1972 Deed

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

A copy of a deed recorded on or before May 5, 1972 for all of the property involved in the request.

## Proof of Access

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

## 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 at (303) 866-3587.
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 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 obtaining Onsite Wastewater Treatment Systems.

## 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 shall be required.

## Landscape Plan

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

## Architectural Elevations

The architectural drawings should include the following:

- A scale of at least one-eighth inch equals one foot
- The elevations for all sides of proposed buildings with proposed and existing grades
- Building materials and colors of exterior walls, roofs, doors, and windows
- Changes in building plane to match the Site Plan
- Building heights
- Location and screening of mechanical equipment

# On-Line Applications

The County is excited to offer applicants the opportunity to make Pre-Application submittals through the On-Line Application system. This system will save an applicant time and will eliminate the reproduction costs associated with submitting multiple copies of documents for referral agencies. The information below is intended to provide a user with simple steps/instructions that will help guide an applicant through the On-Line Application process.

For help navigating the on-line application process please see the "*How to use the On-Line Pre-Application Submittal Guide*":  
<https://www.jeffco.us/DocumentCenter/View/1609>

## Step 1

Go to <https://www.jeffco.us/2348/Online-Applications> and click on the Link for Online Applications "**Apply for Permits**" logon.

## Step 2

Sign-in to the on-line application system using your e-mail address and password. Click on the **Register Now** link if you are a first time user or the **Forgot Password** link if you cannot remember your password.

★ *If you have made other on-line applications or paid a bill on-line, you are most likely already registered in the on-line system.*

## Step 3

Enter the Sub-Type and Work-Type from the lists provided.

## Step 4

Enter the addresses of the properties that will be the subject of the pre-application review. If a property does not have an address, then a Parcel ID Number (PIN) or Schedule Number may also be used (the numbers may be found on a property tax statement from the Assessor's Office).

★ *If the pre-application will include multiple adjoining properties it is important that all the properties are selected in this step.*

## Step 5

Enter information related to the property and related to your development proposal for the property. The information consists of both mandatory and optional information. Providing detailed information in this section will assist the County in processing the application.

## Step 6

Attach Documents by clicking on the **Work with Attachments** link at the bottom of the Applications Detail page. This will open the document attachment window. To add a document select the document type from the drop down menu and enter the location of the saved document. Then select the **Add to List link**. This process is repeated until all the documents for the application are listed in the Currently Added window. Once all the documents are listed select the **Close** button. If you are satisfied with all the information provided for the application then select the Update link at the bottom of the page.

## Step 7

Payment of fees. Follow the directions on the next screens to pay for the Pre-Application Process. Once this is complete you will be contacted by the Pre-Development Coordinator to schedule the Pre-Application Meeting.