



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

OFFICE USE	Presubmittal Code	PS23-056
	Planner Initials	MF
	Identifier	Masonic Temple

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 General

- ☒ 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

**SUBMITTAL CHECKLIST
GENERAL—LAND USE CHANGE**

- ☒ 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.

C. Raymond Selke
Owner's Signature

C. R. SELKE
Print/type name of owner

Owner's Signature

Print/type name of owner