



**PLANNING DEPARTMENT**  
136 6th Street, Suite 200  
Steamboat Springs, CO 80477  
Ph: (970) 879-2704

OFFICE USE	Presubmittal Code	PS23-093
	Planner Initials	AG
	Identifier	Petersen Subdivision <i>Pedersen</i>

## SUBMITTAL CHECKLIST SUBDIVISION—FINAL PLAT

*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. Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).*

Project Type Subdivision Planning Type Final **Preliminary and Sketch**

- ☒ Application fee ~~\$1,100 + \$20/lot~~ If approved, a \$600 plat review fee will be charged. **\$3,500**
- ☒ Proof of ownership: Deed or Assessor's Property Record Card
- ☐ Statement of Authority, if required
- ☐ Deed to transfer title of property between owners (to be recorded with plat), if applicable
- ☒ Written narrative / detailed description of subject tract and proposed subdivision, ~~including any changes from Preliminary Plan~~ **see page 2 for additional information**
- ☒ 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
- ☒ 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:
  - ☐ Scale, written and graphic
  - ☐ North arrow (designated as true north)
  - ☐ 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
  - ☐ Boundary and lot lines with exact lengths and bearings
  - ☐ Lots and blocks numbered in consecutive order
  - ☐ Names of abutting subdivisions, or "unplatted" for abutting unplatted property
  - ☐ Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing
  - ☐ Signature blocks as required by Appendix B, Routt County Subdivision Regulations
  - ☐ Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations
  - ☐ Subdivision name (and filing, if applicable)
  - ☐ Basis of bearings
  - ☐ Location and names of all streets
  - ☐ Open spaces, public parcels and similar areas
  - ☐ Location and dimension of all easements (shown using dashed lines)
  - ☐ Description of monuments, found and set, marking boundary and lot lines, including control monuments
  - ☐ Designated "no build" zones
- ☒ Provide a summary on plans to satisfy the public sites and/or fee-in-lieu requirement in Chapter 3 of the Routt County Subdivision Regulations
- ☐ Engineered plans for all utilities, including water and sewer systems and utility lines
- ☐ Engineered plan and profiles for all new public streets and Common Roads
- ☐ Final plans for all other improvements
- ☐ Cost estimates for all improvements

**SUBMITTAL CHECKLIST  
SUBDIVISION—FINAL PLAT**

☒ Additional information as required by Planning Director see below

- |  |   |
|--|---|
| <input type="checkbox"/> CDOT Access Permit (submitted or approved), if applicable   | <input type="checkbox"/> Draft Covenants, if required             |
| <input type="checkbox"/> Wildlife Mitigation Plan, if required   | <input type="checkbox"/> Draft Development Agreement, if required |
| <input type="checkbox"/> Information regarding conditions of approval of Sketch and/or Preliminary Subdivision Plan, if applicable |   |

Note - a title policy commitment, less than 30 days old, will be required prior to plat recording; consult with Planning Staff

1. Letter of intent to serve from a special district, if applicable (Refer to Section 4.5.2, Routt County Subdivision Regulations)
2. ☐ Sketch subdivision plan, drawn to scale of 1" = 200' unless otherwise approved, including the following information, as applicable:
  - ☐ Scale, written and graphic
  - ☐ Proposed subdivision name and number of filings
  - ☐ North arrow (designated as true north)
  - ☐ Date of plan preparation
  - ☐ Names and addresses of property owner(s), subdivider, planner or designer, and registered surveyor
  - ☐ Vicinity sketch, drawn to scale of 1" = 500', illustrating abutting subdivisions tracts; lakes and streams within proposed subdivision tract; highways, streets, and utilities within 1/2 mile of proposed subdivision tract; and distance to municipal boundaries within 2 miles of proposed subdivision tract
  - ☐ Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
  - ☐ Water bodies, drainages, and ditches
  - ☐ Wetlands, floodplain, and steep slopes (>30%)
  - ☐ Topography (may be USGS 7.5' map)
  - ☐ Zoning of subject and adjacent property
  - ☐ Number, approximate size, and layout of proposed lots
  - ☐ Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
  - ☐ General location
3. Narrative must include statements on compliance with the Routt County Master Plan, Steamboat Springs Area Community Plan, and the Zoning and Subdivision Regulations.

**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

Owner's Signature

Print/type name of owner

Print/type name of owner