



OFFICE USE	Presubmittal Code _____
	Planner Initials <u>AG</u>
	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 Special Use Permit Planning Type SUP - Recreation

- Application fee \$ 1,200
- 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 Chapter 3 Sections 1-3, Routt County Unified Development Code "UDC")
- 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 *(Refer to Sections 3.6 and 3.7, UDC)*
- Transportation Summary Information per Road & Bridge Department standards *(Refer to Sections 3.20.A.8 and 3.23.C.4, UDC)*
- Traffic Impact Study per Road & Bridge Department standards, if required *(Refer to Sections 3.23, UDC)*
- Additional information as required by Planning Director see below

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  - CDOT Access Permit (submitted or approved), if applicable
  - Wildlife Mitigation Plan, if required

Information addressing the below:

1. Use Standards (chapter 2 section 2)
2. Public Benefit (section 3.22)
3. Road Improvement Study (section 3.23.D.3)
4. Natural Hazard Areas and Environmental Report (section 3.33)
5. Stormwater Management (section 3.5)

**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

SMV Stagecoach Ski Mountain, LLC by Chris Wittemyer, Manager  
\_\_\_\_\_  
Print/type name of owner

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print/type name of owner