



Proudly Serving Rural Routt County \* City of Steamboat Springs \* Town of Hayden \* Town of Oak Creek \* Town of Yampa \* Routt County School

## Notice of Incomplete Application

**Permit Application Number: PRAD250104**

**Property Address:** 30385 BLACKTAIL LN, ROUTT, CO 80467

March 03, 2025

Dear Applicant,

A permit application has been received by this office on February 24, 2025. The following required items are outstanding:

- Photos - not required
- Construction Specifications - not required at this time
- MEP Plans - No additional comments
- Heat Load Calculations - The heat loss calcs may submitted at a later date; prior to the installation of any heating/cooling equipment.
- Site Plan - Detailed Site Plans are required for all Building Permit Applications for all new construction of all buildings, all additions, new decks, new ground mount solar systems or new pools and spas built into the ground, and all new retaining walls. Detailed Site Plans shall be drawn to scale, include property address and PIN, north arrow on the site plan, include all distances from all sides of the building, equipment or wall to nearest property lines, and distances from building to building if multiple buildings exist. Also show all proposed or existing driveways, and the nearest Public Road the driveway comes off with Road/Street name labeled. If waterbody's exist then all waterbody's must be shown on the site plan, also show all easements on the site plan as well. If Existing and Proposed Topography or Grading Plans are needed, submit these under Civil Plans on separate sheets. Visit this site for a site plan example:  
<https://co-routtcounty2.civicplus.com/DocumentCenter/View/15989/Site-Plan-Example?bidId=>
- Civil Plans - No additional comments
- Landscape plan - No additional comments

- Utility Plan - No additional comments
- Soil Report - Please provide soils report
- Homeowner Agreement Form - Please fill out an homeowners agreement  
<https://www.co.routt.co.us/DocumentCenter/View/10612/Homeowner-Fillable-Permit-Application-and-Agreement-Form-Click-Here>
- Architectural Plans - Wind Speed is 115 MPH ( ultimate design wind speed) On Elevations Please show Existing Grade and Proposed Grade On the Architectural Plan. Demonstrate/label the overall height and plate height on the Architectural Plan. Please list codes 2021 International Wild-Land Urban Interface Code,

Please upload the required items or documents requested above to the CityView Portal under your permit number. Once we receive the required submittal items we will then begin the Plan Review process. Permit applications become void after 180-days if left incomplete.

Should you require further information, please do not hesitate to contact me.

Thank you,

Tammy Green  
*Permit Tech*  
 (970) 870-5328  
[tkgreen@co.routt.co.us](mailto:tkgreen@co.routt.co.us)  
 Building Services