

Application For License Agreement To Use County Right-Of-Way



100 Jefferson County Parkway
Suite 3500
Golden CO, 80419
303-271-8495

Applicant Information

Applicant (HOA or Adjacent landowner)			Date of Application
Street Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Phone 1	Phone 2	Email	

Additional Applicant (Representative)			
Street Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Phone 1	Phone 2	Email	

If there are additional applicants, please attach those names and addresses to this form.

Required Information

The following information is required to complete the initial review of your request. A meeting will be required at the site with the case manager prior to referrals being sent.

- Complete this application form (2 pages)
- \$1000.00 (cash, check, Visa or Mastercard) Make checks payable to Jefferson County Treasurer.
- Graphic showing area sought for licensing and proposed improvements
- Copy of County Assessor’s parcel map identifying ROW area
- Articles of Incorporation/Organization, if applicable to applicant

Complete this section if the requested license agreement is related to a development case currently being processed by Planning and Zoning:

Case Number (example 09-100100)	Subdivision Name	Case Manager's Name
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The additional documents checked below have been determined necessary for the county to prepare the license agreement documents.

- A legal description of the license agreement area and an exhibit showing the area, prepared by a licensed surveyor.
- Final construction or landscape plans (if required) showing proposed improvements, such as fences, signs, grading changes, sidewalk, median, etc, with these standard items and notes:
 - North arrow, graphic scale, and text that will be legible when the drawing is reduced to 8.5"x11"
 - Note: "Proposed tree and fence locations shall be field staked and reviewed by Jefferson County Road and Bridge prior to planting."
 - Note: "Call 811 Utility Notification Center of Colorado 2 business days before you dig, grade or excavate for the marking of underground member utilities."
- Proof of ownership of the adjacent private property.
- If the applicant is a HOA or corporation, the name and contact information for the officer(s) who will sign the agreement on behalf of the HOA or corporation.
- Proof of the officers’ authorization to sign on behalf of the HOA or corporation, typically the Articles of Organization and meeting minutes covering the election of officers.

Staff Use Only

Case Number: LA _____ DE _____

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Reasons for License Agreement

Please state your reason(s) for seeking a license agreement and describe the improvements to be licensed. If they do not exist, explain why they can not be located on private property.

Applicant Acknowledgment

I have read the above requirements and agree to provide the necessary documents for the County to prepare the agreement. I also understand that the Board of County Commissioners must make a decision about the license agreement at a public hearing and that the Board's approval is not guaranteed.

Applicant's Signature

Date