



OFFICE USE	Prosubmittal Code	PS23-005
	Planner Initials	MF, AG, DP
	Identifier	Baker/190000002

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 Special Use Permit Planning Type General

- ☒ Application fee \$ 1200
- ☒ 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

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Print/type name of owner