



## SUBMITTAL CHECKLIST GENERAL LAND USE CHANGE

Activity No. \_\_\_\_\_ **OFFICE USE**  
 Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

- ☐ Signed application form
- ☐ Application fee \$ **\$1200**
- ☐ PDF of complete submittal package: ☐ CD/Flash ☐ Emailed
- ☐ Proof of ownership: ☐ Lease ☐ Deed
- ☐ Statement of Authority, if required
- ☐ Vicinity map
- ☐ Legal description: ☐ Attached ☐ On application form
- ☐ List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners (*not required for Minor Use Permits*)
- ☐ 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
- ☐ Mitigation Plan for any significant negative impacts (*Refer to Section 6, Routt County Zoning Regulations*)
- ☐ 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
- ☐ Floor plans and elevation drawings of proposed buildings, drawn to scale
- ☐ 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 **See next page**
  - ☐ CDOT Access Permit (submitted or approved), if applicable
  - ☐ Wildlife Mitigation Plan, if required

1. Certificate of Designation legal description and site plan
2. Operational Boundary if different from CD boundary
3. Special Use Permit boundary if different from #1 and/or #2
4. Building information to include whether heat/electric/plumbing is installed
5. Proposed amendments to existing COAs
6. List of all required permits from Federal and State agencies. Provide copies of all approved permits, certifications, registrations, and plans
  - a. EDOP
  - b. ACOE documentation of no wetlands
  - c. NPDES
  - d. Air quality (Title 5) Update on compliance issues
  - e. Recycling,
  - f. SPCC
  - g. SWMP - whole site and borrow areas
  - h. Financial Assurance
  - i. Noxious Weed monitoring and mitigation plan
  - j. EPA (small quantity generator, if applicable)
  - k. Asbestos
7. All compliance orders and advisories (and statuses) for past 10 years