



OFFICE USE	Presubmittal Code	PS25-013
	Planner Initials	ME
	Identifier	SLO ATV TOURS

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 Special Use 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 trails currently utilized 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)


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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 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.



Owner's Signature
6M

Ben Simms
Print/type name of ~~owner~~ 6M

Owner's Signature

Print/type name of owner