

Section 7 - Site Development Plan Process

(orig. 5-21-19)

A. Intent and Purpose

The Site Development Plan process was established to provide an administrative evaluation procedure for industrial, commercial, multi-family, mobile home park, recreational and institutional developments. The development must comply with Plat and/or Exemption from Platting restrictions, zoning conditions, the Land Development Regulation and the Zoning Resolution. This process is not the site development plan referenced in State Statutes related to Location & Extent. (orig. 7-23-02; am. 12-17-02; am. 4-20-10; am. 3-26-13; am. 12-13-16; am. 07-17-18; am. 5-21-19)

The process outlines time frames and expectations, providing the applicant with a clear understanding of the steps involved prior to the final decision on the application. The Director of Planning and Zoning may waive the time frames included in this process depending on the Planning and Zoning staffing levels and complexity of the application. (orig. 7-23-02; am. 12-17-02; am. 5-20-08; am. 4-20-10; am. 12-21-10)

B. Application

1. Compliance with this process shall be required for industrial, commercial, multi-family, mobile home park, recreational and institutional uses in the following situations. (orig. 7-23-02; am. 7-12-05; am. 4-20-10; am. 3-26-13)
 - a. Prior to the issuance of a permit to construct a new building that is 200 square feet Gross Floor Area or larger in size. (orig. 7-23-02; am. 7-12-05; am. 4-20-10, am. 12-13-16; am. 07-17-18; am. 5-21-19)
 - b. Prior to the issuance of a tenant finish or other permit where proposed vehicular trips would require site improvements. (orig. 07-17-18; am. 5-21-19)
 - c. Prior to the issuance of any permit to construct an addition of 25% or greater to any existing building. (orig. 7-23-02; am. 7-12-05; am. 4-20-10; am. 12-13-16)
 - d. Prior to the issuance of any building permit to construct an addition of 2,500 square feet Gross Floor Area or greater even if the addition is less than 25% of an existing building. (orig. 4-20-10; am. 12-13-16)
 - e. Subsequent to any changes from a residential use or residential zoning to an industrial, commercial or institutional use or zone regardless of whether there are existing or proposed buildings. (orig. 7-23-05; am. 7-12-05; 4-20-10; am. 12-13-16)
 - f. Prior to the creation of any additional multi-family units within an existing building. This does not include adding a caretaker's unit to an existing commercial building. (orig. 4-20-10, am. 12-13-16)
 - g. Prior to the issuance of a tenant finish where additional floor space will be created within an existing building, such as a second floor being added to the interior air space of an existing one story building. (orig. 12-13-16; am. 5-21-19)
 - h. Prior to the issuance of the first permit for a mobile home in a new mobile home park or when more than 50% of the existing mobile home spaces have been modified. (orig. 3-26-13)
 - i. The Director of Planning and Zoning may waive or conditionally waive, all or a part of, the Site Development Plan process, if his/her opinion there would be no public benefit in completing the process, and if the following are met: (orig. 12-13-16)
 - (1) There will be no material impact to adjacent or adjoining properties as a result of the waiver. (orig. 12-13-16; am. 07-17-18)
 - (2) Any public improvements that may be required could be obtained through another County process. (orig. 12-13-16; am. 07-17-18)
 - (3) The County does not have a comprehensive development plan, in accordance with C.R.S. § 29-20-105, that would require the review of a site plan. (orig. 12-13-16; am. 07-17-18)
 - (4) State and Federal regulations do not require the process or prohibit the requirement. (orig. 12-13-16)

The decision on a request for a waiver of all or part of the Site Development Plan process by the Director of Planning and Zoning may be appealed to the Board of County Commissioners. The request for appeal shall be in writing within 30 days of the decision and shall state the specific reasons and evidence why the Director of Planning and Zoning's decision should be overturned. The appeal shall be submitted to the Planning and Zoning Case Manager. (orig. 12-13-16)

