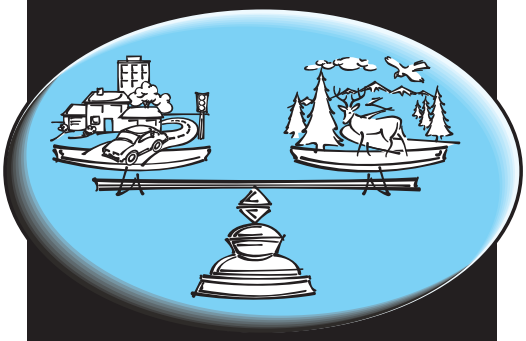
Jefferson County
Planning & Zoning



Application Process
GUIDES

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Golden, Colorado 80419-3550
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http://planning.jeffco.us

**This guide describes the highlighted process in the graphic below. Additional process guides are available for the other application types listed.**

# Preliminary Plat Process

*This guide describes the Preliminary Plat Process. Users should utilize this guide in conjunction with the Land Development Regulation.*

Divisions of land in Jefferson County are governed by the provisions of the Land Development Regulation. Adopted in accordance with State Statutes, the Land Development Regulation provides several processes for dividing land that may be applicable based on the circumstances of the specific property.

The Preliminary Plat process is the first step in a two part procedure that may be utilized by an applicant to subdivide land. The Preliminary Plat is acted upon by the Planning Commission in a public hearing. If a Preliminary Plat is approved by the Planning Commission, the next step is to submit the Final Plat application which will ultimately be acted upon by the Board of County Commissioners. The Final Plat must be in substantial conformance with the approved Preliminary Plat. The purpose of the Preliminary Plat is to establish the general layout of a subdivision through the development of conceptual construction plans and other documents that are reviewed against the requirements of applicable Regulations. The advantage of this process to an applicant is the development of a subdivision layout, without the expense of preparing final construction documents. In order to expedite the entire subdivision process, an applicant may opt to submit the Final Plat application prior to completion of the Preliminary Plat, with the understanding that the Final Plat must be in substantial conformance with the approved Preliminary Plat.

**Exemption from Subdivision**
Residential Structure Exclusion
Exemption
Minor Adjustment
Multi-Family (see SDP)

**Entitlement**
Rezoning
Site Approvals
Special Use
Telecommunication Special Use
Certificate of Designation

**A Preliminary Plat is the first step in a two part procedure that may be used by an applicant to subdivide land. After a Preliminary Plat is approved, an applicant must complete the division of land by going through the Final Plat process.**

**Miscellaneous**
Vacation
Special District Service Plan
Deeds

**Subdivision**
Preliminary and Final Plat
**Preliminary Plat**
Final Plat
Rural Cluster

**Development**
Site Development Plan (SDP)
Land Disturbance
Floodplain
Telecommunications Permit
Building Permit

## Optional Pre-Application

The Pre-Application process was created to provide applicants with a quick review of development proposals based on limited information. The review is intended to provide information about the regulations and process that will assist an applicant in making key decisions about the development proposal prior to making a formal application. Refer to the Land Development Regulation and the Pre-Application Guide for additional details.

## Submittal Requirements

The submittal documents required for an application will vary based on the specifics of each unique application. Prior to the Formal Application, the case manager will provide the applicant with information identifying the type and number of required documents for the application. A complete explanation of the submittal requirements can be found in the Submittal Requirement Section of the Land Development Regulation.

# Preliminary Plat Process

*The information provided below is intended to be a brief overview of the Preliminary Plat process. For a complete explanation of the Preliminary Plat requirements, please refer to the Land Development Regulation.*

**Step 1**

### Sufficiency Review

*The applicant will submit one copy of each document required for the formal application. The assigned Case Manager will review the documents to determine if they are complete. The Case manager will then prepare a letter explaining any deficiencies in the submittal documents. The letter will include a referral matrix that identifies County divisions and other agencies that will receive submittal documents. The applicant shall revise the submittal information as may be required to comply with County standards.*

**Step 2**

### Formal Application Submittal

*The applicant shall submit all documents identified in the Case Manager's response to the Sufficiency Review.*

**Step 3**

### Referral Process

*The Land Development Regulation anticipates that an application will be sent out on two referrals before it is ready for the hearing process; however, at any time after the 1st Referral the Case Manager may decide that the application is in substantial conformance with all applicable regulations and is ready for hearing. Additional fees will be incurred for a third referral and any subsequent referral there after. The general referral steps are as follows:*

1. *The Case Manager will refer the application and supporting documents to County divisions and other agencies.*
2. *After the referral, the Case Manager will provide the applicant with a Staff response inclusive of referral agency responses, and will include a referral matrix for the next referral if applicable.*
3. *The applicant will address, in writing, any issues identified by the Case Manager or any referral agency and resubmit revised documents for the next referral.*

**Step 4**

### Hearing Documents

*The hearing documents shall be identified by the Case Manager.*

**Step 5**

### Planning Commission Hearing

*The application will be presented to the Planning Commission in a public hearing. The Planning Commission will approve or deny the application. If the Planning Commission denies the Preliminary Plat, the applicant may appeal the denial to the Board of County Commissioner as described in the Preliminary Plat Section of the Land Development Regulation.*

# Evaluation/Decision

The most common reasons for a continuance are: 1) to provide for additional public testimony, 2) to allow for the applicant or Staff to address concerns related to an application, 3) at the request of the applicant.

