

Town of Nederland Resident Communication Steps

You want to...			
Permit a development or construction project	Reserve a Town park or recreation area for an event or public assembly	File a formal resident complaint	Address a question to Board of Trustees
Planning and Zoning, Cynthia Bakke	Town Clerk, Hope Jordan	Town Administrative Assistant, Melinda LaJustice	Board of Trustees

Processing Your Request or Concern			
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1	Drop by, or Visit Town Hall website for an application: https://nederlandco.org/building/ Or email: cynthiab@nederlandco.org Phone: 303-258-3266 ext. 1040	Drop by, or Visit Town Hall’s Website for an application: https://nederlandco.org/government/town-hall/special-events/ Or email: townclerk@nederlandco.org Phone: 303-258-3266 ext. 1030	Drop by, or Visit Town Hall’s Website and fill out an online form: https://nederlandco.org/report-an-issue/ Or email: melindal@nederlandco.org Phone: 303-258-3266 x 0	Visit Town Hall’s Website: 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.	3) 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.
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.	Attend a Board of Trustees meeting. Meetings allow for public comments on agenda and non-agenda items.
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.

Water Billing: 303-258-3266 ext. 21 or katm@nederlandco.org

Streets and Utilities: 303-258-3167 or chrisp@nederlandco.org

Police Department: Non-Emergency - 303-258-3250: Emergency During Business Hours: 303-441-4444: Emergency: 911