2. This process shall not be applicable to:
 - a. Residential land uses, except for multi-family. (orig. 7-23-02; am. 4-20-10; am. 12-21-10)
 - b. Any property that had a site plan reviewed and approved as part of an approved Plat, Site Approval, or Exemption from Platting after 1978 and prior to the adoption of the Site Development Plan process (July 23, 2003), if proposed for development as originally approved. (orig. 7-23-02; am. 4-27-04; am. 4-20-10)
 - c. Planned Developments for Mining. (orig. 7-23-02)
 - d. Government facilities. (orig. 7-11-07; am. 4-20-10)
 - e. Any property that has an approved Location and Extent or previous Site Approval Process, so long as the development is in conformance with the approved plans. (orig. 5-21-19)
3. A Site Development Plan may include the following types of development activities if a Site Adjustment/Dedication Plat is submitted and all other applicable requirements are met. The development activities and limitations described below can only be waived or modified by direct action of the Board of County Commissioners in a public hearing. A Site Adjustment/Dedication will be required if any of the items 1-8 below are proposed with a Site Development Plan, unless the Director of Planning and Zoning determines that a Site Adjustment/Dedication Plat is not required. The authority of the Director of Planning and Zoning, described in the Alternative Standards/Requirements section of this Regulation, shall not extend to the development activities and limitations set forth below (orig. 12-13-16; am. 07-17-18):
 - a. Superlots: The creation of additional non-residential lots within a superlot as described in the Lot and Tract Standards Section of the Land Development Regulation, where the applicant can demonstrate compliance with the following limitations: (orig. 12-13-16; am. 07-17-18)
 - (1) The superlot was previously platted in accordance with the Land Development Regulation. (orig. 12-13-16)
 - (2) The impervious area and Gross Leasable Area (GLA) proposed in the Site Adjustment/Dedication Plat plus any impervious area and GLA approved in any prior developments within the same superlot does not exceed the maximums for the superlot as set forth on the Plat. (orig. 12-13-16)
 - (3) Public water and sewer service are available. (orig. 12-13-16)
 - b. Adjustments to property lines and the elimination of interior property lines involving any combination of lots, parcels or tracts, which does not increase the number of existing legal building sites and does not increase the number of lots, parcels or tracts, except as allowed within this section. (orig. 12-13-16)
 - c. Adjustments to previously established building envelopes related to location and configuration, provided the new building envelope complies with all the requirements of the Land Development Regulation and this Resolution. (orig. 4-20-10; am. 12-13-16)
 - d. Adjustments to previously established non-buildable areas and non-disturbance areas related to size, location and configuration. (orig. 12-13-16)
 - e. Creation of non-buildable tracts. (orig. 12-13-16)
 - f. Changes to or elimination of notes, restrictions, and certificates that do not adversely affect traffic safety, visual impact, wildlife, drainage, soil erosion, wildfire hazard, noise, or the provision of open space. If these items are affected, it will need to be demonstrated that the effect can be adequately mitigated. (orig. 12-13-16)
 - g. Dedications of easements or right-of-way. (orig. 12-13-16)
 - h. Vacations of easements. (orig. 12-13-16)
 - i. All Site Adjustment/Dedication Plats must comply the following limitations.

- (1) The request does not conflict with any County regulations unless relief is granted through an adopted County process. (orig. 12-13-16)
 - (2) The request does not create any additional lots, unless specifically authorized within this section. (orig. 12-13-16)
 - (3) The exterior boundary must be comprised of property lines that have been properly subdivided. (orig. 12-13-16)
 - (4) If served by well and/or on-site wastewater treatment system (OWTS), the resulting property boundaries or building sites must meet all State Engineer and Public Health requirements for issuance of a well permit and approval of an individual sewage disposal system. (orig. 12-13-16)
 - (5) A reconfiguration of a non-residential development or development with non-residential uses may include alterations to the existing streets or roads system. (orig. 12-13-16)
- j. The format of the Site Adjustment/Dedication Plat shall comply with the Final Plat provisions for format, survey, certificates and notes as set forth in the Land Development Regulation and in accordance with County procedures. (orig. 12-13-16)
4. The Site Development Plan Process is allowed on either platted or unplatted property, provided that the property is a proper division of land. (orig. 4-20-10)
 5. A nonrefundable processing fee in an amount established by the Board of County Commissioners is required for this process. (orig. 5-20-08)
 6. Notification is required in accordance with the Notification Section. (orig. 10-16-09; am. 4-20-10)
 7. The following procedure and requirements shall apply to Site Development Plan applications. (am. 5-20-08)

