



OFFICE USE	Presubmittal Code	PS25-003
	Planner Initials	AG
	Identifier	SLO Snowmobile

## 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)

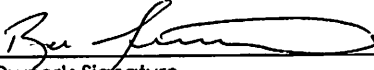
## SUBMITTAL CHECKLIST GENERAL—LAND USE CHANGE

- ☐ 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.

  
GM Owner's Signature

Ben Simms  
Print/type name of owner ~~owner~~ GM

Owner's Signature

Print/type name of owner