

# Development Application Required Documents

## Administrative Exception / Variance - \$350

- A written letter describing the request. Must include hardship and specific request (ex. reducing 15ft front setback to 10ft)
- One copy of a plot plan showing all building improvements, additions, setbacks, and heights proposed to scale

## Annexation - \$1400 + \$50/acre (1<sup>st</sup> 10 acres) & \$10/acre thereafter

- Annexation petition
- Annexation plat
- If over 10 acres, an annexation impact report
- A written letter describing the reason for the annexation, future development plans and the requested zoning.
- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans.

## Appeal of Administrative Decision - \$350

- A written letter describing the request including relevant code sections and analysis of those code sections being appealed.
- Final site plan prepared in accordance with the Golden Zoning Ordinance
- If owner and/or lender is a corporation either:
  - A copy of the articles of incorporation and/or the bylaws of the corporations
  - A copy of the current certificate of good standing issued by the Colorado Secretary of State authorizing the corporations to do business in the State of Colorado, together with a corporate resolution listing officials and their position in the company's authorized as signatories or attests on all legal documents
  - Additional documentation as may be required by the City Attorney If the owner and/or lender is a partnership, a copy of the limited or general partnership agreements listing officials and their positions in the partnership authorized as signatories on all legal documents

## Banking Plan - \$250 + \$20 each

- A written letter describing the request that includes number of unit and proposed build out schedule.

## Certificate of Appropriateness - \$500 only for demo of primary structure

- A written letter describing the request
- A site plan denoting current vs proposed including photos, proposed Elevations, building drawing, plot plan, materials, other relevant information
- Demo – Letter explaining the need for demolition

### License Agreement for Right of Way - \$250

- A written letter describing the request
- Survey of the property showing property dimensions, existing structures, adjacent roadways, etc and total square footage of requested vacation

### Lot Line Adjustment - \$300

- Fee Report and guarantee of clear title, including legible copies of any reported documents referenced by book and page or reception number, dated no earlier than two weeks prior to the date this application is submitted
- Survey prepared in accordance with the Golden Subdivision Ordinance

### Neighborhood Meeting - \$175

- Proposed sketch plan
- A written letter describing project

### Pre-Application

- Conceptual site plan denoting current vs proposed
- Brief description that includes planned uses
- Ideas of height, setbacks, lot coverage, etc.

### PUD—administrative modification - \$500

- A written letter describing the request including the relevant sections of the PUD and the applicable code sections
- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans.
- If owner and/or lender is a corporation either:
  - A copy of the articles of incorporation and/or the bylaws of the corporations
  - A copy of the current certificate of good standing issued by the Colorado Secretary of State authorizing the corporations to do business in the State of Colorado, together with a corporate resolution listing officials and their position in the company's authorized as signatories or attests on all legal documents
  - Additional documentation as may be required by the City Attorney (information will be provided to applicant upon initial review)
- If the owner and/or lender is a partnership, a copy of the limited or general partnership agreements listing officials and their positions in the partnership authorized as signatories on all legal documents
- If a PUD, Official development plan (ODP) prepared in accordance with the Municipal Code, Section 18.28.330 if applicable.

### Rezoning, PUD, or PUD Major Amendment - \$600 + \$50/acre – PUD \$1000 + \$50/acre

- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans.
- If owner and/or lender is a corporation either:
  - A copy of the articles of incorporation and/or the bylaws of the corporations
  - A copy of the current certificate of good standing issued by the Colorado Secretary of State authorizing the corporations to do business in the State of Colorado, together with

- a corporate resolution listing officials and their position in the company's authorized as signatories or attests on all legal documents
  - Additional documentation as may be required by the City Attorney
- Conceptual site plan prepared in accordance with the Golden Zoning Ordinance if zoned anything except PUD
- Prepared PUD Document that includes a legal description, vicinity map, land uses and other items that are being requested for approval or amendment. See Section 18.28.300 of the Municipal Code.
- If a PUD, Official development plan (ODP) prepared in accordance with the Municipal Code, Section 18.28.330 if applicable.
- If applicable, a Preliminary drainage report prepared in accordance with the Storm Drainage Criteria
- If applicable, a Traffic study prepared in conformance with engineering regulation
- Certification of notice to mineral estate owners of record pursuant to CRS 24.6.55-103

#### Short Term Rental Permit- \$200 for 2 years

- Proof of ownership (recorded warranty deed for the property)
- Proof of primary residence (if applying for a STR license in a residential zoned district)
  - Acceptable forms of proof include (2 of the following): Voter registration, Car Registration, Driver's License, Tax documents, Utility Bill
- Description of Area and Parking (fill out as a part of the application)
- A copy of your Sales and Use Tax License (input number into application)
  - This is turned in to the the Finance Department and returned to you before filling out the application
- Proof of fire, hazard, and liability insurance coverage of 1 million per person/occurrence
  - Liability insurance document OR Liability Insurance Affidavit
- Life Safety Self Certification Form

#### Sidewalk Seating Permit / Parking Lane Permit - \$50 for 1 year

- Site Plan of the property in compliance with the rules
- Written consent and authorization by all owners of the property with frontage along or abutting the portion of sidewalk or parking lane which is the subject of the application
- A detailed written description of how the business or use will operate on sidewalk and parking lane and what goods and services will be offered
- Certificate of insurance requires comprehensive general public liability and property damage insurance with limits, which equal or exceed the maximum liability that may be imposed by virtue of the Colorado Governmental Immunity Act

