

Instructions: Save this form to your computer first, then fill it out using Adobe Reader. Save your changes and e-mail the filled form to: ssmyth@jeffco.us
Please attach the association's Articles of Incorporation for initial application. If your association is registered with the Colorado Secretary of State, please provide a copy of your Certificate of Good Standing from their website, along with your annual registration.

Name of Association: _____

Referral Contacts

Planning and Zoning Referral Packets will be sent to this person.

Primary Contact _____ **Phone Number** _____ **Email (required - notifications will be sent by email)** _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Secondary Contact _____ **Phone Number** _____ **Email (required - notifications will be sent by email)** _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

List up to three representatives designated to testify at Public Hearings. Please attach Board Resolution or documentation designating the representatives.

Representative 1 _____ **Representative 2** _____ **Representative 3** _____

About Your Association

List all Board members and attach the Board Resolution or documentation electing the Board members.

President _____ **Vice President** _____ **Treasurer** _____

Secretary _____ **Other** _____ **Other** _____

When do you Elect new Board Members?

January April July October
February May August November
March June September December

How often do you hold association meetings?

Monthly Yearly Only as needed Other

Does your HOA have covenants? Yes No

Are the covenants...

Legally Binding In Effect Expired Other

What is your HOA's website address? _____

How many households are represented by this HOA? _____

Geographic Boundaries (required for initial application)

The notification requirement for a development proposal is based on the geographical location of the proposed development in relation to the HOA boundary. For that reason it is very important that the boundaries of the HOA be accurately entered into the Planning and Zoning notification database. Please outline the HOA boundaries on a map of the area and attach the map to this registration form. If you need assistance creating the map, please contact Planning and Zoning. Providing the additional information below may also help to make sure that the HOA is properly mapped:

Subdivision Name _____

North Boundary _____

East Boundary _____

South Boundary _____

West Boundary _____

Boundary Description _____

Note: The document you are filling out may be a "public record" pursuant to the Colorado Open Records Act. As a result, this information may be available to public inspection by any person as required by applicable law. The County cannot guarantee that your information will not be provided to members of the public requesting such information. E-mail addresses provided below will only be used by Jefferson County for the purpose of electronic communications related to this application in the general vicinity of the organization listed.