



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
SUBDIVISION — REPLAT (ALL TYPES) + VACATE, REZONE
 CONSOLIDATION | LOT LINE ADJUSTMENT | PLAT CORRECTION |
 BUILDING ENVELOPE ADJUSTMENT | DIVISION OF LAND FOR PUBLIC
 PURPOSE | VACATION (EASEMENT AND/OR R.O.W.) | REZONE (MAP)

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

- Project Type Subdivision Planning Type(s) _____
- ☐ Application fee \$ _____; if approved, an additional \$600 plat review fee will be charged
 - ☐ Proof of ownership: Deed or Assessor's Property Record Card
 - ☐ Statement of Authority, if required
 - ☐ Vicinity map
 - ☐ Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
 - ☐ Existing Conditions survey (certified by Registered Land Surveyor)
 - ☐ Written narrative
 - ☐ **Replat** — detailed description of subject tract and proposed new configuration.
 - ☐ **Vacation** — Detailed description of requested vacation.
 - ☐ In the case of a plat, the plat to be vacated is a legal plat of record.
 - ☐ Vacation will not interfere with development of, nor deny access via public thoroughfare to, adjoining properties, utility services or other improvements.
 - ☐ Vacation will not interfere with the orderly development of utilities to nearby properties.
 - ☐ Vacation will not be contrary to the Routt County Master Plan or Zoning Regulations.
 - ☐ **Zoning** — Detailed response to the standards of Section 8.2.1 of the Routt County Zoning Regulations. The petition must show that all of the following exist:
 - ☐ The proposed zone change is consistent with the goals and policies of the Master Plan and any applicable sub-area plans.
 - ☐ The area in question possesses geological, physical, and other environmental conditions compatible with the characteristics of the requested Zone District.
 - ☐ The advantages of the requested Zone District substantially outweigh the disadvantages to the County and neighboring land occasioned by the amendment.
 - ☐ The applicable provisions of the Zoning Regulations can be met.
 - ☐ In the case of a rezoning that would increase allowable residential, commercial, or industrial density, adequate facilities such as roads, water and sanitation, fire protection, emergency services and public utilities are available to serve the area.
 - ☐ Detailed response to the standards of Section 8.2.2 of the Routt County Zoning Regulations. The petition must show that one or more of the following exist:
 - The existing Zone District is inconsistent with the policies and goals of the applicable Master Plan and any applicable adopted area or community plan.
 - The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area.
 - The proposed rezoning is necessary in order to provide land for a demonstrated community need.
 - The existing zone classification currently shown on the Official Zone Map is an error.
 - ☐ Confirmation from the Colorado Division of Water Resources that a well permit can be obtained

☐ Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including the following information, as applicable:

- | | |
|--|---|
| <input type="checkbox"/> Scale, written and graphic | <input type="checkbox"/> Subdivision name (and filing, if applicable) |
| <input type="checkbox"/> North arrow (designated as true north) | <input type="checkbox"/> Basis of bearings |
| <input type="checkbox"/> Written property description referencing county, state, section, township, range, and principal meridian or established subdivision, block, and lot number or other established and accepted method | |
| <input type="checkbox"/> Boundary and lot lines with exact lengths and bearings | <input type="checkbox"/> Location and names of all streets |
| <input type="checkbox"/> Lots and blocks numbered in consecutive order | <input type="checkbox"/> Open spaces, public parcels and similar areas |
| <input type="checkbox"/> Names of abutting subdivisions, or "unplatted" for abutting unplatted property | <input type="checkbox"/> Location and dimension of all easements (shown using dashed lines) |
| <input type="checkbox"/> Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing | <input type="checkbox"/> Description of monuments, found and set, marking boundary and lot lines, including control monuments |
| <input type="checkbox"/> Signature blocks as required by Appendix B, Routt County Subdivision Regulations | <input type="checkbox"/> Designated "no build" zones |
| <input type="checkbox"/> Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations | <input type="checkbox"/> Seal of Registered Land Surveyor |

- ☐ Engineered plans for all utilities, including water and sewer systems and utility lines
- ☐ Engineered plan and profiles for all new driveways and roads
- ☐ Final plans for all other improvements
- ☐ Cost estimates for all improvements
- ☐ Information regarding water availability and quality, documentation of water rights, if applicable, and letter of intent to serve from a special district, if applicable (*Refer to Section 4.5.2, Routt County Subdivision Regulations*)

EASEMENT VACATION

- ☐ Legal description of easement to be vacated
- ☐ Utility company sign-off / approval letters

RIGHT-OF-WAY VACATION

- ☐ Legal description of right-of-way to be vacated
- ☐ Statement of approval from Routt County Road & Bridge Department
- ☐ Statement of approval from all property owners who rely on the right-of-way to be vacated

☐ Additional information as required by Planning Director _____

- ☐ CDOT Access Permit (submitted or approved), if applicable ☐ Draft Development Agreement, if required

Additional Notes

- A title policy commitment, less than 30 days old, will be required prior to plat recording; consult with Planning Staff
- A deed to transfer property between owners, or an Acknowledgment of Merger of Title, may be required prior to plat recording

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Owner's Signature

Print/type name of owner

Owner's Signature

Print/type name of owner