



JEFFERSON
COUNTY COLORADO

Planning & Zoning

Application Review Process
GUIDES

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**This guide describes
the highlighted process
in the graphic below.
Additional process guides
are available for the other
application types listed.**

Entitlement

Rezoning
Site Approvals
Special Use
Telecommunication Special Use
Certificate of Designation

Subdivision

Preliminary and Final Plat
Preliminary Plat
Final Plat
Rural Cluster

Exemption from Subdivision

Residential Structure Exclusion

Exemption
Minor Adjustment
Multi-Family (see SDP)

Miscellaneous

Vacation
Special District Service Plan
Deeds

Development

Site Development Plan (SDP)
Land Disturbance
Floodplain
Telecommunications Permit
Building Permit

**The Residential Structure Exclusion process
allows the correction of an improper
division of land when an applicant can
meet specific qualifications.**

Exemption from Platting Process Residential Structure Exclusion

*This guide describes the Residential Structure Exclusion Process.
Users should utilize this guide in conjunction with the Land
Development Regulation.*

The Residential Structure Exclusion process was adopted by the Board of County Commissioners in conformance with the "Exemption from Platting" provision of the Colorado Revised Statutes. This provision allows the Board of County Commissioners to exempt certain land development activities from the definition of "subdivision", and to create processes for these activities that is less restrictive than the typical subdivision processes. A Residential Structure Exclusion is an administrative process which can be used to correct an improper division of land if the property qualifies for the process based on the following criteria:

- A residential structure exists on the lot or parcel, and the appropriate building permits were obtained. Two-family unit must conform to the current International Building Code. If the residential structure was built prior to the time that Jefferson County was issuing building permits, then verification through a search of the Jefferson County Assessor records for year built may satisfy the requirement of a valid building permit.
- The improper lot or parcel was created before September 10, 2002.
- The current owners did not create the improper lot or parcel, and swears in writing that they were not aware of the improper division at the time of transfer of the property to their ownership.
- If the improper division was the result of the adjustment of boundaries between previously proper divisions of land or improper division of a two-family unit on a lot, then the owner must first attempt to resolve the improper division of land with the other owners through the appropriate County process.
- The lot or parcel size complies with the Zone District minimum land area requirements that existed at the time the lot or parcel was subdivided, or a variance to the lot or parcel size has been granted.
- The residential structure is served by a public or private central water system or by a permitted well.
- The residential structure is served by public sanitation or by a permitted Onsite Wastewater Treatment System. The type of sewage disposal system and the minimum lot or parcel size that shall meet the Public Health requirements in effect at the time the lot or parcel was subdivided, unless the Board of Health has granted a variance.

Optional Pre-Application

The Pre-Application process was created to provide applicants with a quick review of development proposals based on limited information. The review is intended to provide information about the regulations and process that will assist an applicant in making key decisions about the development proposal prior to making a formal application. Refer to the Land Development Regulation and the Pre-Application Guide for additional details.

Submittal Requirements

The submittal documents required for an application will vary based on the specifics of each unique application. Prior to the Formal Application, the case manager will provide the applicant with information identifying the type and number of required documents for the application. A complete explanation of the submittal requirements can be found in the Submittal Requirement Section of the Land Development Regulation.

Residential Structure Exclusion Process

The information provided below is intended to be a brief overview of the Residential Structure Exclusion Process. For a complete explanation of the Residential Structure Exclusion requirements, please refer to the Land Development Regulation.

Step 1

Sufficiency Review/Formal Application Submittal

The applicant will submit all of the documents required for the formal application. The assigned Case Manager will review the documents to determine if they are complete. Following this review, the Case Manager will either send the documents out on the 1st Referral or prepare a letter explaining the deficiencies in the submittal documents. If revisions to the documents are required, the applicant shall revise the documents to comply with County standards, and then resubmit the documents for the 1st Referral.

Step 2

Referral Process

The Land Development Regulation anticipates that an application will be sent out on two referrals before it is ready for decision; however, at any time after the 1st Referral the Case Manager may decide that the application is in substantial conformance with all applicable regulations and is ready for decision. Additional fees will be incurred for a third referral and any subsequent referral thereafter. The general referral steps are as follows:

- 1. The Case Manager will refer the application and supporting documents to County divisions and other agencies.*
- 2. After the referral, the Case Manager will provide the applicant with a Staff response inclusive of referral agency responses, and will include a referral matrix for the next referral if applicable.*
- 3. The applicant will address, in writing, any issues identified by the Case Manager or any referral agency and resubmit revised documents for the next referral.*

Step 3

Final Documents

The final documents shall be comprised of the executed Residential Structure Exclusion document and any other documents identified by the Case Manager.

