



**Boulder County
Land Use Department
Publications**

Road and Easement Vacation Requirements

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
Website: www.bouldercounty.org/lu

Office Hours:
8 a.m. to 4:30 p.m. M, W, TH, F
10 a.m. to 4:30 p.m. Tuesday

Road and Easement Vacation Requirements

The Applicant(s) must first contact the Land Use Department to make an appointment for a pre-application conference with a Boulder County Land Use Planner to discuss the proposal.

General Explanation

The Road and/or Easement Vacation process is primarily used to discontinue or abandon the full use, or partial use, of a road, easement or alley. This process requires a hearing in front of the Boulder County Planning Commission and the Board of County Commissioners.

Prior to the hearings, the application will be referred out for review by various County Departments, public agencies (as necessary), and adjacent property owners. The Road and/or Easement Vacation process includes a 15-day referral period and adequate public notice for the hearings, in accordance with Article 3 of the Boulder County Land Use Code.

The Vacation process usually takes two to three months to complete from the date of application submittal (based on the issues associated with the request, available hearing dates, and post-approval requirements). The application deadline for the road and/or easement vacation submittal is the second Wednesday of every month.

Application Materials

For a detailed account of the following requirements, see Article 10 of the Boulder County Land Use Code.

1. **Application Form:** To be completed and signed by all property owners (provided in the packet).
2. **Application Fee:** \$750.00 Road/Easement Vacation fee, plus \$25.00 refundable Public Notice Sign deposit, for a total of \$775.00 submitted with the application.
3. **Fee Agreement:** To be completed and signed (see handout provided in the packet).
4. **Vicinity Map:** 8½" x 11" map of the surrounding area.
5. **Site Plan:** One to-scale drawing showing existing boundaries of subject road and/or easement(s) along with existing improvements, the areas and/or easements proposed for vacation, and, where applicable, any new easements or rights-of-way being proposed. Reductions (8½" x 11" or 11" x 17") may be used for the referral packets.
6. **Written Statement:** A written description and justification for the proposal.
7. **Title Report:** Title information for all subject parcels included in the request.
8. **Referral Packets:** Include copies of the items indicated in the *Referral Packet Guidelines* publication.
9. **Historic Preservation Referral:** *Historic Preservation Referral Requirement* form as required.



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Tuesday 10 a.m. to 4:30 p.m.

Shaded Areas for Staff Only

Intake Stamp

Application Form

| | | | | |
|---|---|--|-------------|---|
| Project Number | | Project Name | | |
| <input type="checkbox"/> Limited Impact Special Use <input type="checkbox"/> Limited Impact Special Use Waiver <input type="checkbox"/> Modification of Special Use <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Site Plan Review Waiver <input type="checkbox"/> Subdivision Exemption <input type="checkbox"/> Exemption Plat <input type="checkbox"/> 1041 State Interest Review <input type="checkbox"/> Other: | Application Deadline: First Wednesday of the Month <input type="checkbox"/> Variance <input type="checkbox"/> Appeal | Application Deadline: Second Wednesday of the Month <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Final Plat <input type="checkbox"/> Resubdivision (Replat) <input type="checkbox"/> Special Use/SSDP | | <input type="checkbox"/> Rezoning <input type="checkbox"/> Road/Easement Vacation <input type="checkbox"/> Location and Extent <input type="checkbox"/> Road Name Change |
| Location(s)/Street Address(es) | | | | |
| Subdivision Name | | | | |
| Lot(s) | Block(s) | Section(s) | Township(s) | Range(s) |
| Area in Acres | Existing Zoning | Existing Use of Property | | Number of Proposed Lots |
| Proposed Water Supply | | Proposed Sewage Disposal Method | | |

Applicants:

| | | | | |
|---|-------|---------------|---------------|-----|
| Applicant/Property Owner | | | Email Address | |
| Mailing Address | | | | |
| City | State | Zip Code | Phone | Fax |
| Applicant/Property Owner/Agent/Consultant | | | Email Address | |
| Mailing Address | | | | |
| City | State | Zip Code | Phone | Fax |
| Agent/Consultant | | Email Address | | |
| Mailing Address | | | | |
| City | State | Zip Code | Phone | Fax |

Certification (Please refer to the Regulations and Application Submittal Package for complete application requirements.)

