## Town of Nederland Resident Communication Steps

### You want to...

<table>
<thead>
<tr>
<th>Permit a development or construction project</th>
<th>Reserve a Town park or recreation area for an event or public assembly</th>
<th>File a formal resident complaint</th>
<th>Address a question to Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Zoning, Cynthia Bakke</td>
<td>Town Clerk, Hope Jordan</td>
<td>Town Administrative Assistant, Melinda LaJudice</td>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>

### Processing Your Request or Concern

1. **Drop by, or Visit Town Hall website for an application:**
   - [https://nederlandco.org/building/](https://nederlandco.org/building/)
   - Or email: cynthiab@nederlandco.org
   - Phone: 303-258-3266 ext. 1040
   - [https://nederlandco.org/government/town-hall/special-events/](https://nederlandco.org/government/town-hall/special-events/)
   - Or email: townclerk@nederlandco.org
   - Phone: 303-258-3266 ext. 1030
   - Visit Town Hall’s Website: [https://nederlandco.org/board-of-trustees/](https://nederlandco.org/board-of-trustees/)
   - All options below will provide you contact with the Board of Trustees.

2. **Projects including roofing, water heater, or other subcontract work:**
   - Complete an application.
   - All other projects: Applicant must arrange an inspection to begin process.
   - Complete a facility rental or special events application, pay processing fee and submit application to Town Clerk.
   - Complete a formal resident complaint form at Town Hall.
   - Visit Town Hall or email: BOT@nederlandco.org
   - Attend a BOT meeting: Every 1st & 3rd Tuesday, 7pm Community Center.

3. **If Residential and/or Commercial New Construction, meet with Cynthia to discuss proposed use and zoning.**
   - Your application will be reviewed and requested dates will be verified for availability.
   - Your complaint will be followed-up by the appropriate Town Staff.
   - Discuss the concern with the Town Clerk. Your concern may be already in process. The Town Clerk can explain the next steps in addressing the issue.
   - Attend a Board of Trustees meeting. Meetings allow for public comments on agenda and non-agenda items.

4. **Full payment balance is due prior to obtaining project permit. The permit will expire in 180 days, unless inspections are called in and passed.**
   - If alcohol is being served, a separate special event liquor license is required. Alcohol is not permitted in parks without liquor license permitting.
   - If necessary, the item may added to the appropriate town board for further discussion.

5. **Construction may begin with inspections needing to be called in periodically in order to keep the permit active. Once complete a Certificate of Occupancy can be issued after all requirements have been completed.**
   - Day of event – permit will be hung by Town Staff at location to be reserved with applicant name and time of event specified on permit.
   - If two or more board members feel the issue required further discussion, the issue may be added to the Board of Trustees agenda.
   - If your issue is regarding an agenda item: Submit a letter to the Town Clerk to be added to the recorded agenda or email BOT directly.

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**Water Billing:** 303-258-3266 ext. 21 or katm@nederlandco.org  
**Streets and Utilities:** 303-258-3167 or chris@nederlandco.org  
**Police Department:** Non-Emergency - 303-258-3250: Emergency During Business Hours: 303-441-4444: Emergency: 911

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