

## Section 9 - Submittal Requirements

(orig. 5-21-19)

### A. Intent and Purpose

The purpose of this section is to provide applicants with a clear description of the documents that will be required to be submitted for specific development processes. This section differentiates between documents that must be submitted as a part of the development application, those documents that must be submitted prior to hearing or determination, and those documents that need to be submitted after hearing or determination. This section also identifies required submittal documents and additional documents that are required based on the specific circumstances of the proposed development. (orig. 4-20-10)

### B. Requirements

1. The tables within this section identify the submittal requirements for each specified application type. Each document is listed as either a required document (R) or an additional document (A). A required document is a document that is required to be submitted for a specific application. An additional document is a document that can be required by the Case Manager based on the specific circumstances of the application. (orig. 4-20-10)
2. Any submittal documents that have been submitted and approved as a part of a previous development application will not have to be resubmitted if the previous documents are applicable to the property being developed and are in compliance with current County regulations. In addition, the circumstances related to the development have to be consistent to the circumstances of the previous application during which the documents were originally submitted. (orig. 4-20-10)
3. The Case Manager, the Planning Commission or the Board of County Commissioners may require the applicant to submit additional documents, not listed in the tables below, in response to unique circumstances or based upon information received from referral agencies or other sources. (orig. 4-20-10)
4. An applicant should review the submittal requirements with Planning and Zoning prior to applying. A review of the submittal requirements can be accomplished by meeting with Staff and discussing the proposed application, or by going through the Pre-Application Review Process. (orig. 4-20-10)
5. The Director of Planning and Zoning may waive required submittal documents if he/she determines that the information would not materially aid in reviewing the application. (orig. 10-25-05; am. 5-20-08; am. 4-20-10; am. 12-21-10; am. 9-27-11; am. 12-13-16)
6. All documents submitted for a referral process must be submitted electronically. The applicant is responsible for any postage requirements during the application process. (orig. 4-20-10; am. 12-13-16)
7. The submittal requirements for the Pre-Application Review Process are listed in the Pre-Application Review Process Section of this Regulation. (orig. 4-20-10)
8. The submittal of notification documents is required in accordance with the Notification Section of this Regulation. (orig. 4-20-10)
9. The table below identifies the documents that are to be submitted as a part of the development application. (orig. 4-20-10; am. 9-27-11; am. 4-30-13; am. 8-27-13; am. 9-24-13; am. 11-24-15; am. 12-13-16; 5-21-19)

<b>Document Type</b>		<b>Rezoning to Standard Zone District</b>	<b>Rezoning to Planned Development</b>	<b>Special Use</b>	<b>Site Development Plan</b>	<b>Location and Extent</b>	<b>Floodplain Development Permit</b>
<table border="1"> <thead> <tr> <th colspan="2"><b>Table Key</b></th> </tr> </thead> <tbody> <tr> <td>R</td> <td>A document that is required to be submitted for an application. Relief from submitting this type of document may be considered by the Director of Planning and Zoning.</td> </tr> <tr> <td>A</td> <td>A document that can be required by the Case Manager based on the specific circumstances of an application. If required by the Case Manager, then relief from submitting this type of document may be considered by the Director of Planning and Zoning.</td> </tr> </tbody> </table>							
<b>Table Key</b>							
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A	A document that can be required by the Case Manager based on the specific circumstances of an application. If required by the Case Manager, then relief from submitting this type of document may be considered by the Director of Planning and Zoning.						
1.	Application Form	R	R	R	R	R	R
2.	Application and Referral Fees	R	R	R	R	R	R
3.	Cover Letter	R	R	R	R	R	R
4.	Proof of Ownership	R	R	R			R
5.	Title Insurance Commitment				R		
6.	Survey	A	A	A	A	A	A
7.	Access	A	A	A	A	A	A
8.	Legal Description	A	A	A			A
9.	Official Development Plan (ODP)		R				
10.	Special Use Plan			R			
11.	Site Plan				R	R	
12.	Site Adjustment/Dedication Plat				A		
13.	Architectural Elevations				A	A	
14.	Lighting Plan				A	A	
15.	Parking Plan	A	A	A	A	A	
16.	Landscape Plan				A	A	
17.	Visual Analysis	A	A	A		A	
18.	Slope Analysis	A	A	A			
19.	Vegetation Preservation Plan	A	A	A			
20.	Market Analysis	A	A	A			
21.	Water Supply Information	R	R	R	R	A	
22.	Wastewater Collection Information	R	R	R	R	A	
23.	Fire Protection Proof	R	R	R	R	A	
24.	Forest Management Plan	A	A	A	A		
25.	Construction Plans				A		A
26.	Exhibit A				A		A
27.	Transportation Information	A	A	A	A	A	
28.	Deeds/Easements/Agreements	A	A	A	A		A
29.	Phase I Drainage Report	A	A	A		A	
30.	Phase III Drainage Report				R		A
31.	Geologic and Geotechnical Report	A	A	A	R		
32.	Radiation Assessment/Report/Plan	A	A	A	A		
33.	Sensory Impact Assessment/Report/Plan	A	A	A	A	A	
34.	Environmental Questionnaire/Assessment	R	R	R	R	R	
35.	Floodplain Study					A	A

