



Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

northglenn.org

ZONING PERMIT

Application Guide

OVERVIEW

Zoning Permits are intended to be used to facilitate the opening of businesses in the City by verifying whether or not a use is permitted within a building or tenant lease space in accordance with the city's Zoning Ordinance (Chapter 11 of the Municipal Code). A Zoning Permit is required for all businesses in Northglenn and will be distributed to all businesses applying for a business license and must be completed and returned to the Planning and Development Department. Zoning Permits require review and approval by Planning staff prior to any business being opened. This approval will provide confirmation that the use being proposed is compatible with the zoning of the property. **Please note that the approval of a Zoning Permit does not constitute approval from Building, Fire Department or other agency codes or requirements.** However, Planning staff will provide you with comments from other city-wide departments that might be applicable to the opening of your business in Northglenn. As a result, you may be required to coordinate with other departments to address any specific requirements they may have. In some cases a pre-application meeting may be recommended.

SUBMITTAL REQUIREMENTS

A Zoning Permit shall be submitted directly to the Planning and Development Department. You may submit application in person to the permit counter or via email at development@northglenn.org. The following application package must be submitted to the Planning and Development Department to commence review:

- Completed **Application** (see attached).
- Completed **Questionnaire** (see attached) that describes the proposed business.
- Completed **Industrial Pretreatment Questionnaire** required for all new businesses.

PROCESS

- Prior to opening of your business, you will need to submit to the Planning and Development Department a fully completed Application and Questionnaire for a Zoning Permit. A Zoning Permit is required with any new business, change in business name, ownership, or location. A Zoning Permit can be applied for concurrently with a business license or any building permits that may be required prior to opening of your business. **DISCLAIMER – The issuance of a business license does not confirm that the use of the property is permitted in accordance with the underlying zoning for the property.**
- Zoning Permits are reviewed administratively by Planning staff. Planning staff will also forward the permit for review by various city departments, including but not limited to the following: Public Work (including engineering and utilities), Building, Economic Development, and Finance, if necessary.
- If the use being proposed is consistent with the underlying zoning of the property, the Zoning Permit will be issued by the City. If any conditions are associated with the approval, they will be noted on the permit.
- North Metro Fire Rescue conducts separate review of permits for compliance with the fire code. Separate approval may be required from NMFRD. You may contact NMFRD at 720-887-8217.

CODE REQUIREMENTS

Chapter 11 of the Municipal Code is the city's Zoning Ordinance. The city's various zone districts allow for different land uses. If you would like to know the zoning of your property, you can use the QuickZone link on the city's website (<http://biz.northglenn.org/quickzone>) or contact the Planning and Development Department directly at 303-450-8739 or via email at development@northglenn.org. You can obtain a list of allowed uses for the various zone districts by accessing the Zoning Ordinance through the City of Northglenn Municipal Code: www.northglenn.org/municode.



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ZONING PERMIT Application

PROJECT INFORMATION

Site Address: _____
Business Name: _____ New Building Existing Building

PROPERTY OWNER(S) INFORMATION

Name: _____
Company (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

TENANT INFORMATION (If other than owner)

Name: _____
Company (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Zoning: _____ Nonconformities: Yes No

Describe any NCs: _____

Approved Denied

By: _____ Date: _____

Comments: _____

Date Application Received:



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ZONING PERMIT Questionnaire

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

1. What is the proposed use of the building/tenant space? _____

2. What was the previous use of the building/tenant space? _____

3. What is the square footage of the building/lease area? _____

4. Is your business currently operating in Northglenn at a different address? Yes No

If yes, address: _____

5. Retail Restaurant Office Manufacturing/Distribution Service Other: _____

6. Provide a detailed description of operation/s to be performed within the building: _____

7. Is there food preparation involved: Yes No

8. Number of employees: _____

9. Describe any specific *EQUIPMENT* and *MATERIALS* that may be used to conduct your business: _____

Any outdoor storage of materials: Yes No If yes, describe: _____

10. Are there any *CHEMICALS* that will be stored on site:

INSIDE: _____

OUTSIDE: _____

11. Will there be any alterations to the interior or exterior of the building or tenant space: Yes No

Will a new or replacement plumbing fixtures be installed? Yes No

If yes to either of the two questions above, provide a description of the work proposed: _____
