



OFFICE USE	Presubmittal Code	PS24-044
	Planner Initials	AG
	Identifier	Feathered Elk

## 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 Conditional Use Permit Planning Type Recreation

- ☐ Application fee \$ 900
- ☐ 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.

Robert C Miller  
Owner's Signature

Thomas Miller  
Owner's Signature

ROBERT C MILLER  
Print/type name of owner

THOMAS MILLER  
Print/type name of owner