Reference the section below for further information related to each submittal document.

- The table below identifies documents that are required during the processing of the application, prior to hearing or determination, and recordation (if applicable). In addition to the documents listed below, the Case Manager will require the submittal of any of the documents from the table above that were either not submitted by the applicant or may require revisions based on review by the Case Manager or referral agencies. (orig. 4-20-10; am. 8-27-13; am. 9-24-13; am. 12-13-16; am. 5-21-19)

Document Type		Rezoning to Standard Zone District	Rezoning to Planned Development	Special Use	Site Development Plan	Location and Extent	Floodplain Development Permit
Table Key							
R	A document that is required to be submitted for an application. Relief from submitting this type of document may be considered by the Director of Planning and Zoning.						
A	A document that can be required by the Case Manager based on the specific circumstances of an application. If required by the Case Manager, then relief from submitting this type of document may be considered by the Director of Planning and Zoning.						
36.	Mylar		A	A	A		
37.	Improvements Agreement				A		A
38.	Performance Guarantee				A		A
39.	Executed Deeds/Easements/Agreements	A	A	A	A		A
40.	Final Documents				R		A
41.	Recording Fees		R	R	A		
42.	Fees-in-Lieu of Land Dedication				A		
43.	Mineral Estate Notification Form			R		R	
44.	Cash-in-Lieu of Construction				A		
45.	Title Insurance Commitment (updated)				R		
46.	Statement of Authority	A	A	A	A		A

Reference the section below for further information related to each submittal document.

**C. Submittal Requirement Definitions**

1. Application Form: A fully completed and executed application on the form provided by Planning and Zoning. (orig. 7-21-81; am. 7-11-95; am. 4-27-04; am. 10-25-05)  
 Location and Extent: If the owner of the property does not qualify for the Location and Extent process, then the qualifying entity must sign the application form. (orig. 5-21-19)
2. Application and Referral Agency Fees:
  - a. Application Fee: Application Fee as specified by the Board of County Commissioners. The fee shall be made payable to the Jefferson County Treasurer. (orig. 2-22-00; am. 12-17-02; a.m. 4-27-04; am. 10-25-05; am. 4-20-10)
  - b. Referral Agency Fees: Review fees charged by a referral agency shall be made payable to the reviewing agency based on current rates and paid at the time of application. The fee amounts can be obtained by contacting Planning and Zoning. (orig. 9-12-83; am. 7-11-95; am. 10-25-05; am. 4-20-10)
3. Cover Letter: The cover letter shall include the name, address and phone number of both the property owner(s) and any appointed representative. The cover letter must provide a clear, concise description of the proposal and should include a graphic depiction of the proposal as necessary for clarification purposes. (orig. 2-22-00; am 12-17-02; am. 10-25-05; am. 4-20-10; am. 12-21-10)  
 Location and Extent: The cover letter shall include a brief written synopsis of the proposed building, facility or use. (orig. 5-21-19)
4. Proof of Ownership: A copy of a current deed, title commitment or title policy showing that the person signing as the owner on the application is indeed the fee owner of the property. (orig. 7-11-95 am. 10-25-05; am. 4-20-10)
5. Title Insurance Commitment: A copy of recent title insurance commitment or policy issued by a company authorized to transact title insurance business in Colorado. The legal description on the commitment shall exactly match the legal description of the proposed development. The commitment or policy shall indicate the names and addresses of all current surface owners, mortgagees or lien holders; and any mineral estate owners or lessees of mineral owners. The names submitted shall be listed as they appear on the

relevant title documents and instruments that have been recorded with the County Clerk and Recorder. Copies of the documents listed in said commitment or policy shall be submitted for review. Any easement listed in said commitment must be shown and labeled on the survey document. If an easement is within a proposed Jefferson County right-of-way dedication, subordination (consent to street dedication) will be needed from the easement holder. The applicant may be required to have the commitment updated to remove any unacceptable liens or encumbrances. (orig. 7-23-02; am. 12-17-02; am. 10-25-05; am. 4-20-10; am. 12-13-16)