Step 4

Determination

The application will be presented to the Director of Planning and Zoning. The Director of Planning and Zoning will approve or deny the application.

Step 5

Recordation

After approval of an application, Staff will record the Residential Structure Exclusion and any other applicable documents.

Evaluation/Decision

Evaluation: The evaluation of the Residential Structure Exclusion is predicated on compliance with the Land Development Regulation and the requirements of the underlying Zone District.

Decision: After review by Staff, a Residential Structure Exclusion application is presented to the Director of Planning and Zoning for final decision. The Director of Planning and Zoning may ask for additional documents before making a final determination.

Community Involvement

Due to the specific circumstances of the Residential Structure Exclusion process, notification of the process is not required.

Residential Structure Exclusion Format

The graphic shows the preferred layout of a Residential Structure Exclusion. This example is provided for general reference only and should not be duplicated. The applicant should refer to the Residential Structure Exclusion Section of the Land Development Regulation for specific format requirements.

Subtitle of Property Affected	Residential Structure Exclusion Title	Full legal description of property (exterior boundary)	Notes	Case number	Map number	
<p>West 1/4 corner Sec 1 Found 2" dia. brass cap on #6 rebar marked PLS 12345</p> <p>South County Road Rec. No. 807 (to W) Base of Beam: N0°06m38'25"E 1000'</p> <p>POB</p> <p>Unplatted S89°50'04"W 660'</p> <p>LOT 1 10 acres</p> <p>OH OH OH OH OH OH OH</p> <p>Unplatted 660'</p> <p>Unplatted N0°36'25"E 660'</p> <p>30' Drainage Easment</p> <p>Lot 1 Colorado Subdivision Rec No: 1234567</p> <p>30'</p> <p>Unplatted S89°50'04"W 660'</p> <p>SW corner Sec 1 Found 2" dia. brass cap on #6 rebar marked PLS 12345</p> <p>LEGEND ▲ Found No. 5 rebar with 2" alum. cap. LS 5555 □ Set No. 5 rebar with 2" dia. alum. cap. marked LS 34567 -OH- Overhead Powerlines -X- Fence</p> <p>Graphic Scale 1 inch = x feet</p>	<p>Exemption SEC 1, T4S, R69W, 19-123456EX A Residential Structure Exclusion Located in the Southwest One-quarter of Section 1, Township 4 South, Range 69 West of the Sixth Principal Meridian, County of Jefferson, State of Colorado</p>	<p>Sheet 1 of 1</p> <p>LEGAL DESCRIPTION:</p> <p>DEDICATION CERTIFICATE (if applicable)</p> <p>STANDARD NOTES:</p>	<p>OWNERSHIP CERTIFICATE:</p> <p>SURVEYOR'S CERTIFICATE:</p> <p>CLERK AND RECORDER'S CERTIFICATE:</p> <p>SURVEYOR'S CERTIFICATE:</p> <p>ACCEPTANCE CERTIFICATE:</p> <p>DEDICATION ACCEPTANCE CERTIFICATE (if applicable)</p>	<p>Case Number _____</p> <p>Map Number _____</p>	<p>REVISIONS</p> <p>Exemption SEC 1, T4S, R69W, 19-123456EX Prepared by: Jefferson Surveying 1234 S. County Rd. Golden, CO 80403 (303)555-1212</p>	
<p>Minimum margins: left=2" right/bottom=1/2" top=1"</p>	<p>Scale & north arrow X=Scale of 20,30,40,50,60,100 or 200</p>	<p>Residential Structure Exclusion Drawing</p>	<p>Legend</p>	<p>Vicinity map X=Scale of 500, 1000 or 2000</p>	<p>Certificates</p>	<p>Sheet title, project name, Preparer's, applicant's & owner's name, address, phone, preparation date, sheet number</p>

Fees Fees are on-line at our web site or call 303-271-8700. Make checks payable to Jefferson County Treasurer.