The evaluation of the Preliminary Plat is predicated on compliance with the Land Development Regulation and the requirements of the underlying Zone District.

The Preliminary Plat is presented to the Planning Commission in a public hearing. The Planning Commission will review the application and the Staff recommendation, receive testimony and evidence on the application, and will approve, conditionally approve or deny the application

**Note:** During the hearing process, the Planning Commission may vote to continue the application to a subsequent public hearing.

# Community Involvement

*Keeping the public informed of development applications is a high priority in Jefferson County. Notification requirements for a Preliminary Plat application include community mailing and sign posting. The following summarizes the notification required at different stages of the application and the method by which the public may provide input:*

**Formal Application** – The notification at the time of Formal Application is by community mailing. This mailing notifies the public that an application has been submitted and that documents related to the application are available for review. Any comments submitted by the public will be provided to the applicant and will also be included as a part of the staff report prepared for the public hearing. The applicant may choose to amend the application request based on the comments received.

**Public Hearing(s)** – Notification for Public Hearing(s) will be through community mailing and sign posting. Any member of the public may testify on an application in a Public Hearing. The public may also send in letters or comments to the case manager. All comments received throughout the application process will be included as a part of the staff report prepared for the Public Hearing(s).

*The notification requirements are explained in detail in the Land Development Regulation and the Notification Guide.*

**What role do public comments play in the process?**

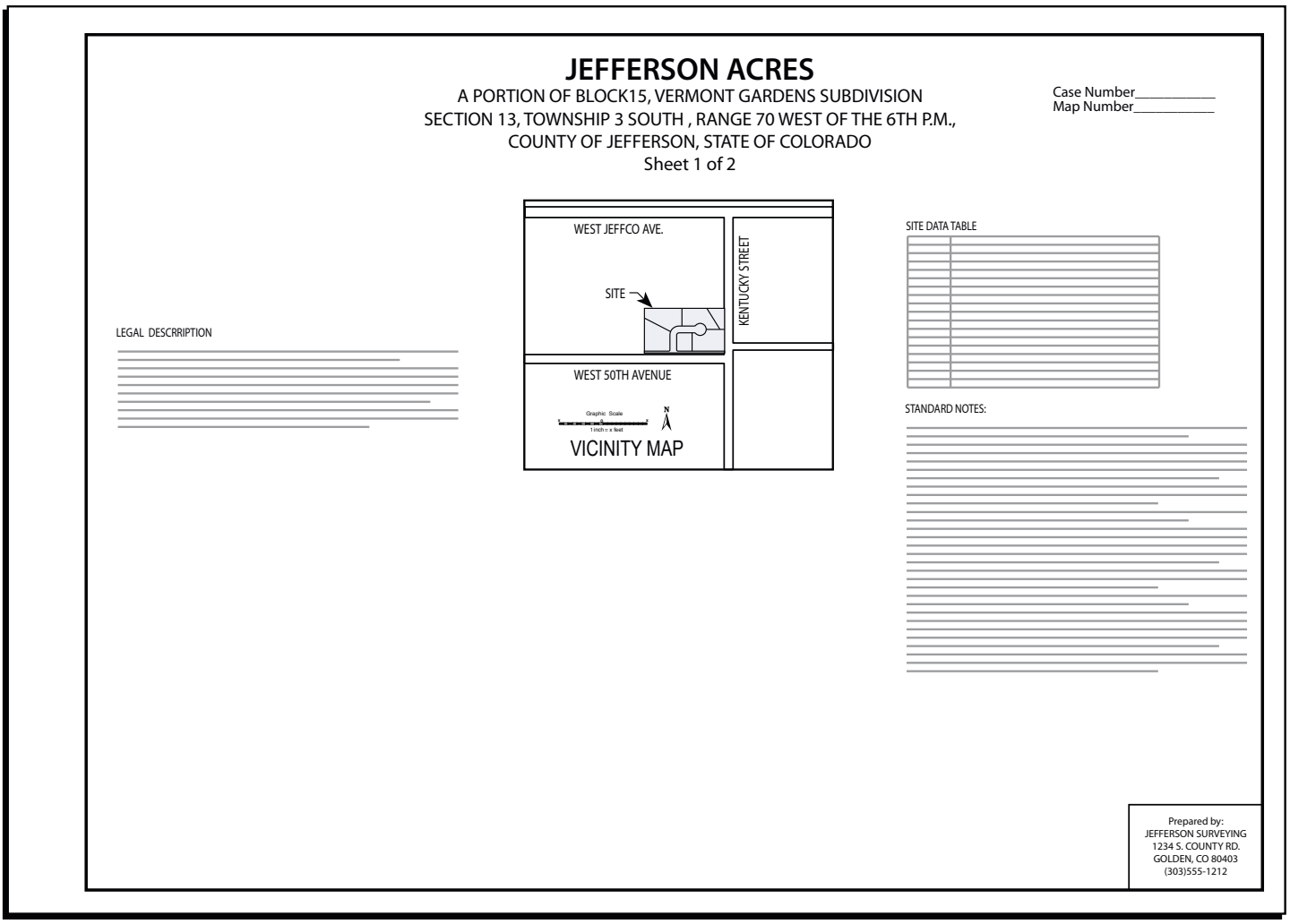
**Applicant:** The applicant may choose to amend the application request based on the comments received by the public.