6. Survey: A survey may be required if the legal description on a deed is not adequate to determine the size and shape of the parcel in question, or if there appears to be conflicts with adjoining deeds or surveys. In addition, a survey may be required in order to establish the location of the physical improvements in relation to parcel boundaries. The format of the survey shall comply with the Final Plat provisions for format and survey as set forth in the Land Development Regulation. Any documents of record that are referenced on the survey document shall also be submitted with the survey document. (orig. 7-23-02; am. 7-1-03; am. 10-25-05; am. 4-20-10; am. 12-21-10; am. 12-13-16)
7. Access: Prior to acceptance of a Formal Application, Planning and Zoning must verify that all the access locations that will be utilized to serve the proposed development meet the criteria listed below. The Director of Planning and Zoning may allow the formal application to be accepted without meeting the criteria below, if in his/her opinion the circumstances related to proving access should be finalized during the processing of the development application. (orig. 4-20-10; am. 12-21-10; reloc. 12-13-16)
  - a. Evidence must be submitted demonstrating that the applicant has right of access in accordance with the Access Standards of the General Provisions and Regulations Section of the Zoning Resolution and the following: (orig. 4-20-10; am. 3-26-13; reloc. 12-13-16; reloc 7-17-18)
    - (1) The provision for "road of record" may only be considered for applications that do not increase upon the number of existing building sites. (orig. 4-20-10; am. 12-21-10; reloc. and am. 12-13-16)
    - (2) If a development is proposing to create or authorize additional lots or building sites, then the right of access must be shown to be transferable to the future owners within the development. (orig. 4-20-10; reloc. 12-13-16)
  - b. The required width of the access right must also be in accordance with the Access Standards of the General Provisions and Regulations of the Zoning Resolution, unless a variance or a minor variation has been granted. In cases where a variance or a minor variation is being considered, the evaluation will include a review of the physical location and the physical standards of the access. (orig. 4-20-10; am. 3-26-13; reloc. 12-13-16)

Note 1: The physical location of an existing access and the physical standards of an existing access, shall be described as a part of this proof of access review, however, the resolution of any issues that arise related to the physical location or standards will be resolved at the time of processing the application. (orig. 4-20-10; am. 12-13-16)

Note 2: If the location of the access for the development changes from that originally verified, as described above, then additional access information may be required by the Case Manager. (orig. 2-22-00; am. 10-25-05; am. 4-20-10; am. 3-26-13; am. 11-24-15; am. 12-13-16)

Note 3: As a part of the review of the development application, the applicant will have to prove that the physical location and physical standards of the existing access are in conformance with the Access Standards of the General Provisions and Regulations Section of the Zoning Resolution, the requirements of the Land Development Regulation and the Transportation Design and Construction Manual. The review of the physical location and physical standards of the existing access may lead to the requirement for the right of access and width of the access to be re-evaluated and for additional rights to be obtained by the applicant. (orig. 2-22-00; am. 10-25-05; am. 4-20-10; am. 3-26-13; am. 11-24-15; am. 12-13-16)

8. Legal Description: The legal description of the property designated as a lot, block or tract on a recorded plat or aliquot description or a metes and bounds description. Copies of all documents called for or referred to in the legal description must be submitted. (orig. 9-11-90; am. 5-5-92; am. 7-1-03; am. 10-25-05; am. 12-21-10)

Rezoning and Special Use: If an application includes only a portion of the property, a legal description of the portion of the property going through the process is required. If there is an existing hazard overlay district on the property, a legal description or a graphic describing the location of such hazard overlay

district shall be provided. The Director of Planning and Zoning may waive the submittal of the legal description or graphic for the hazard overlay district if the Director of Planning and Zoning finds that such information would not materially aid in the rezoning process. (orig. 9-11-90; am. 5-5-92; am. 7-1-03; am. 10-25-05; am. 12-21-10; am. 3-3-15; am. 12-13-16)

