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| OFFICE USE | Presubmittal Code | PS25-014 |
| | Planner Initials | ME |
| | Identifier | SLO Sleigh/Wagon |

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 Administrative Use Permit Planning Type Administrative Permit- Amendment
- ☒ Application fee \$ 600
- ☒ 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
- The existing permit will suffice.**
- ☐ 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
- Maps of the new sleigh ride route will suffice.**
- ☐ Employee Housing Plan (Refer to Section 3.21 of the UDC)
- ☐ Plan to satisfy the Public Benefit requirement (Refer to Section 3.22 of the UDC)

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 (*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 USFS guide permit

- ☐ 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.

Ben Simms
GM Owner's Signature

Ben Simms
Print/type name of owner GM

Owner's Signature

Print/type name of owner