



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

## SUBMITTAL CHECKLIST SUBDIVISION—PRELIMINARY PLAN

*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 Preliminary

- Application fee \$2,400 + \$40/lot
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Written narrative / detailed description of subject tract and proposed subdivision, including any relevant special features and characteristics of the property and proposed subdivision
- 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
- Preliminary subdivision plan (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of 1" = 100' unless otherwise approved, including the following information, as applicable:
  - Scale, written and graphic
  - North arrow (designated as true north)
  - Names and addresses of property owner(s), subdivider, planner or designer, and registered surveyor
  - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
  - 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
  - Reference to permanent survey monuments with a tie to a section corner or quarter-section corner
  - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
  - Water bodies, drainages, and ditches
  - Designated "no build" zones
  - Number, size, layout, and dimensions of proposed lots
  - Layout, widths, curves, radii and other dimensions of subdivision streets
  - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses, lots, or outlots
  - Proposed subdivision name and number of filings
  - Date of plan preparation
  - Topography with minimum 10-foot contours, existing and proposed
  - Wetlands, floodplain, and steep slopes (>30%)
  - Zoning of subject and adjacent property
  - Number and location of off-street parking spaces
  - Location of proposed Improvements (*Refer to Section 4, Routt County Subdivision Regulations*)
- Engineered plans for all proposed utilities, including water and sewer systems and utility lines
- Engineered plan and profiles for all new public streets and 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
- Percolation test, if required by Environmental Health Department

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- 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*)
- Drainage study
- Floodplain study, if required
- Information regarding designation, dedication, and maintenance of open space; and dedication and/or fee in lieu of dedication of public sites (*Refer to Section 3.5, Routt County Subdivision Regulations*)
- Additional information as required by Planning Director \_\_\_\_\_
  - CDOT Access Permit (submitted or approved), if applicable
  - Wildlife Mitigation Plan, if required
  - Draft Covenants, if required
  - Draft Development Agreement, if required
  - Information regarding conditions of approval of Sketch Subdivision Plan, if applicable

**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

- a. Utility plans produced by a registered Colorado Engineer per the 2016 Routt County Road & Bridge Roadway Standards (roads, water, sewer, fire hydrants, grading and drainage, utilities, etc.)
  - b. Soils report
  - c. Landscaping plan to mitigate visual impacts of the development that uses wildlife friendly vegetation.
  - d. All lot dimensions
  - e. Plan showing land to be dedicated to the property owners' association as open space in conformance with Section 3.5.1 of the Subdivision Regulations.
  - f. The applicant shall work with the South Routt School District in identifying a site to be dedicated to the School District for a school in conformance with Section 3.5.3 of the Subdivision Regulations. Such site shall be shown on the site plan.
  - g. The site plan shall show parks to be dedicated in conformance with Section 3.5.2 of the Subdivision Regulations.
  - h. Engineered drainage study of the site per 2016 Routt County Road & Bridge Roadway Standards.
  - i. A traffic study performed by a registered Colorado Engineer based upon the number of approved units and the amount of commercial space proposed. The study shall include recommendations for signage and mitigation measures to ensure the safety of the traveling public in the area, including but not limited to:
    - (1) Impacts to County Road 18A, County Road 16, & Crow Trail
    - (2) Impacts to intersections at County Road 16 & 18A, 16 & 212, 16 & 14
    - (3) Impacts to County Road 14
- Comments shall be obtained from Routt County Public Works, prior to submittal of the Preliminary Plan.
- j. Road construction plans and specifications for the interior access road and for the realigned portion of CR 16 that meet the minimum requirements of the Oak Creek Fire Protection District and Routt County Public Works. Plans and specifications shall minimize cuts, fills, and visual scarring.
  - k. Drawings prepared by a registered Colorado Engineer for connection to the central water and sewer system.
  - l. Drawings prepared by a registered Colorado Engineer for expansion of the water storage and distribution system to meet the requirements of the Morrison Creek Water and Sanitation District and Oak Creek Fire Protection District, if applicable.
  - m. Draft Covenants
  - n. Weed management plan approved by the Routt County Weed Department that addresses development prior to final site revegetation.

- o. A revegetation plan to stabilize disturbed areas that includes the use of a seed mix reviewed and approved by Colorado Parks and Wildlife.
- p. Stormwater management plan for the development stage of the project.
- q. Stormwater management plan for the post development phase that minimizes erosion and runoff from impervious surfaces carrying sediment, nutrients, chemicals, trash, debris, pet waste, etc.
- r. Wildlife Mitigation Plan approved by Colorado Parks and Wildlife which addresses the issues stated in their letter dated June 22, 2023 and mitigates impacts to grouse, which may include a financial contribution to a wildlife mitigation fund
- s. Plan developed in conjunction with Colorado Parks and Wildlife that mitigates impacts to Stagecoach State Park.
- t. Snow Storage plan based upon the City of Steamboat Springs' standards for roads, parking areas, and walkways that also includes measures to remove trash, debris, nutrients and salts from snow as it melts. All snow shall be stored on-site.
- u. An analysis of substandard land in accordance with section 3.1.D of the Subdivision Regulations shall be submitted.
- v. Wildland Interface Plan, approved by the Oak Creek Fire Protection District that adheres to the proposed standards of the soon to be adopted Community Wildfire Protection Plan.
- w. A water quality study that takes into account the effluent and stormwater flowing into Stagecoach Reservoir focusing on phosphorus and nitrogen.