9. Official Development Plan (ODP): The main component of an ODP is the written restrictions that identify the uses and standards for the subject property. A graphic may also be required by Planning and Zoning to show the configuration of use areas and other features. The typical format for the ODP (with a graphic) is a 24" X 36" size document; however, a smaller format (PD-Lite) may be allowed at the discretion of Planning and Zoning. (orig. 5-20-08; am. 4-20-10; am. 9-27-11; am. 07-17-18)
  - a. Written Restrictions: 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. (orig. 5-20-08; am. 4-20-10; am. 9-27-11)
  - b. Graphic: When required, the graphic shall depict the layout of the parcel and proposed use areas and may show other features such as the location of existing buildings, buildable and non-buildable areas, hazard areas, flood plains, and/or other relevant physical features of the property. (orig. 5-20-08; am. 9-27-11; am. 07-17-18)
10. Special Use Plan: The main component of a Special Use Plan is the written restrictions that identify the uses and standards for the subject property. A graphic may also be required by Planning and Zoning to show the configuration of use areas and other features. The typical format for the Special Use Plan (with a graphic) is a 24" X 36" size document; however, a smaller format (SU-Lite) may be allowed at the discretion of Planning and Zoning. (orig. 5-20-08; am. 4-20-10; am. 9-27-11; am. 07-17-18)
  - a. Written Restrictions: 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 also 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. (orig. 5-20-08; am. 4-20-10; am. 9-27-11)
  - b. Graphic: When required, graphic shall depict the layout of the parcel and proposed use areas, and may show other features such as the location of existing buildings, buildable and non-buildable areas, hazard areas, and/or other relevant physical features of the property. (orig. 5-20-08; am. 4-20-10; am. 9-27-11)
11. Site Plan: A Site Plan prepared in accordance with the Plan Format Section of the Site Development Plan provisions. (orig. 2-22-00; am. 10-25-05; am. 4-4-06; am. 4-20-10; 12-13-16)

Location and Extent: The Site Plan shall include the following (as applicable): (orig. 5-21-19)

- a. Scale. (orig. 5-21-195-21-19)
- b. North Arrow. (orig. 5-21-195-21-19)
- c. Date Prepared. (orig. 5-21-195-21-19)
- d. Streets: The proposed and existing exterior street/road pavement widths and the right-of-way width, if available. (orig. 5-21-19)
- e. Driveways and Intersections: Driveways and intersections adjoining or across the street/road from the subject property. (orig. 5-21-19)
- f. Access Points: Location and grade of existing and proposed access points. (orig. 5-21-19)
- g. Buildings, Facilities, Uses and Impervious Surfaces: Location and size of proposed buildings, facilities, uses, and impervious surfaces. (orig. 5-21-19)
- h. Dimensions: Lot dimensions, area and entire site acreage. (orig. 5-21-19)
- i. Floodplain: Location of the floodplain. (orig. 5-21-19)
- j. Parking, Fences, Pedestrian Circulation, Landscaping: Location and area of coverage of parking, fences, pedestrian circulation and landscaping. (orig. 5-21-19)

12. Site Adjustment/Dedication Plat: A Site Adjustment/Dedication Plat prepared in accordance with the specific requirements located within the Site Development Plan provisions and in accordance with the Final Plat Section of the Land Development Regulation. (orig. 12-13-16)

13. Architectural Elevations: Architectural Elevations prepared in accordance with the provisions in the Architecture Section. (orig. 10-25-05; am. 4-4-06; am. 12-13-16)

Location and Extent: Although the Architecture Section of this Resolution does not need to be followed, it should be used as a guide for assuring that building architecture meets the intent of the Architecture Section of this Resolution. Separate Architectural Elevations may not be required if the proposed elevations are shown on the Location and Extent Site Plan. (orig. 5-21-19)

14. Lighting Plan: Lighting Plan prepared in accordance with the provisions in the Lighting Section. (orig. 10-25-05; am. 4-4-06; am. 12-13-16)

Location and Extent: Although the Lighting Section of this Resolution does not need to be followed, it should be used as a guide for assuring that lighting meets the intent of the Lighting Section of this Resolution. A separate Lighting Plan may not be required if the proposed lighting is shown on the Location and Extent Site Plan (orig. 5-21-19)