I certify that I am signing this Application Form as an owner of record of the property included in the Application. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. I understand that all materials required by Boulder County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I must sign an Agreement of Payment for Application processing fees, and that additional fees or materials may be required as a result of considerations which may arise in the processing of this docket. I understand that the road, school, and park dedications may be required as a condition of approval.

I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All landowners are required to sign application. If additional space is needed, attach additional sheet signed and dated.

| | | |
|-----------------------------|--------------|------|
| Signature of Property Owner | Printed Name | Date |
| Signature of Property Owner | Printed Name | Date |

The Land Use Director may waive the landowner signature requirement for good cause, under the applicable provisions of the Land Use Code.



**Boulder County
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Planning Review Fee Schedule

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Courthouse Annex Building
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Planning Division:
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10 a.m.-4:30 p.m. Tuesday

Planning Review Fee Schedule

The fee structure is adopted by the Board of County Commissioners, and attempts to recover actual costs of providing the services.

The non-refundable application fee/deposit is usually exceeded. The Land Use Department will bill on a monthly basis once the fee is exceeded.

Amendments require the same non-refundable fee as the original process.

Every planning process is required to have a pre-application conference prior to an application being submitted.

| Process | Non-Refundable Application Fee | Additional Billing* |
|--|---|---|
| Pre-application Conference in office | No Charge | N/A |
| Pre-application Conference on site | \$208.00 | N/A |
| Appeal of Administrative Decision | \$750.00 deposit and time billed for staff up to a total amount of \$2,000. If the appellant prevails with the Board of Adjustment, the deposit and any additional payments will be refunded. | \$103.83/hr up to \$2,000.00 |
| Building Lot Determination: In a platted subdivision or previous Building Lot Determination completed in previous 5-year period. | \$50.00 | flat fee |
| Building Lot Determination: All others. | \$75.00 | flat fee |
| Comprehensive Plan change | \$1,000.00 | \$103.83/hr |
| Correction Plat | \$125.00 | flat fee |
| Construction Development Permit (collected at Building Counter) | \$857.00 (adopted June 2013) | N/A |
| DPR and Construction Development Permit inspections and ongoing monitoring | In house review of compliance reports/ documents \$103.83/hr, with 2-hour minimum. Inspections 103.83/hr with 2-hour minimum. | \$103.83/hr |
| Exemption Plat** | \$1,575.00 \$900 due at application, \$675 due one week prior to hearing. | flat fee (if hours exceed 18 hours excess time to be billed at 103.83/hr) |
| Extension of Approval | \$150.00 | N/A |
| Hazard Mitigation Review | \$260.00 | N/A |
| Location and Extent | \$500.00 | \$103.83/hr |

*The hourly billing rate of \$103.83/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which fees must be paid separately.

