

September 06, 2024

Matthew Monger  
4786 Co Rd 312  
New Castle, CO 81647

**From:** Alan Goldich

Re: PL20240063, Special Use Permit, Nottingham - PS24-040

We reviewed the application for completeness on September 06, 2024. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

**Missing Submittal Requirements:**

- Site Plan – The words used to identify the structures are unreadable. Please change the font color or use a label.
- Submittal Checklist & Property Owner Statement of Approval – The document submitted needs to be signed by the landowner and the applicant.
- Written Narrative:
  - It is unclear who the applicant is. Please clarify if the applicant is Snake River Outfitters or Nottingham Land and Livestock.
  - This permit is for the hunting operation only. The ag uses do not require approval. Please amend the narrative to include the details and use of the hunting operation only.
- Statement of Authority – This document was not filled out correctly. We will need two documents:
  - A Statement of Authority allowing Mike Nottingham to sign on behalf of Nottingham Land and Livestock LLLP
  - A Statement of Authority allowing Thomas Patrick Grieve to sign on behalf of Snake River Outfitter, LLC (As a side note, Snake River Outfitter, LLC is not registered with Colorado Secretary of State. This will have to occur prior to the permit being issued.)
- Vicinity Map – Please add additional landmarks such as parcel lines and US Forest Service land boundaries.
- Proof of Ownership - Deed or Property Record Card

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered

complete.

Sincerely,

A handwritten signature in black ink that reads 'Alan Goldich'.

Alan Goldich, Senior Planner  
Routt County Planning Department