15. Parking Plan: Parking Plan prepared in accordance with the provisions in the Off-Street Parking and Loading Section. (orig. 10-25-05; am. 4-4-06; am. 12-13-16)

16. Landscape Plan: Required when necessary to ensure that developments comply zoning documents, or to ensure compliance with the Landscaping Section of this Resolution. The areas to be landscaped may include common areas, greenbelts, traffic islands, buffer areas and streetscapes. The plan shall include, but not be limited to, species, general location of plantings, type of ground cover, berm, walls, fences and bodies of water and water courses. The intents and purposes of such features shall be indicated on the plan. The Landscaping Plan shall be prepared in accordance with the provisions in the Landscaping Section. (orig. 2-22-00; am. 12-17-02; am. 10-25-95; am. 4-4-06; am. 4-20-10; am. 12-13-16)

Location and Extent: Although the Landscaping Section of this Resolution does not need to be followed, it should be used as a guide for assuring that landscaping meets the intent of the Landscaping Section of this Resolution. A separate Landscape Plan may not be required if the proposed landscaping is shown on the Location and Extent Site Plan or on another document that is substituted for the Site Plan. (orig. 5-21-19)

17. Visual Analysis: Required when necessary to ensure developments comply with recommendations of applicable community plan or when a proposed development has the potential to significantly impact view corridors, such as mountain backdrops, ridgelines, scenic vistas, historic sites or other areas of visual significance. The analysis shall determine the impacts of a proposal upon view corridors. The preparation of the plan may use methods such as photo mockups or simulations, view corridor mapping, modeling or other techniques, and should indicate how the surrounding land uses and associated viewer groups will be affected by different placement locations. The plan should include views from public areas as well as from private residences; and should include recommended mitigation measures such as height limitations, building clustering or massing, camouflage, screening, blending measures, or designated areas of open space. (orig. 4-20-10)

18. Slope Analysis: Required when necessary to ensure developments comply with recommendations of applicable community plan or when topographical constraints would result in development that requires significant cut and fill activities or presents adverse impacts to health, safety and welfare. The analysis shall include a scaled site plan based upon a topographic contour map with contour intervals of not less than 5 feet. Areas of between 0-20%, 20%-30% and greater than 30% slope shall be indicated. The plan shall include the location of existing and proposed building footprints and other development, proposed roads, sidewalks, rock outcroppings, ridges, tree stands, water courses or other geographical features. (orig. 4-20-10)

19. Vegetation Preservation Plan: Required when necessary to ensure developments comply with zoning documents or when there is vegetation onsite that would meet the preservation criteria of the Landscaping Section of this Resolution. The plan must be prepared by a registered landscape architect or forester. The plan shall consist of a scaled site plan and indicate vegetation to be preserved, proposed grading activities, and measures to be taken to protect existing vegetation. (orig. 4-20-10)

20. Market Analysis: Required when necessary to ensure developments comply with recommendations of applicable community plan and/or to justify that a proposal for a commercial use when the community

plan does not recommend a commercial use. The analysis is required to justify that the market area can support the proposed development. This could include a map of the market area, demonstration of the level of demand for the subject land use, analysis of the economic base of the market area, growth projections, demographics of the surrounding market, including income and education, and the potential impact on surrounding businesses. (orig. 4-20-10)

21. Water Supply Information: Submit information on the proposed water supply in accordance with the Water Supply Section of the Land Development Regulation.

If a structure or use is proposed that does not require a permanent water supply system, then a letter verifying that the structure is unoccupied, and no water will be extended may be submitted and reviewed by Staff for adequacy to meet this requirement. (orig. 7-11-07; am. 4-20-10; am. 4-30-13, am. 12-13-16)

22. Wastewater Information: Submit information on the proposed wastewater disposal in accordance with the Wastewater Section of the Land Development Regulation.

