



## City of Northglenn

11701 Community Center Drive

Northglenn, CO 80233

P: 303-451-8326

F: 303-450-8708

[northglenn.org](http://northglenn.org)

# UDO INTERPRETATION Application Guide

## OVERVIEW

Any person may request an interpretation of the intent, meaning, or application of the stated provisions of the Unified Development Ordinance (UDO). Interpretations shall be made to the Director as stated in Section 11-6-7(e) of the UDO. The purpose of the UDO Interpretation provisions is to ensure review for conformance with the UDO is consistent and predictable. Appeals of the Director regarding UDO Interpretation decisions shall be made to the Board of Adjustment as indicated in Section 11-6-7(e).

## SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Justification Letter** describing the nature of the request and suggesting clearer language, additional graphics, or removal of inconsistent language that would facilitate administration of the provision that is subject to the interpretation. This letter should include the reasons for the request. Please also disclose any interest in the request as it relates to any on-going or planned development project in the city.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed interpretation request.

## PROCESS

- Applications can be submitted electronically to [development@northglenn.org](mailto:development@northglenn.org) or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Within 30 days of receipt of a complete application for a written interpretation, the Director shall review and evaluate the application with regard to the UDO and any other relevant regulations or documents and may consult with the City Attorney and/or other staff departments as necessary.
- Following review, the Director will issue an official written interpretation in response to the request.
- An official record of written interpretations shall be kept on file in the office of the Director. The record of interpretations shall be available for public inspection during normal business hours of the Planning and Development Department.
- The written interpretation shall be distributed to the applicant and any relevant staff departments as necessary.
- Appeals of the Director regarding UDO Interpretation decisions shall be made to the Board of Adjustment as indicated in Section 11-6-7(e).



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# UDO INTERPRETATION APPLICATION

Planning and Development Department

## REQUEST INFORMATION

Section reference from which a UDO Interpretation is being requested: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

Attach a justification letter

## APPLICANT INFORMATION

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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### STAFF USE ONLY:

Case Number:

Date Application Received: