



OFFICE USE	Presubmittal Code	PS24-040
	Planner Initials	AG
	Identifier	Nottingham

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:

<input type="checkbox"/> Description of use	<input type="checkbox"/> Anticipated traffic
<input type="checkbox"/> Hours of operation	<input type="checkbox"/> Access to the property
<input type="checkbox"/> Anticipated number of employees	<input type="checkbox"/> 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:

<input type="checkbox"/> Scale & North arrow	<input type="checkbox"/> Easements, building envelopes, and minimum setbacks
<input type="checkbox"/> Location and dimensions of all existing and proposed buildings, structures, and fencing	<input type="checkbox"/> Location, width, and surface of all sidewalks and trails
<input type="checkbox"/> Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas	<input type="checkbox"/> Location and type of proposed landscaping and/or screening
<input type="checkbox"/> Parking areas	<input type="checkbox"/> Location, width, and surface of all existing and proposed access roads and drives
<input type="checkbox"/> Snow storage	<input type="checkbox"/> Location and method of hazardous materials storage
<input type="checkbox"/> Sanitation facilities	<input type="checkbox"/> Exterior lighting
<input type="checkbox"/> Utilities	<input type="checkbox"/> Phasing Plan, if applicable
<input type="checkbox"/> Water bodies, drainages, and ditches	<input type="checkbox"/> Grading and Excavation Plan, if applicable
<input type="checkbox"/> Wetlands, floodplain, and steep slopes (>30%)	<input type="checkbox"/> Reclamation Plan, if applicable

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- ☒ Floor plans and elevation drawings of proposed buildings, drawn to scale **pictures are acceptable**
- ☐ 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.

Michael Nottingham
Owner's Signature

Michael Nottingham
Print/type name of owner

Owner's Signature

Print/type name of owner