



ROUTT COUNTY

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

SUBMITTAL CHECKLIST SKETCH/SUBDIVISION PLAN *Preliminary*

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 \$ _____
- ☒ PDF of complete submittal package: ☐ CD/Flash ☐ Emailed
- ☒ Proof of ownership: ☐ Deed ☐ Current title policy commitment
- ☐ Statement of Authority, if required
- ☒ Legal description: ☐ Attached ☐ On application form
- ☒ List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners (for public notice purposes)
- ☒ Written narrative / detailed description of subject tract and proposed subdivision, including any relevant special features and characteristics of the property and proposed subdivision
- ☐ 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, wildlife hazards, and critical wildlife habitat
- ☒ Sketch subdivision plan, drawn to scale of 1" = 200' unless otherwise approved, including the following information, as applicable:
 - ☐ Scale, written and graphic ☐ Proposed subdivision name and number of fillings
 - ☐ North arrow (designated as true north) ☐ Date of plan preparation
 - ☐ Names and addresses of property owner(s), subdivider, planner or designer, and registered surveyor
 - ☐ Vicinity sketch, drawn to scale of 1" = 500', illustrating abutting subdivisions tracts; lakes and streams within proposed subdivision tract; highways, streets, and utilities within 1/2 mile of proposed subdivision tract; and distance to municipal boundaries within 2 miles of proposed subdivision tract
 - ☐ Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
 - ☐ Water bodies, drainages, and ditches ☐ Wetlands, floodplain, and steep slopes (>30%)
 - ☐ Topography (may be USGS 7.5' map) ☐ Zoning of subject and adjacent property
 - ☐ Layout and general dimensions of subdivision streets ☐ Number, approximate size, and layout of proposed lots
 - ☐ Gross acreage of subdivision tract, excluding existing ☐ General location of utilities on and adjacent to the dedicated public right-of-way subdivision tract
 - ☐ Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses
- ☒ Information regarding water availability and quality, documentation of water rights, if applicable, and letter of intent to serve from a special district, if applicable (Refer to Section 4.5.2, Routt County Subdivision Regulations)
- ☒ Information regarding sewage disposal system proposed
- ☐ 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 information as required by Planning Director _____