C. Procedure

The following is an example of the typical processing steps and timeframes for the development application. It is recommended that the applicant contact other agencies regarding their timelines for easements, etc., prior to formal application. (orig. 10-25-05; am. 5-20-08; am. 3-3-15; am. 12-13-16; am. 07-17-18)

Process Steps	Processing Time Frames	
Optional Pre-Application Review Process or Meeting with Staff	Prior to Process	
Steps prior to 1st Referral		
Sufficiency Review and Referral Distribution (1 st Referral)	7 calendar days	
Resubmittal Sufficiency Review (if necessary)	5 calendar days	
Process from 1st Referral to Determination		
1st Referral and Staff Response	28 calendar days (21 day referral, 7 days for Staff response)	Example timeframe 89 Days to determination if processing time frames are met. May take longer if issues arise.
Applicant's Response to 1 st Referral.	Varies - 21 calendar days used for example timeframe	
Sufficiency Review and Referral Distribution	5 calendar days	
2 nd Referral and Staff Response	21 calendar days (14 day referral, 7 days for Staff response)	
Submittal of Final Documents	Varies - 14 calendar days used for example timeframe	
Process from Determination to Recordation		
Determination, Decision and Recordation	10 calendar days, time varies based on Director of Planning and Zoning action and the applicant meeting approval conditions	

Note: Details regarding these processing timeframes are listed below.

Prior to submitting a development application, it is recommended that the applicant go through the Pre-Application Review Process, as identified in the Pre-Application Process Section. The Pre-Application Review Process will help identify the key issues that will need to be addressed during the process and will help to establish the specific submittal requirements. The specific submittal requirements can also be established by

obtaining an appointment with Staff to discuss the development proposal. (orig. 10-13-09; am. 12-21-10; am. 07-17-18)

If an applicant is going to request relief from a standard in the Regulations, then a request for relief of the standard may be submitted for consideration. In order to avoid processing delays, it is recommended that a request for relief from a standard be submitted early in the development process. Requests for relief of a standard are subject to different specific processing timeframes, which may add to the length to the processing of the development application. (orig. 7-23-02; am. 10-25-05; am. 12-13-16; am. 07-17-18)

Notification is required at the time of the 1st Referral in accordance with the notification provisions of this section. (orig. 10-13-09)

Steps Prior to 1st Referral

1. Sufficiency Review and Referral Distribution (1st Referral):

The applicant shall electronically submit all documents as identified in the Submittal Requirements Section of this Regulation as a complete package, and not in a fragmentary manner for review by the Case Manager. (orig. 5-20-08; am. 10-13-09; am. 07-17-18)

The Case Manager shall have 7 calendar days to review the submittal and either send the application out on referral or respond to the applicant explaining any deficiencies in the submittal documents (including the appropriate referral fees). A submittal that is not complete in terms of the type of documents required will not be sent out on referral. (orig. 5-20-08; am. 07-17-18)

Resubmittal Sufficiency Review (if required): The Case Manager shall have 5 calendar days to review the resubmittal and either send the application out on referral or respond to the applicant explaining any deficiencies in the submittal documents. (orig. 07-17-18)

Process from 1st Referral to Determination

2. 1st Referral and Staff Response:

