



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

SUBMITTAL CHECKLIST ADJUSTMENT

OFFICE USE	Presubmittal Code	PS25-022
	Planner Initials	MF
	Identifier	Whittingham

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 Adjustment Planning Type Adjustment

- ☒ Application fee \$1200
- ☒ Proof of ownership: Deed or Assessor's Property Record Card
- ☐ Statement of Authority, if required
- ☒ Vicinity map
- ☒ Written narrative / detailed description of variance request, including the following information, as applicable:
 - ☐ Specific relief being requested
 - ☐ Reason for the request
- ☒ Written narrative / detailed description of how the requested variance meets all standards of Section 4.72.C of Routt County Unified Development Code. The petition must be specific and show that all of the following exist:
 - ☐ Peculiar and exceptional practical difficulties or an unnecessary and unreasonable hardship will be imposed on the property owner if the provisions of this UDC are strictly enforced.
 - ☐ The requested Adjustment is the minimum deviation necessary to enable reasonable use of the property.
 - ☐ The Adjustment is necessary to provide the property with comparable use rights and privileges permitted to other properties in the vicinity and the applicable zone district.
 - ☐ The Adjustment, if granted, will not confer a personal convenience or special privilege to the applicant.
 - ☐ Circumstances creating the hardship were in existence on the effective date of the regulations from which an adjustment is requested, or were created subsequently through no fault of the applicant.
 - ☐ That the property for which an adjustment is requested possesses a site-specific constraint, such as exceptional narrowness, shallowness, shape or topography or other extraordinary and exceptional situation or condition which does not occur generally in other property in the same Zone District.
 - ☐ The Adjustment, if granted, will not diminish the value, use, or enjoyment of the adjacent properties, nor curtail desirable light, air, and open space in the neighborhood, nor change the character of the neighborhood.
 - ☐ The Adjustment, if granted, will not be directly contrary to the intent and purpose of this UDC or the Master Plan.
- ☒ 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 and North arrow
 - ☐ Easements, building envelopes, and minimum setbacks
 - ☐ Property lines and dimensions
 - ☐ Water bodies, drainages, and ditches
 - ☐ Location of wells and septic/leach fields
 - ☐ Wetlands, floodplain, and steep slopes (>30%)
 - ☐ Location and dimensions of all existing and proposed buildings, structures, roads, drives, and/or other improvements
- ☒ Floor plans and elevation drawings of proposed buildings, drawn to scale
- ☐ Additional information as required by Planning Director _____

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.

Rosemary Whittingham
Owner's Signature

Rosemary Whittingham
Print/type name of owner

Owner's Signature

Print/type name of owner