**No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

| Process | Non-Refundable Application Fee | Additional Billing* |
|--|--------------------------------|---|
| Limited Impact Special Review (except as noted below) | \$750.00 | \$103.83/hr |
| Limited Impact Special Review for: <input type="checkbox"/> Accessory Agricultural Sales 4-516(A) <input type="checkbox"/> Accessory Farm Stand 4-516(H) <input type="checkbox"/> Agricultural Accessory Dwellings (4-516(G)(1)(b)) <input type="checkbox"/> Demonstration Farm or Farm Camp 4-516(M) <input type="checkbox"/> Farm Events 4-516(N) <input type="checkbox"/> Farm Store 4-502(B) <input type="checkbox"/> Seasonal Farm Stand 4-502(E) <input type="checkbox"/> Watershed Restoration Project (grading 500 cubic yards or more) | \$450.00 | \$300.00 hearing fee, to be collected prior to Board of County Commissioners hearing. |
| Limited Impact Special Review Waiver | \$450.00 | N/A |
| Preliminary Plan and/or Final Plat | \$850.00 | \$103.83/hr |
| Renewable Energy System; Residential | \$100.00 | N/A |
| Renewable Energy System; non-Residential | \$500.00 | N/A |
| Replat | \$600.00 | \$103.83/hr |
| Rezoning | \$750.00 | \$103.83/hr |
| Road Name Change | \$200.00 | N/A |
| Site Plan Review <input type="checkbox"/> Proposal where the resulting Residential Floor Area exceeds the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Commercial telecommunications facility. <input type="checkbox"/> Establishment of use on a previously vacant or abandoned property. <input type="checkbox"/> Changes in use in combination with structural or other significant physical improvements (i.e. parking increase). | \$1,800.00 (flat fee) | N/A |
| Site Plan Review <input type="checkbox"/> Proposals where the resulting Residential Floor Area is less than the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Proposals for non-residential floor area not eligible for SPRW. <input type="checkbox"/> Grading less than 500 cubic yards if not approved through waiver. | \$1,250.00 (flat fee) | N/A |
| Site Plan Review <input type="checkbox"/> Change in use other than to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements. | \$950.00 (flat fee) | N/A |
| Site Plan Review <input type="checkbox"/> Change in use to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements. <input type="checkbox"/> Watershed Restoration project. | \$475.00 (flat fee) | N/A |
| Site Plan Review Waiver | \$600.00 (flat fee) | N/A |
| Site Specific Development Plan | \$1,000.00 (flat fee) | N/A |
| Sketch Plan | \$1,000.00 | \$103.83/hr |
| Subdivision or PUD (combined process SP/PP/FP/SSDP) | \$1,450.00 | \$103.83/hr |
| Subdivision Exemption** | \$500.00 | \$103.83/hr |
| Special District | \$500.00 | N/A |
| Special Use/SSDP | \$1,450.00 | \$103.83/hr |
| Special Use Monitoring | \$125.00 | \$103.83/hr |
| State Interest Reviews (1041) | \$750.00 | \$103.83/hr |

| Process | Non-Refundable Application Fee | Additional Billing* |
|---|--------------------------------|---------------------|
| Substantial Modification Determinations <i>Complex determinations as identified by staff may require staff billing for additional time. Applicants will be notified and given a written estimate for amount anticipated and an additional deposit may be required. If determined to be a Major/Substantial modifications, these fees will be applied to the subsequent required process.</i> | \$160.00 | \$103.83/hr |
| Vacation (road / easement) | \$750.00 | \$103.83/hr |
| Variance | \$500.00 | \$103.83/hr |
| Zoning Verification letter (when a formal zoning verification letter is requested) <i>Zoning compliance verification letter contains information regarding current zoning on the parcel, previous reviews and permits on the parcels and any known unresolved zoning or building code complaints on record.</i> | \$125.00 | \$103.83/hr |

*The hourly billing rate of \$103.83/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which fees must be paid separately.

**No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

Additional Billing

- ☐ Additional or repeated inspections: \$155.75
- ☐ Re-application fee for incomplete applications:
 - 1st re-application: \$75.00 or 10% of application fee, whichever is greater.
 - 2nd or more re-application: \$155.75 or 15% of application fee, whichever is greater.

Other Development Review Fees and Waivers

- ☐ A Public Notice Sign Deposit (refundable if sign is returned) of \$25.00 is required at time of application, as applicable.
- ☐ Fees for applications not specifically listed in this fee schedule will be determined by the Land Use Director based on the hourly rate and actual time spent.
- ☐ Fees for certain conditional use permit and site plan applications may be reduced, at the discretion of the Board of County Commissioners subsequent to the conclusion of the review process, when the County's cost of review is less than the applicable fee.

Payment

Checks should be made out to **Boulder County Treasurer**.