#### Site Plan Review - \$800 + \$50/acre

- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans. If owner and/or lender is a corporation either:
  - A copy of the articles of incorporation and/or the bylaws of the corporations

- A copy of the current certificate of good standing issued by the Colorado Secretary of State authorizing the corporations to do business in the State of Colorado, together with a corporate resolution listing officials and their position in the company's authorized as signatories or attests on all legal documents
- Additional documentation as may be required by the City Attorney
- If the owner and/or lender is a partnership, a copy of the limited or general partnership agreements listing officials and their positions in the partnership authorized as signatories on all legal documents
- Final site plan prepared in accordance with the Golden Zoning Ordinance
- Final drainage report prepared in accordance with the Storm Drainage Criteria Manual
- Final grading plan prepared in conformance with Engineering regulations
- Preliminary plans for public improvement
- Quantities estimates for public improvements including an 8 ½" x 11" location map
- Noise study if within 500' of a state or federal highway

#### Small Animal Permit - \$45

- One legible copy of the recorded warranty deed for the property reflecting ownership – OR – A letter of authorization from the owner if applicant is other than
- A written letter describing the request which includes what measures will be taken to create a predator resistant environment
- One copy of a site plan of the property noting the location of the coup, hive or cage
- Distance from the property line is required to ensure appropriate setbacks
- Pictures, sketches or diagrams of the proposed structure including dimensions and square footage

#### Special Use Permit - \$500

- A written letter describing the request
- Comprehensive Plan Compliance Narrative
- Final site plan prepared in accordance with the Golden Zoning Ordinance
- Survey of the property showing property dimensions, existing structures, adjacent roadways, etc.

#### Subdivision – Preliminary Plat - \$700 + \$25/lot or \$25/acre for multifamily detached

- Preliminary plat prepared in accordance with the Golden Zoning Ordinance
- Preliminary drainage report prepared in accordance with the Storm Drainage Criteria Manual
- Preliminary geological report prepared in accordance with the Subdivision Ordinance
- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans.
- Traffic study prepared in conformance with engineering regulation Noise study if within 500' of a state or federal highway
- Certification of notice to mineral estate owners of record pursuant to CRS 24.6.55-103

#### Subdivision – Sketch Plan - \$500

- A written letter describing the request

- Sketch plan prepared in accordance with the Golden Subdivision Ordinance

#### Subdivision – Final Plat - \$500 + \$25/lot or \$25/acre for multifamily detached

- Comprehensive Plan Narrative including analysis of any relevant neighborhood plans.
- One legible copies of recorded deed(s) of trust and mortgages to any and all lending agencies and any and all liens of record, including legible copies of any documents referenced by book and page or reception number
- Report and guarantee of clear title, including legible copies of any reported documents referenced by book and page or reception number, dated no earlier than two weeks prior to the date this application is submitted
- If owner and/or lender is a corporation either:
  - A copy of the articles of incorporation and/or the bylaws of the corporations
  - A copy of the current certificate of good standing issued by the Colorado Secretary of State authorizing the corporations to do business in the State of Colorado, together with a corporate resolution listing officials and their position in the company's authorized as signatories or attests on all legal documents
  - Additional documentation as may be required by the City Attorney
- If the owner and/or lender is a partnership, a copy of the limited or general partnership agreements listing officials and their positions in the partnership authorized as signatories on all legal documents
- If applicable, a Final site plan prepared in accordance with the Golden Zoning Ordinance
- Final drainage report prepared in accordance with the Storm Drainage Criteria Manual
- Final geological report prepared in accordance with the Subdivision Ordinance
- Traffic study prepared in conformance with engineering regulation
- Preliminary plans for public improvement, including a schedule of improvements
- Quantities estimates for public improvements including an 8 ½" x 11" location map
- An environmental audit as required by the subdivision ordinance

#### Subdivision – Minor Plat - \$600

- One legible copies of recorded deed(s) of trust and mortgages to all lending agencies and all liens of record, including legible copies of any documents referenced by book and page or reception number
- Report and guarantee of clear title, including legible copies of any reported documents referenced by book and page or reception number, dated no earlier than two weeks prior to the date this application is submitted
- Minor plat or lot line adjustment surveys prepared in accordance with the Golden Subdivision Ordinance

#### Vacation – Street, alley, easement - \$600, \$350, \$100

- A written letter describing the request
- A survey showing the area to be vacated
- A written letter, signed by 100% of the property owners abutting the area to be vacated

#### Wireless Communication Facilities - \$500 for up to 10 per permit, plus ROW fees

- Signal interference letter

- A scaled site plan
- Photo simulation
- Scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate qualified professionals, showing the location and dimension of all improvements, including information concerning topography, radio frequency coverage, tower height, setbacks, drives, parking, fencing, landscaping, adjacent uses, drainage

Additional Review fees for the following technical reports may apply:

(\*\* Plus actual outside consultant review costs)

|                                  |                                |   |
|----------------------------------|--------------------------------|---|
| Traffic Study \$500              | Geotechnical Report \$100**    | Preliminary Construction Plan \$700   |
| Preliminary Drainage Study \$500 | Water System Modeling \$100**  | Final Construction Plan \$1,000   |
| Final Drainage Study \$500       | Preliminary Grading Plan \$250 | Site Plan with Rezone or SUP \$400  |
| Highway Noise Study \$100**      | Final Grading Plan \$500       | 3 <sup>rd</sup> or more resubmittal 100% of initial technical review \$400 per review |