The referral agencies shall have 21 calendar days to respond in writing to the application. (orig. 5-20-08; am. 12-13-16)

The Case Manager shall have 7 calendar days, after the end of the referral period, to provide the applicant with a Staff response inclusive of other referral responses. The response from the Case Manager will include an opinion as to whether the case should proceed to the Final Documents phase or if revised documents should be submitted for a subsequent referral process. (orig. 5-20-08; am. 07-17-18)

3. Applicant's Response to 1st Referral:

For the application to be processed in accordance with the example timeframe in the table above, the applicant shall have 21 calendar days to address in writing any issues identified by the Case Manager or any referral agency and resubmit revised documents for the 2nd referral. (orig. 5-20-08; am. 07-17-18)

Regardless of the example timeframe, the applicant shall have a maximum of 180 calendar days to respond to the referral comments or the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Director of Planning and Zoning may extend this 180 calendar day maximum response deadline for additional 180 calendar day periods if, in his/her opinion, the delay in response is for good cause. (orig. 7-23-02; am. 12-17-02; am. 10-25-05; am 5-20-08; am. 12-21-10; am. 07-17-18)

4. Sufficiency Review and Referral Distribution (2nd Referral):

The applicant shall electronically submit the documents for the 2nd Referral. All documents shall be submitted as a complete package and not sent in a fragmentary manner. (orig. 07-17-18)

The Case Manager shall have 5 calendar days to review the submittal and either send the application out on referral or respond to the applicant explaining any deficiencies in the submittal documents. A submittal that is not complete in terms of the type of documents required will not be sent out on referral. (orig. 7-23-02; am. 7-1-03; am. 4-27-04; am. 10-25-05; am. 5-20-08; am. 12-13-16; am. 07-17-18)

Resubmittal Sufficiency Review (if required): The Case Manager shall have 5 calendar days to review the resubmittal and either send the application out on referral or respond to the applicant explaining any deficiencies in the submittal documents. (orig. 07-17-18)

5. 2nd Referral and Staff Response:

The referral agencies shall have 14 calendar days to respond in writing to the 2nd referral. (orig. 5-20-08; am. 12-13-16; am. 07-17-18)

The Case Manager shall have 7 calendar days after the end of the referral period to provide the applicant with a Staff response inclusive of referral agency responses. The response from the Case Manager will include an opinion as to whether the case should proceed to the Final Documents phase or if revised documents should be submitted for a subsequent referral process. (orig. 5-20-08; am. 07-17-18)

6. Applicant's Response to 2nd Referral:

The applicant shall have a maximum of 180 calendar days to respond to the referral comments, or the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Director of Planning and Zoning may extend this 180 calendar day maximum response deadline for additional 180 calendar day periods if, in his/her opinion, the delay in response is for good cause. (orig. 5-20-08; am. 12-21-10; am. 07-17-18)

7. Additional Referrals and Responses:

For the 3rd Referral, and for any subsequent referrals thereafter, the processing of the application shall follow the same steps identified above in the Sufficiency Review and Referral Distribution (2nd Referral) process, the 2nd Referral and Staff Response process and the Applicant's Response to 2nd Referral process. (orig. 10-25-05; am. 5-20-08; am. 12-21-10; am. 12-13-16; am. 07-17-18)

8. Submittal of Final Documents:

The applicant shall electronically submit the Final Documents as identified in the Case Manager response to the last referral. All documents shall be submitted as a complete package and not sent in a fragmentary manner. (orig. 5-20-08; am. 12-13-16; am. 07-17-18)

Determination, Decision and Recordation

9. Determination

This part of the process shall be completed in approximately 10 calendar days. (orig. 07-17-18)

The Case Manager shall review the Final Documents and either prepare the decision memorandum or respond to the applicant explaining any deficiencies in the Final Documents. If the Case Manager identifies deficiencies in the Final Documents, then upon resubmittal of the documents the timeframe for this portion of the process will reset to be approximately 10 days. (orig. 10-25-05; am. 5-20-08; am. 12-13-16; am. 07-17-18)

