



<b>OFFICE USE</b>	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

## SUBMITTAL CHECKLIST GENERAL—LAND USE CHANGE

*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 \_\_\_\_\_ Planning Type \_\_\_\_\_
- ☐ Application fee \$ \_\_\_\_\_
  - ☐ Proof of ownership: Deed or Assessor's Property Record Card
  - ☐ Statement of Authority, if required
  - ☐ Vicinity map
  - ☐ Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
    - ☐ Description of use
    - ☐ Hours of operation
    - ☐ Anticipated number of employees
    - ☐ Anticipated traffic
    - ☐ Access to the property
    - ☐ Type of equipment and vehicles
  - ☐ Mitigation Plan for any significant negative impacts (*Refer to Section 6, Routt County Zoning Regulations*)
  - ☐ 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
  - ☐ Site plan, drawn to scale, including the following information, as applicable:
    - ☐ Scale & North arrow
    - ☐ Location and dimensions of all existing and proposed buildings, structures, and fencing
    - ☐ Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas
    - ☐ Parking areas
    - ☐ Snow storage
    - ☐ Sanitation facilities
    - ☐ Utilities
    - ☐ Water bodies, drainages, and ditches
    - ☐ Wetlands, floodplain, and steep slopes (>30%)
    - ☐ Easements, building envelopes, and minimum setbacks
    - ☐ Location, width, and surface of all sidewalks and trails
    - ☐ Location and type of proposed landscaping and/or screening
    - ☐ Location, width, and surface of all existing and proposed access roads and drives
    - ☐ Location and method of hazardous materials storage
    - ☐ Exterior lighting
    - ☐ Phasing Plan, if applicable
    - ☐ Grading and Excavation Plan, if applicable
    - ☐ Reclamation Plan, if applicable

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- ☐ Floor plans and elevation drawings of proposed buildings, drawn to scale
- ☐ Engineered plan and profiles for all new Common Roads
- ☐ Traffic Impact Study (*per Road & Bridge Department standards*), if required
- ☐ Transportation Summary Information (*per Road & Bridge Department standards*), if Road Engineering Study is required
- ☐ Additional submittal requirements for specific land use proposal (*Refer to Appendix A, Routt County Zoning Regulations*)
- ☐ Additional information as required by Planning Director \_\_\_\_\_
  - ☐ CDOT Access Permit (submitted or approved), if applicable
  - ☐ Wildlife Mitigation Plan, if required

### 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