How to submit online Minor Adjustment Applications (MAA)

Go to the On-Line Applications “Apply for Permits” login: https://entraprise.jeffco.us/

A completed and signed application is required to be uploaded with this online application. Fill out and sign the Minor Adjustment application before starting the application process. Please see https://www.jeffco.us/2682/Development-Process-Guides-Applications

Logon to Apply for, Pay and Work with Permits and Contractor Licenses

Enter your e-mail address and Password. If you have applied online before, you most likely already have an account. If not, please contact pzadmin@jeffco.us to set one up.

Choose Apply for Permits under Planning & Zoning Permits

Choose Minor Adjustment Application

Select Sub Type applicable to your application. The Planning Engineer assigned to review your application will confirm the sub type. Click Continue
Enter a house number and select Search for Address. A list of addresses will appear (not shown in this example). Once you have found your address Select your address and choose Confirm.

If there is no address, you may Continue without an address.

Enter the “Purpose” of the Minor Adjustment.

Select the question mark under “Is the Property a Legal Parcel or Proper Subdivision of Land” (Not sure, please contact P&Z at 303-271-8700 for assistance)

A drop down will appear. Select the corresponding option for your application.

Repeat the previous step for the following drop-down items. Only select one drop down at a time and select an option. If no option is selected, the drop down will remain open even when other drop downs are open. This will help keep the application screen clear.

Access Type*
(Not Sure? Please call P&Z @ 303-271-8700 for assistance)
*Items must be completed

Add Access Comments if you have additional comments on the Access to the property. For example, if there has been Legal Access Research done your property, please fill in the case number. Also, if there is an access easement to access the property, please add the recording (reception) number.

Fill in the Owner or Payee Name, Phone and Email for all property owners involved in the Minor Adjustment, and if the owner or payee is different than yourself.
Click Upload Documents. A pop-up will appear.

In the pop-up, select the drop-down menu. Upload the MANDATORY items and other documents as necessary by choosing the category first then browsing to the file to upload.

Click Close when all documents are uploaded.

Once complete, choose Submit. Your application will be assigned a Case Manager from Planning Engineering. Your Case Manager will conduct a sufficiency review and let you know if any other items are required.

Fees will be assessed at the time of the Sufficiency Review. You will receive an email for the required application review fee amount.