Credit/Debit Card Convenience Fee

A Credit/Debit Card Convenience Fee of 2.5% applies to all credit card and debit card transactions.



Boulder County Land Use Department Publications

Fee Agreement

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

Fee Agreement

Agreement for payment of Land Use Department Application Fees and for processing of Application in accordance with the Boulder County Land Use Code.

I/We (applicant),

as Property Owner of Record/Applicant ("APPLICANT"), AGREE AS FOLLOWS with the County of Boulder and its Land Use Department (collectively "COUNTY"), in consideration of the County's acceptance of Applicant's application for the land use approval as further described below:

1. Applicant has submitted to County an application for approval of:

Application Type:

2. Applicant acknowledges and understands that Board of County Commissioners has established and amends from time to time a fee structure for County Land Use Department applications for most applications, this includes a non-refundable deposit which must be paid prior to the Department's acceptance of any application for processing, and provision for billing the Applicant for any costs of processing applications which may accrue above the non-refundable deposit amount. The Applicant acknowledges and agrees that this Agreement shall govern the payment of fees for the processing of the Application.
3. The Application shall not be accepted for processing unless the property owner of record of the property included in the Application signs this Agreement. In the case of multiple property owners, the Director of the County Land Use Department ("Director") shall have the discretion to determine which owner(s) shall sign. A person other than the property owner of record may sign the Application and this Agreement only if the Land Use Director, for good cause shown, waives the requirement for landowner signature under the applicable provisions of the Land Use Code.
4. The Applicant shall be billed by the County Land Use Department ("the Department") for all direct and indirect costs (including but not limited to staff time of the Department, the County Attorney's Office, and the County Transportation, Public Health, and Parks Departments); mailing, copying, recording, and publication fees and costs; and authorized consultants' fees incurred by the County), which the Department has accrued to date in processing the Application. The Department will continue to bill the Applicant until all costs have accrued and are paid.
5. The Applicant agrees to pay all such bills in full, and by whatever manner of payment is specified as acceptable by the Director, by delivery made to the Department no later than one month after the billing date. The Director shall have the discretion to suspend processing of the Application if any payments under this Agreement are not made on time. This suspension may involve the postponement of scheduled Planning Commission or Board of County Commissioner hearings or meetings, and the incurrence of additional costs such as for remodification or republication. Similarly, the Director shall have the discretion to terminate the processing of any Application for which any billed payment is more than three months overdue.
6. The person/address whom the Applicant designates to receive all billings for fees under this Agreement are as follows:

Mailing Address

City:

State:

ZIP Code:

Any billing mailed to this person/address and not returned to the Department shall be deemed received. The Applicant may change the billing address under this Paragraph by providing written notification of such change to the Department.

