

Boulder County

**Boulder County
Land Use Department
Publications**

**Referral
Packet
Guidelines**

Land Use Department
 Courthouse Annex Building
 2045 13th Street
 PO Box 471
 Boulder, CO 80302

Planning Division:
 Phone: 303-441-3930
 Fax: 303-441-4856
 Email: planner@bouldercounty.org
<http://www.bouldercounty.org/lu/>

Office Hours:
 Monday — Friday 8:00 AM to 4:30 PM

Referral Packet Guidelines

As part of a Land Use review process the Boulder County Land Use Department refers applications to appropriate agencies, adjacent property owners, and other interested parties for their review. Collectively the agencies, adjacent property owners, and other interested parties are referred to as the Referral Agencies. The application materials/documents to be reviewed are collectively called the Referral Packet.

Referral Agencies

Agencies

Referral Packets may be required for Federal, State, County, and Municipal government agencies, Special Districts, and other agencies that may have an interest in the proposal. Please be aware that you will be charged for postage for each agency, with the exception of Boulder County Government Agencies.

Adjacent Property Owners (APOs)

Property owners within 1,500 feet of properties under review are notified of the application and subsequent public hearings. No referral packets for APOs are required with submission of your application, as the Land Use Department sends postcard notification to these persons. Please be aware that you will be charged for postage of said postcards, with the exception of postcards sent for Site Plan Review and Site Plan Review Waiver dockets.

Other Parties

Referral Packets are required for all parties (lien holders, mortgage holders, etc.) discovered in the title research to have an interest in the property. See the handout titled Title Information Required for Boulder County Land Use Applications for information regarding title commitment along with property interest notification.

Referral Packet Preparation

1. Your pre-application planner will identify which agencies you will be required to make referral packets for and which application materials/documents must go in each packet.
2. Once you have collected all of the application materials/documents make the required number of copies and place the required materials in mailing envelopes (please use white envelopes when possible as these are recyclable).
3. Add the correct mailing and return addresses to each envelope. The Land Use Department's address must be used as the return address:

 Boulder County Land Use Department
 PO Box 471
 Boulder, CO 80306
4. Please do not seal or fasten the envelopes, as the Land Use Department will add additional materials to the packets before mailing them.
5. One copy of Referral Agency List provided to you by the pre-application planner shall be submitted with the referral packets.

It is the responsibility of the Applicant to assemble their Referral Packets; applications will not be accepted without the required referral packets.