If a structure or use is proposed that does not require wastewater disposal, then a letter verifying that the structure is unoccupied, and no sanitation will be provided may be submitted and reviewed by Staff for adequacy to meet this requirement. (orig. 4-20-10; am. 4-30-13; am. 12-13-16)

23. Fire Protection Proof: A written statement from the appropriate fire district, indicating that they serve the referenced 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. (orig. 7-23-02; am. 12-17-02; am. 10-25-05; am. 4-20-10)

24. Forest Management Plan: Forest Management Plan(s) prepared in accordance with the Fire Protection Section for all developments located within the boundary of the Wildfire Hazard Overlay District. (orig. 4-20-10)

25. Construction Plans: When the provisions of any applicable County regulation or plan require improvements associated with a development application, those improvements will be incorporated into the Civil Construction Plans. The construction plans shall be comprised of the following applicable plans: (orig. 10-25-05; am. 4-4-06; am. 4-20-10)

- a. Circulation Improvement Plans prepared in accordance with the Jefferson County Transportation Design and Construction Manual and the Circulation Section of the Land Development Regulation. The plans shall include any design elements required to address necessary improvements identified in a Transportation Analysis or Study. (orig. 4-20-10; am. 11-24-15; am. 12-13-16)
- b. Trail construction plans, as required by the Transportation Design and Construction Manual and the Trails Section of the Land Development Regulation. (orig. 4-20-10; am. 11-24-15)
- c. Grading, Erosion and Sediment Control Plans prepared in accordance with the Grading, Erosion and Sediment Control Section of the Land Development Regulation and the Land Disturbance Section of this Resolution. (orig. 10-25-05; am. 4-4-06; am. 4-20-10)
- d. Fire protection measures as required by the Fire Protection Section of the Land Development Regulation shall be incorporated into the plans listed below, as appropriate. (orig. 4-20-10)
- e. Geologic and Geotechnical Plans prepared in accordance with the Geologic and Geotechnical Section of the Land Development Regulation and in conformance with the requirements of the Geologic and Geotechnical Report, unless waived by the County Engineering Geologist. (orig. 4-20-10)
- f. Floodplain mitigation measures as required by the Floodplain Section of the Land Development Regulation shall be incorporated into the plans listed below, as appropriate. (orig. 7-23-02; am. 10-25-05; am. 4-20-10)
- g. Water Supply System Plans prepared in accordance with the Water Supply Section of the Land Development Regulation. (orig. 4-20-10)
- h. Wastewater Collection Plan(s) prepared in accordance with the Wastewater Section of the Land Development Regulation. (orig. 4-20-10)
- i. Groundwater Collection Plans as required by the Subsurface Groundwater Collection Systems Section of the Land Development Regulation. (orig. 4-20-10)

26. Exhibit A: When the provisions of any applicable County regulation or plan require improvements associated or fees with a development application, then a detailed list of those improvements and fees

will need to be provided. The detailed improvement/fee list will be divided into different sections, as applicable, for the different types of improvements or fees associated with the project. The different categories that may be included are public improvements, landscape improvements, cash in-lieu of construction and fees as described in the Development Agreements, Warranties and Guarantees Section of the Land Development Regulation. The Exhibit A may either be submitted with the initial application or at the time of resubmittal after the 1st Referral. (orig. 4-20-10; am. 9-24-13)