**Staff:** Staff will review the comments and may provide suggestions to the applicant in order to address the public comments; however, the basis for a recommendation by Staff on the application is limited to the criteria identified above in the Evaluation/Decision section.

**Planning Commission:** The Planning Commission will consider public comments, and may use those comments as a factor in their decision on an application; however, the basis for a decision by the Planning Commission on the application is limited to the criteria identified above in the Evaluation/Decision section.

# Preliminary Plat Format

*The graphic shown below indicates the preferred layout of a Preliminary Plat. This example is provided for general reference only and should not be duplicated. The applicant should refer to the Preliminary Plat Section of the Land Development Regulation for specific format requirements.*



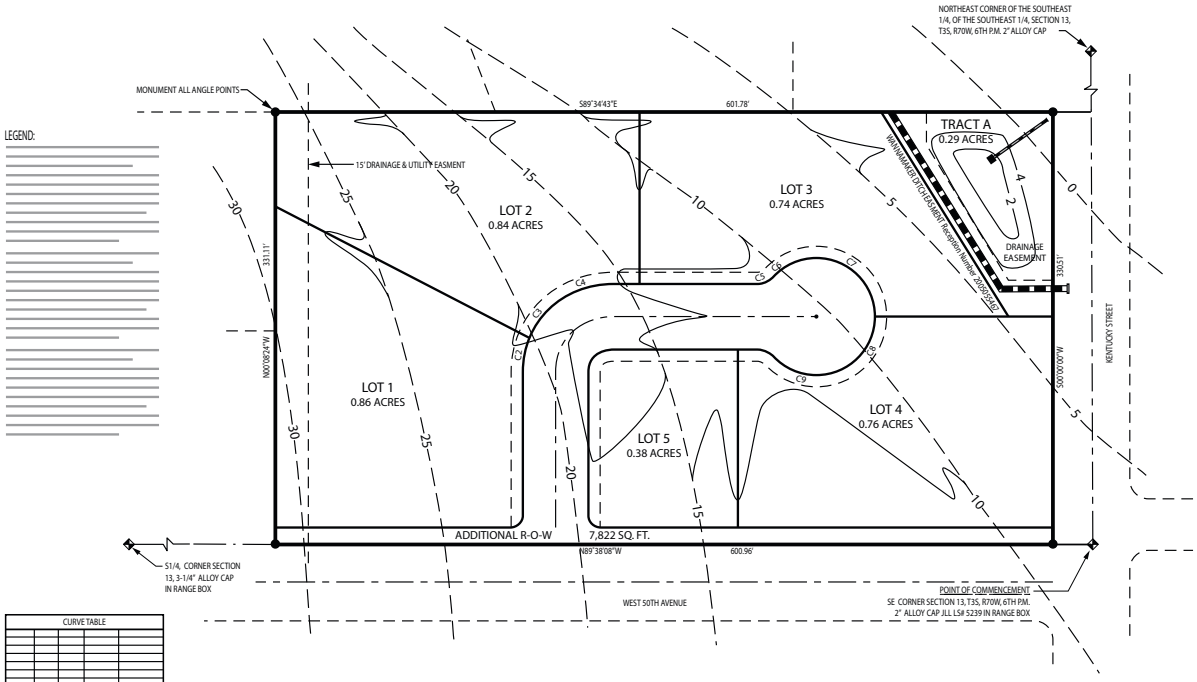

**Fees**

**Fees are on-line at our web site**
**or call 303-271-8700.**
**Make checks payable to**
**Jefferson County Treasurer.**

# JEFFERSON ACRES

A PORTION OF BLOCK15, VERMONT GARDENS SUBDIVISION
SECTION 13, TOWNSHIP 3 SOUTH , RANGE 70 WEST OF THE 6TH P.M.,
COUNTY OF JEFFERSON, STATE OF COLORADO
Sheet 2 of 2

Case Number_____
Map Number_____

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