7. In the event of nonpayment of fees, the County shall have the right to file a fee collection action against any or all of the persons signing this Agreement or the Application as Applicant. Any resulting judgment for fees may be enforced in any legal manner whatsoever and may be filed as a judgment lien against the real property which is the subject of the Application, as well as against any real property owned in whole or in part by any judgement debtor hereunder.
8. Any agreement by the Director or County to forego any of the judicial or administrative remedies available to them under this Agreement in response to the late payment or nonpayment of fees, shall not in any way constitute a waiver of the Director's or County's rights to collect fees or appropriately adjust the processing of the Application as provided herein.
9. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the Application is subject to the applicable processing and public hearing requirements set forth in the Boulder County Land Use Code. The Applicant acknowledges that the Applicant has obtained or has access to the Boulder County Land Use Code, and that, prior to filing the Application, the Applicant has had the opportunity to consult the relevant provisions governing the processing of and decision on the Application.
10. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the Applicant is authorized to make available to the County, for purposes of copying and distributing for public review, all of the documents and information which the Applicant submits with or in support of the Application. Upon demand from the County, the Applicant agrees to indemnify and defend the County and its officials, agents and employees, and to hold them harmless from, any action, claim, suit, loss, cost, damage, or expense which may be brought or assessed against the County or any of its officials, agents or employees on account of any allegation by the Applicant or any person that the County may have violated federal copyright law, or violated any law, agreement, or provision allegedly protecting the confidentiality of or restricting public review of the Application materials which the Applicant submits to the County for review as part of the Application.
11. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the County Land Use Department and any other County staff involved in processing the Application or their duly authorized representatives will need to enter upon the property which is the subject of the Application and conduct inspections thereof to evaluate the Application pursuant to the applicable criteria of the Land Use Code, and perform related tasks. The Applicant hereby consents to allow the County staff or their designees to enter upon and inspect the subject property at any time for this purpose without obtaining the Applicant's separate consent at the time of inspection. This consent extends to inspections while the Application is in process, as well as after it has been approved to assure that any imposed conditions of approval are met.
12. The Applicant agrees to waive any requirements for the Applicant's written consent to extend voluntarily any public hearing or other deadline associated with processing the Application, if the Applicant or its representative agrees orally to any such extension.
13. The Applicant acknowledges that the Applicant executes this Agreement freely, voluntarily, and without threat of compulsion. The Applicant understands that the Applicant may consult an attorney or any other person concerning the Application or this Agreement prior to executing this Agreement, if the Applicant so chooses.
14. Acceptance of the Application for filing and receipt of the Application fee deposit do not necessarily mean that the Application is complete under the applicable requirements of the Land Use Code.
15. This Agreement shall become effective once signed by the Applicant and the County. It shall remain in effect throughout the processing of the Application Form, and until all obligations of the Applicant under this Agreement and under any County approval of the Application Form are met.
16. This Agreement shall be construed and enforced in accordance with the law of the State of Colorado.

Applicant Signature:

Property Owner must sign this document per Paragraph 3.

| | |
|----------------------------|-------|
| Property Owners Signature: | Date: |
| Property Owners Signature: | Date: |
| Property Owners Signature: | Date: |
| Property Owners Signature: | Date: |

Boulder County:

| | |
|--------------------------------|-------|
| Land Use Director or Designee: | Date: |
|--------------------------------|-------|

For Land Use Department Use

| | | | |
|--------------|----------------|--------------------|----------------|
| Docket Name: | Docket Number: | Deposit Amount: \$ | Date Received: |
|--------------|----------------|--------------------|----------------|



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.



**Boulder County
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Title Information

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Title Information

Title information is required for the processing of certain types of Land Use applications. Information contained in the Title Report allows the Land Use Department to be reasonably sure that all parties with an interest in the property are notified. The notification allows these parties to review the development proposal and submit comments to protect their interest in the property.

Owner Information

It is the responsibility of the Applicant to make a reasonable and diligent search of the public records to locate, and identify as part of the application, all owners and interest holders in the subject property as of the time of the application filing. These owners and interest holders include but are not necessarily limited to fee owners, easement owners, lessees, and lienholders, and mortgagees in the subject property's surface, subsurface, or above surface (including land, water, mineral, air, or other real property which is part of the subject property).

The Applicant shall provide the current names and addresses of these owners and interest holders, along with information describing the nature of their respective right, interest or estate.

Title Reports

To fulfill the requirements of the Land Use Code, the Applicant, at a minimum, shall provide from a licensed title insurance or abstract company either:

1. A title commitment for the subject property (no more than six months old); or,
2. A copy of the existing title insurance policy on the subject property with a letter from the issuing company providing updated title information. If the title information indicates the existence of a severed mineral estate, the Applicant shall be responsible for making a diligent and good faith effort to ascertain the current names and addresses of the owners and interest holders in the severed estate.

An O & E (owners and encumbrances) report **shall not** be considered sufficient to provide the title information required in this Subsection.

Title work must be current within six months of the application submittal date.

Other Required Information

The Applicant shall have the responsibility to search other records which may be reasonably available and known to the Applicant which may provide the information required in the Code.

In addition to the information required above, the Applicant shall identify any holdings of the Applicant adjacent to the subject property, and shall provide an accurate legal description of the subject property.



