

# Administrative Exception Application



100 Jefferson County Parkway  
Suite 3550  
Golden CO, 80419  
303-271-8700  
planning.jeffco.us  
pzpermits@jeffco.us

Case Number (for staff use only): \_\_\_\_\_

*This process may be utilized to request relief from the [Jefferson County Zoning Resolution](#) for any of the following issues. Please select your request:*

*Lot size is at least 75% of lot area required*

*Setbacks are at least 75% of requirements*

*Height is no more than 5' over the maximum height requirement  
permitted for structures*

*Structure or landscaping is located within the corner vision clearance  
triangle (VCT)*

*Temporary Use:* \_\_\_\_\_

*Other:* \_\_\_\_\_

*Submit this application and all necessary documents electronically to [pzpermits@jeffco.us](mailto:pzpermits@jeffco.us).*

## Applicant and Site Details

Address of Subject Property, Legal Description and/or Parcel ID Number		City	Zip
Property Owner	Email	Phone Number	
Mailing Address	City	State	Zip
Contractor/Representative	Email	Phone Number	
For sign pick-up, please contact: _____		Email: _____	Phone Number: _____

## Specific Request

## Justification of Request

## Applicant Acknowledgments

Applications will not be accepted unless all submittal requirements have been met. If during staff review, any application is found to contain incomplete and/or inaccurate information, the case may be postponed until all necessary submittal documentation has been received.

An Improvement Location Certificate or Setback Verification Form will be required in conjunction with building permit issuance.

I understand the filing fee is to cover costs of administration, research, and hearing of this case and is non-refundable.

I hereby give permission for County staff and Board members to enter upon my property for purposes of site inspection and investigation. *Please specify any extraordinary circumstances of which staff should be aware, i.e., the presence of dogs on the site, locked gates, etc. The property must be accessible for site inspection.*

The applicant will receive a copy of the Board's decision, which may be recorded through the Jefferson County Clerk & Recorder's Office.

Adjacent property owners will be given notification of this case and will be given 14 days to respond.

I certify that the information contained herein is true and correct to the best of my knowledge.

Signature of Owner or Authorized Representative

Date

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Case Number (for staff use only): \_\_\_\_\_

## Submittal Requirements

The numbers checked with each specific type of request correspond to the numbered submittal requirements at the right. Additional documentation may be required, as determined by staff on a case-by-case basis.

Request: \$ \_\_\_\_\_ (additional notification fees will apply)

Variance	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Lot size*	X	X	X	X	X	X								
Setback(s)	X	X	X	X	X									
Vision Clearance Triangle	X	X	X	X		X								
Building Height	X	X	X	X		X								
Mobile Home While Building	X	X	X	X		X				X	X	X	X	
Temporary Building/Uses**	X	X	X	X		X				X	X			
Home Occupation**^	X	X	X	X		X	X	X	X	X		X		
Other														

## List of Submittal Requirements

1. Signed application form
2. Written statement of justification of request
3. Copy of current warranty deed
4. Prior to 1/1/2000 Deed - if parcel is un-platted or is portions of platted lots
5. Improvement Survey Plat (signed and stamped by licensed surveyor) depicting request and related setbacks
6. Detailed site plan
7. Floor plan
8. Description of business and license information, if applicable
9. Photographs of dwelling area used for home occupation
10. Parking plan (can be combined with 5 or 6 above)
11. Active building permit
12. Evidence of water and/or sewer availability
13. Signed affidavit stating occupant will be owner or contractor
14. Other: \_\_\_\_\_

Fees are online at our website at [planning.jeffco.us](http://planning.jeffco.us). Make checks payable to Jefferson County Treasurer.

\* Lot Size: Only Submittal Requirement 5 or 6 is necessary; verify with your case manager.

\*\* Temporary Buildings/Uses and Home Occupations: It is the applicant's responsibility to renew an Administrative Exception prior to expiration. Upon expiration, all structures must be removed or approved uses ceased, or the property owner will be in violation of the Jefferson County Zoning Resolution.

^ Home Occupation applications should include the Home Occupation Addendum attached to this form.

## Staff Use Only

Zoning of Site	Plat	Receipt	Renewal of Case Number	CV Case Number		
Lot size Required	Lot Size Shown	FEMA Map Number		In a Floodplain?	Yes	No
Legal Access via: _____						
Number of Postcards Required: _____	ISP Submitted (check one):		Print	Via email to: _____	N/A	
Reviewed by				Date		
Comments:						

# Home Occupation Addendum

Case Number (for staff use only): \_\_\_\_\_

1. Describe the proposed Home Occupation.

2. Please check if the Home Occupation is one of the following:

- a. Body or mechanical repair, modification, or painting of motor vehicles and repair of internal combustion engines
- b. Animal hospital or kennel
- c. Medical/dental facilities other than office consultation services
- d. Restaurant
- e. Tattoo shops/parlors
- f. Retail sales, other than ancillary to a permitted Home Occupation

3. Where on the property will the proposed Home Occupation take place?

*Please include the square footage of the area. You must attach floor plans (drawn to scale) highlighting which rooms/areas will be used.*

4. Where will you store stock, supplies, products or other materials related to this Home Occupation?

5. How many employees will work here? How many of those employees live on site?

6. List the proposed hours of operation.

# Home Occupation Addendum

Case Number (for staff use only): \_\_\_\_\_

7. Is there another Home Occupation already taking place on this property?

Yes      No

If yes, please provide a permit number: \_\_\_\_\_

8. Please describe any noise, vibration, smoke, dust, odors, heat or glare that could be created as a result of this Home Occupation.

9. How many vehicles could visit at any one time as a part of this proposed Home Occupation? Please provide a site plan (drawn to scale) showing where parking will take place.

10. Will your Home Occupation have any commercial vehicles associated with it? If yes, please explain.

*The County defines commercial vehicles as any truck tractors, semi-trailers, delivery vehicles, tow trucks, commercial hauling trucks, vehicle repair service trucks, vehicles with blades attached for plowing or grading, construction vehicles (ex: bulldozers, backhoes, dump trucks, etc.), vehicles or trailers designed or used to transport commodities, merchandise, produce, freight, animals or passengers for a fee; vehicles similar to those described above that are not ordinarily used for personal transportation.*

11. What potential impacts could there be on your neighbors, and how do you propose to mitigate these impacts?