Resubmittal of Final Documents (if required): The Case Manager shall review the Final Documents and either prepare the decision memorandum or respond to the applicant explaining any deficiencies in the Final Documents. (orig. 07-17-18)

10. Decision

The Director of Planning and Zoning shall review the request and Staff recommendation and approve, approve with conditions, or deny the application. The Director of Planning and Zoning may ask for additional documents before deciding. Upon approval by the Director of Planning and Zoning, the Case Manager shall record the approved Site Adjustment/Dedication Plat (if applicable). (orig. 10-25-05; am. 5-20-08; am. 4-20-10; am. 3-3-15, am. 12-13-16; am. 07-17-18)

11. Recordation

If the Site Development Plan includes a development agreement or an improvements agreement, upon approval by the Director of Planning and Zoning, the Chairman of the Board of County Commissioners shall be authorized to sign the agreement and record the agreement in the public records. (orig. 12-13-16; am. 07-17-18)

D. Appeal of Denial

An appeal of a denial of a Site Development Plan shall be made to the Board of Adjustment in writing within 30 calendar days of the denial, otherwise Planning and Zoning will consider the decision on the application final. (orig. 7-23-02; am. 4-27-04; am. 5-20-08; am. 07-17-18)

E. Limitations

1. The applicant shall obtain building permits within 2 years of Site Development Plan approval, or the approval shall be rescinded. The Director of Planning and Zoning may extend the 2-year period, by an

additional 1 year if in his/her opinion, the delay in construction is for a good cause and no regulations have changes which would substantially impact the site. Multiple extensions may be requested. (orig. 7-23-02; am. 5-20-08; am. 4-20-10; am. 12-13-16; am. 07-17-18)

2. In the case of a denied application or a denial of an appeal, a new application shall be required to process a Site Development Plan on the same property. In the case of a successful appeal, the approved site plan shall be deemed approved. (orig. 07-17-18)

F. Minor Revisions to a previously approved Site Development Plan and supporting documents

The Director of Planning and Zoning may approve minor revisions to the approved Site Plan and supporting documents, so long as such revisions are consistent with the overall intent of the Zoning Resolution, the Land Development Regulation, Plat and Exemption From Platting restrictions, and zoning conditions, and do not result in adverse impacts that were not considered at the time of the original Site Development Plan approval (e.g. changes to quantities, landscaping, lighting, architecture, or parking). If the Director of Planning and Zoning determines that a proposed revision is not minor, then the applicant will be required to file a new Site Development Plan application with the required fees and documents. (orig. 7-23-02; am. 12-17-02; am. 4-27-04; am. 5-20-08; am. 3-3-15; am. 12-13-16; am. 07-17-18)

1. Required documents:
 - a. Cover letter explaining the changes and the reasons for the changes. (orig. 12-13-16)
 - b. Revised plans/exhibits impacted by the changes. (orig. 12-13-16)
 - c. Application fee. (orig. 12-13-16)
2. Process:
 - a. Notification Level 2 shall be required.
 - b. If referral agencies need to be notified, the referral period shall be 7 calendar days.
 - c. A Determination on the request is made by the Director of Planning and Zoning. (am. 07-17-18)