27. Transportation Information: Detailed Transportation Information will be required during the development process in accordance with the following provisions, unless it was submitted with a previous process and the information related to transportation has not changed. In addition, the submittal of an analysis or a study may be required by the underlying zoning regardless of the number of vehicular trips being generated. (orig. 7-11-95; am. 3-13-99; am. 4-27-04; am. 10-25-05; am. 5-20-08; am. 4-20-10; am. 11-24-15)
  - a. Transportation Analysis: A Transportation Analysis may be required by Planning and Zoning to determine the amount and/or distribution of traffic generated from a proposed development. A transportation analysis is a computation of the traffic that is generated by a proposed development that is expected to generate less than 1000 average daily trips. The analysis should address any onsite and offsite improvements that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the addition of turning lanes, and bicycle/pedestrian facilities, including any other improvements which may be suggested by the analysis. (orig. 4-20-10; am. 11-24-15)
  - b. Minor Transportation Study: A Minor Transportation Study is required when a proposed development is expected to generate 1000 average daily trips or more, and the traffic impacts are localized as determined by Planning and Zoning. The study should address any onsite and offsite improvements that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the addition of traffic signals, turning lanes and bicycle/pedestrian facilities, including any other improvements which may be suggested by the study. (orig. 4-20-10; am. 11-24-15)
  - c. Major Transportation Study: A Major Transportation Study is required when a proposed development is expected to generate 1000 average daily trips or more, and the traffic impacts are regional as determined by Planning and Zoning. The study should address any onsite and offsite improvements that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the widening of existing streets; the addition of new intersections or interchanges; and the addition of traffic signals, turning lanes and bicycle/pedestrian facilities, including any other improvements which may be suggested by the study. (orig. 4-20-10; am. 11-24-15)
  - d. Updated Analysis/Study: Updated information may be required when there is a proposed alteration to the traffic patterns of a development that previously required an analysis or a study. Planning and Zoning may require either a new transportation analysis or study or an amendment to the analysis or study on file as a part of the previous development. (orig. 4-20-10; am. 11-24-15)
28. Deeds/Easements/Agreements: Deeds/Easements/Agreements for off-site improvements and dedications that may arise due to the requirements of the development application. (orig. 7-28-02; am. 4-20-10)
29. Phase I Drainage Report and Plan: A Phase I Drainage Report and Plan prepared in accordance with the Storm Drainage Design and Technical Criteria, if the property is traversed by a major drainageway which is to be modified in any way. If Planning and Zoning determines that the Phase I Drainage Report and Plan would not materially aid in the review of the application, the submittal may be deferred to a subsequent development process. (orig. 5-12-87; am. 12-17-02; am. 10-25-05; am. 5-20-08; am. 4-20-10)
30. Phase III Drainage Report and Plan: A Phase III Drainage Report and Plan prepared in accordance with the Storm Drainage Design and Technical Criteria. (orig. 4-20-10)
31. Geologic and Geotechnical Report: If the property is located within the Designated Dipping Bedrock Overlay District, the Geo-Hazard Overlay District or in an area of known geologic hazards, a Geologic and Geotechnical Report must be submitted in accordance with the Geologic and Geotechnical Section of the Land Development Regulation. The County Engineering Geologist may defer the submittal of the report to a subsequent development process or to the building permit process, if he/she determines that



the information required for the subsequent process or building permit will sufficiently provide recommendations for foundation design, floor slab, pavement design and site grading. For example, a rezoning for a residential development in the Designated Dipping Bedrock Overlay District may have the report requirements deferred to the subsequent platting process since the characteristics of the geology and the methods of mitigation are consistent for that hazard. (orig. 7-23-02; am. 12-17-02; am. 10-25-05; am. 4-20-10)

Site Development Plan: A proposal for a Site Development Plan, regardless of whether it is in the hazard areas listed above, must include a Design Level Geotechnical Report as described in the Geologic and Geotechnical Section of the Land Development Regulation. (orig. 4-20-10)

Rezoning: A rezoning, application located in the Geo-Hazard Overlay District or in an area of known geologic hazards, will be required to submit detailed hazard mitigation plans, along with the Geologic and Geotechnical Report, unless the hazard area is set aside as an area that will not be disturbed. (orig. 4-20-10)

32. Radiation Assessment/Report/Plan: The proposed development shall evaluate and mitigate naturally occurring and man-made radiation hazards through the following: (reloc. 7-12-05; am. 4-4-06, am. 12-13-16)
  - a. A radon mitigation system shall be required for new residential construction in accordance with the International Residential Code to address the health hazard associated with radiation from radon gas. (orig. 12-13-16)
  - b. During the evaluation of the Environmental Questionnaire/Assessment, if radiation not associated with radon gas is identified as a potential hazard, a Radiation Assessment (and potentially a Report/Plan) will be required. (orig. 4-20-10; am 12-13-16; am. 07-17-18)
33. Sensory Impact Assessment/Report/Plan: Sensory Impact Assessment/Report/Plan prepared in accordance with the Sensory Impact Section of the Land Development Regulation. (orig. 5-21-19)
34. Environmental Questionnaire/Assessment: An Environmental Questionnaire/ Assessment in accordance with the Environmental Assessment Section of the Land Development Regulation. (orig. 10-25-05; am. 4-20-10)
35. Floodplain Study: A Floodplain Study prepared in accordance with the Floodplain Overlay District Section of the Zoning Resolution. (org. 8-27-13)
36. Mylar: The Mylar shall: (orig. 4-20-10)
  - a. Reflect all corrections as indicated on the red-marked print. (orig. 4-20-10)
  - b. Be a minimum of 0.003 inches in thickness, black line and have a matte finish on both sides. Sepia Mylars are not acceptable for recording. (orig. 4-20-10)
  - c. Not have any erasures. (orig. 4-20-10)
  - d. Be signed in fine tip, black permanent ink by: (orig. 4-20-10)
    - (1) the fee simple owners and the holders of deeds of trust (if applicable), with signatures notarized. (orig. 4-20-10)
    - (2) the developer's attorney or the developer's title company (if applicable). (orig. 4-20-10)
  - e. Have the appropriate seals affixed. No seals shall be placed within the margins. (orig. 4-20-10)

