

KEEP YOUR ASSOCIATION INFORMED OF DEVELOPMENT PROPOSALS & REGULATION CHANGES

What will an HOA Receive?

Notification of development proposals will be mailed based on the requirements of the **Notification Guide**.

Notification of proposed regulation changes will be e-mailed at least 28 days before the changes are presented to the Planning Commission and the Board of County Commissioners.

How do I register or update my registration information?

- Download a **registration form** from the Jefferson County Web site.
- Fill the form out using Adobe Reader. Save your changes and e-mail the filled form, map and attachments mentioned below to: ssmyth@jeffco.us
- Provide the full name, legal address, phone number and e-mail address for both the Referral Contact and the Secondary Contact.
- Provide the full name of each board member.
- Outline the area that the HOA bounds on a map of the area. If you need assistance creating this map, please call Planning & Zoning. This step can be bypassed for HOAs updating their registration, if there are no changes.
- For the initial registration; a copy of the Articles of Incorporation, stamped by the office of the Secretary of State, is required (the association must continue to be in good standing).
- In order to remain registered with Jefferson County, the HOA information needs to be updated annually or when new officers are elected.