G. Plan Format

1. All plans listed in this section shall be 24x36 inches with the long dimension being horizontal. The Plans shall include the following information in the format described. (orig. orig. 7-23-02; am. 4-20-10)
 - a. An information block shall be in the lower right-hand corner or along the right hand margin of the sheet and shall include the following information: (orig. 7-23-02)
 - (1) Sheet title (i.e. Site Development Plan, Landscape Plan, etc.) (orig. 7-23-02; am. 7-1-03)
 - (2) Name of the proposed project (orig. 7-23-02)
 - (3) Name, address, and telephone number of the applicant if different than the owner (orig. 7-23-02)
 - (4) Name, address, and telephone number of the preparer if different than the applicant (orig. 7-23-02)
 - (5) Name, address, and telephone number of the owner (orig. 7-23-02)
 - (6) Date of plan preparation, and revision dates (orig. 7-23-02)
 - (7) Sheet page number (i.e., 1 of 3, 2 of 3, etc.) (orig. 7-23-02)
 - b. The Planning and Zoning assigned case number shall be located in the upper right corner of each sheet. (orig. 7-23-02; am. 7-1-03; am. 4-27-04; am. 4-4-06; am. 4-20-10)
 - c. A graphic and written scale. (orig. 7-23-02; am. 4-4-06; am. 4-20-10)
 - d. A North Arrow. The graphic should be oriented with north to the top of the page, unless otherwise approved by Planning and Zoning. (orig. 7-23-02; am. 4-4-06; am. 4-20-10)
2. The Site Development Plan shall include the following:
 - a. A neat and legible drawing of the proposed site layout showing the required information at a scale of one (1) inch to 50 feet or larger, or as approved by Planning and Zoning. The drawing shall include the following information: (orig. 7-23-02; am. 7-1-03; am. 4-27-04; am. 5-20-08; am. 4-20-10)

- (1) The size, location, and type of all existing and proposed easements or other rights-of-way. (orig. 7-23-02)
 - (2) Fully-dimensioned property lines and all non-buildable areas, if previously defined, and building footprints, and setbacks of all proposed and existing structures which are to be retained on the site. (orig. 7-23-02; am. 12-17-02; am. 4-4-06)
 - (3) Location, dimensions and names of proposed, platted and existing adjoining streets, and internal streets showing edge of right-of-way and pavement or face of curb, centerline, radii, and curb return radii. A note shall be placed on the Site Plan indicating whether the proposed streets are to be public or private. (orig. 7-23-02; 4-4-06)
 - (4) Driveways and intersections adjacent to, or across the street from the subject property. (orig. 2-22-02; am. 12-17-02; am. 10-25-05)
 - (5) Approximate proposed and existing street grades. (orig. 2-22-00; am. 12-17-02; am. 10-25-05)
 - (6) Location of existing and proposed access points. (orig. 2-22-00; am. 10-25-05)
 - (7) Location and dimensions of bicycle/pedestrian/equestrian paths, walkways, and trails shall be shown. (orig. 7-23-02)
 - (8) Location and placement of all signage and freestanding walls. (orig. 7-23-02; am. 12-17-02; am. 7-1-03)
 - (9) The location of all existing and proposed fire hydrants or cisterns. (orig. 7-23-02)
 - (10) The location and size of existing/proposed wells and on-site wastewater treatment systems. (orig. 2-22-00; am. 10-25-05; am. 12-13-16)
 - (11) Location and type of existing and proposed easements and utility lines. (orig. 2-22-00; am. 10-25-05)
 - (12) Existing and proposed surfacing of all traveled areas, on-site and within 100 feet off-site. (orig. 7-23-02)
 - (13) Existing floodplain limits (if applicable). (orig. 7-23-02; am. 10-25-05)
 - (14) Location of any known hazardous areas, or a note stating that no known hazardous areas exist. (orig. 2-22-02; am. 12-17-02; am. 10-25-05)
- b. The title shall be comprised of a main title and a subtitle. The main title should be a large bold text, while the subtitle is a non-bold smaller text. The following formats shall be used, unless otherwise approved by Planning and Zoning: (orig. 7-1-03; am. 4-20-10)
- (1) For parcels within a recorded Plat or Exemption from Platting: (orig. 7-1-03; am 4-20-10)

(Plat or Exemption Title) Lot(s) ____
Site Development Plan
 Located in the ____ ¼ of Sec ____, T__S, R__W of the
 6th Principal Meridian, County of Jefferson, State of Colorado
 - (2) For parcels not located in a recorded Plat or Exemption from Platting: (orig. 7-1-03; am 4-20-10)