Rezoning (Planned Development) and Special Use: The Planning and Zoning Division will determine if the Official Development Plan or Special Use Document will need to be submitted on a Mylar. (orig. 9-27-11)

37. Improvements Agreement: The executed Improvements Agreement with the attached Exhibit A is required if there are improvements associated with the proposed development and the applicant would like to postpone the submittal of the performance guarantee. By entering into an improvement agreement, an applicant may begin site construction without submitting a performance guarantee for the improvements, with the understanding that the construction will need to be completed or a performance guarantee submitted prior to sale or issuance of a building permit. The Improvements Agreement shall: (orig. 7-23-02; am. 7-1-03; am. 6-21-05; am. 7-12-05; am. 10-25-05; am. 4-20-10)
  - a. Match the County standard template unless alterations have been approved by the County Attorney's Office. There are different templates for an original improvement agreement and an amended

- improvement agreement. (orig. 4-20-10)
- b. Be signed by the fee simple owners and the holders of deeds of trust, with signatures notarized. (orig. 4-20-10)
  - c. Have the attached Exhibit A (quantity estimate only) for public improvements and landscape improvements that have been signed by the developer and by the preparer of the exhibit. (orig. 4-20-10)
38. Performance Guarantees shall be administered in compliance with the Development Agreements, Warranties and Guarantees Section of the Land Development Regulation. (orig. 7-23-02; am. 7-1-03; am. 6-21-05; am. 7-12-05; am. 10-25-05; am. 4-20-10)
  39. Executed Deeds/Easements/Agreements: Any deeds, easements or agreements that were required based on the processing of the development shall be properly executed and submitted so that the recordation of these documents can be coordinated with the recording of the final development documents. (orig. 4-20-10; am. 9-27-11)
 

If any interest (fee simple, easement or otherwise) in a street, road, tract, parcel or strip of land is to be dedicated to the County, the property owner shall indemnify the County from any and all damages, claims, losses, injuries and expenses (including attorneys' fees) related to or arising out of the presence of hazardous materials, whether known or unknown, including, without limitation, any cleanup costs for such hazardous materials. Such indemnification shall be in a form acceptable to the County Attorney's Office. (orig. 4-20-10)
  40. Final Documents: All final plans related but not limited to site development, construction, drainage and landscaping shall be submitted in accordance with the correspondence from the Case Manager and shall be properly executed and sealed. (orig. 4-20-10)
  41. Recording Fees: Recording fees shall be those currently charged by and made payable to the Jefferson County Clerk and Recorder. (orig. 4-25-05)
  42. Fees-in-Lieu of Land Dedication: If the applicant is proposing to satisfy a portion, or all, of the park or school land dedication requirements through the payment of fees, then the fees must be paid prior to approval of the final development documents. (orig. 4-20-10; am. 9-27-11; am. 12-13-16)
 

Site Development Plan: Only applicable when the Site Development Plan is creating multi-family units. (orig. 12-13-16)
  43. Mineral Estate Owner Notification Form: A completed and executed Mineral Estate Owner Notification Form must be provided to the Case Manager. The Case Manager will provide the blank form for the applicant to use to satisfy this requirement. (orig. 10-25-05; am. 4-20-10)
  44. Cash-In-Lieu of Construction: If the County has agreed to take cash payment for a portion or all of the improvements required for a development, the cash payment shall be made prior to recordation of the final development documents, unless the County has agreed to incorporate the payment into the requirements of the Improvements Agreement. (orig. 4-20-10; am. 9-27-11)
  45. Title Insurance Commitment (updated): The title insurance commitment should have an effective date within 45 days of the approval date of the final development documents. (orig. 4-20-10; am. 9-27-11; am. 12-13-16)
  46. Statement of Authority: If the applicant is an entity (as defined in Section 38-30-172, C.R.S.), it must complete and record a statement of authority document identifying one or more persons that have authority to act on behalf of the entity for conveying, encumbering or otherwise affecting title to real property, pursuant to Section 38-30-172, C.R.S. (orig. 07-17-18)