**Boulder County
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Historic Preservation Referral Requirement

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Historic Preservation Referral Requirement

Boulder County is committed to identifying and preserving the rich history of the unincorporated areas of the county. Through our Comprehensive Plan, Land Use Code, and other policies we have created a program to document, protect, and preserve the varying historic resources in our jurisdiction. County Land Use staff and the Historic Preservation Advisory Board (HPAB) are available to assist property owners in researching their property history, determining whether it is eligible for landmark designation, identifying ways to preserve the property and finding financial incentives for preservation.

The Historic Preservation Advisory Board (HPAB) serves as a referral body to review and comment on development proposals which would affect historic properties (any property with structures 50 years of age or older). Development review applications may require review by the full Historic Preservation Advisory Board, however, this depends on the nature of the historic resource and specific development proposal. A Boulder County Historic Preservation Planner in coordination with the members of HPAB determines the appropriate level of review for each development project.

Please contact a Boulder County Land Use Historic Preservation Planner at historic@bouldercounty.org or 303-441-3930 to discuss your project, and complete this form prior to submitting an application. Contact staff as soon as possible, since historic property research can take time. To avoid delays, contact the staff to begin this research well in advance of your submittal.

Applicant - Please complete this section:

| | | |
|---------------------|--------|-----------|
| Applicant(s): | | |
| Project Address: | | |
| City: | State: | Zip Code: |
| Parcel Information: | | |

The following is required to be completed by a Boulder County Historic Preservation Planner:

Land Use Staff in cooperation with HPAB has considered an application for:

at the property listed above and has determined that the Application:

| | |
|--|--|
| <input type="checkbox"/> | Does not require a referral |
| <input type="checkbox"/> | Requires a referral only to the Boulder County Historic Preservation Planner |
| <input type="checkbox"/> | Requires a review by the Historic Preservation Advisory Board |
| Historic Preservation Planner Signature: | |
| Date: | |



**Boulder County
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BOCC Guidelines for Land Use Hearings

Land Use Department
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Closed Tuesdays 8 to 10 a.m.

BOCC Guidelines for Land Use Hearings

Overview of the Hearing Process

1. Convening and introduction by the Chair
2. Commissioners' Site Visit impressions
3. Staff Presentation – Basic cases 10 minutes. Involved cases 20 minutes
 - a. Board questions
4. Applicant – 20 minutes (see below)
 - a. Board questions
5. Public Hearing – 3 minutes per speaker (see below)
6. Staff response to issues raised
7. Applicant response
8. Commissioners' discussion and decision

Applicant Presentations

1. Applicant presentations should be no longer than 20 minutes. Planners will notify the applicant of this requirement at the time a hearing with the Commissioners is requested.
2. If the applicant wishes to exceed 20 minutes, he/she needs to notify the planner as soon as possible. Requests will be forwarded to the Commissioners for their consideration at the next agenda PMI. If the Commissioners decide to grant an extension of time and the scheduled date/time for the hearing does not allow for it, the applicant may be asked to reschedule, rather than inconveniencing other applicants who already have been scheduled for that day.
3. At the beginning of the meeting, the chair of the board will remind the applicant of the time allotted for the presentation. The presentation will be timed, so the applicant knows when time is running out.
4. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the applicant has finished presenting. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
5. If the applicant exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
6. Requests by the applicant to extend the presentation time on the day of the hearing may only be granted with an affirmative vote of the Board.

Public Hearing

1. Comments are generally limited to three minutes, unless otherwise determined by the Board of Commissioners.
2. Presenters may pool time, at three minutes per person, so long as everyone who is pooling time is present at the time of the presentation.
3. Any organized groups are allowed to present first, with rules for pooling time to be followed.
4. The presentations will be timed, so that the presenter knows when time is running out.
5. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the presentation is finished. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
6. If the presenter exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
7. Once everyone has had the chance to speak, the chair may open the hearing for additional comments from those who have previously presented, at the chair's discretion.