Site Development Plan – (Project Name)
 Located in the ____ ¼ of Sec ____, T__ S, R __ W, of the
 6th Principal Meridian, County of Jefferson, State of Colorado
- c. A vicinity map showing adequate information for the reviewer to easily locate the project. The vicinity map need not be scalable; however, it must be legible and located within the upper left-hand corner of the site plan. (orig. 7-23-02; am. 7-1-03)
 - d. The complete legal description of the parcel shall be located immediately below the vicinity map on the left side of the document. If the Site Development Plan is only affecting a small portion of the overall ownership of a property, then Planning and Zoning may allow the legal description to be confined to a use area or a lease area within the larger parcel. (orig. 7-1-03; am. 4-20-10)
 - e. A note section shall be located below the legal description and shall include any standard Site Development Plan notes as well as any notes listed on a previous Plat or Exemption document that must be satisfied prior to the issuance of building permits. The notes section shall contain a purpose

statement that discusses what is to be constructed, any right-of-way being dedicated, any easements being dedicated or vacated, and any lot line changes, such as mergers, new lots created from a superlot plat or lot line adjustments. (orig. 7-1-03; am. 4-20-10, am. 12-13-16)

- f. The following Approval Certificate shall be placed on the first page: (orig. 7-23-02; am. 4-20-10; am. 3-3-15; am. 12-13-16)

APPROVAL CERTIFICATE:	
This site plan has been reviewed and found to be complete, and in accordance with Jefferson County regulations and is hereby approved by the County.	
Jefferson County Director of Planning and Zoning	Date

- (1) All individuals shall sign their names as shown on the deed of ownership. Corporate ownership or interest shall be shown by the official signature of the necessary officers of the Corporation. The full name of the corporation shall be shown above their signatures and the seal affixed. All partners of a general partnership must sign the certification. All general partners of a limited partnership and all members of a limited liability company must sign the certification unless the limited partnership agreement or operating agreement, respectively, authorize otherwise. (orig. 10-25-05; am. 07-17-18)
- (2) The owner's signature(s) shall be acknowledged utilizing the forms provided in 12-55-208 C.R.S. with the Notary Seal affixed as near as practicable to the acknowledgement. (orig. 10-25-05)
- (3) With the approval of the County Attorney's Office, the certification or acknowledgment may be modified based on unique situations provided such modification protects the interests of Jefferson County. (orig. 10-25-05; am. 07-17-18)

OWNERSHIP CERTIFICATE:
_____, as owner(s) of the land affected by this Site Development Plan, accept and approve all conditions set forth herein.
(Name of owner)
(if company, LLC, other organization "By _(title of whomever is authorized to sign) (Name of organization)_
By:

(Name of Authorized signatory, title)
COUNTY OF)
)ss:
STATE OF)
The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____, by *(name-printed) .
WITNESS my hand and official seal.
SEAL _____
NOTARY PUBLIC
My Commission expires: 20 _____

- (4) If a Site Adjustment/Dedication Plat is completed, the certificate and notes required by the Final Plat process may need to be added to the Site Development Plan document, as deemed necessary by Planning Staff. (orig. 12-13-16)
- g. The following Site Data Table shall be placed on the Site Development Plan: (orig. 7-23-02; am. 10-25-05; am. 12-13-16)

Site Data	
Total area of the property	(square feet)
Add area for scope of work if it is not the entire site.	(square feet)
Total multi-family units	
Building coverage	(square feet)
Parking lot coverage	(square feet)

Landscaped area coverage	(square feet)
Number of parking spaces required	
Number of parking spaces provided	
Existing and proposed gross floor area of all buildings and structures, shown per use (e.g. retail, office, etc.)	(square feet)

3. The requirements for the Landscape Plan, Architectural Elevations, Parking Plan, and Lighting Plan are found under the applicable sections of this Resolution. (orig. 12-13-16)