



**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 electronic submission

☐ Application fee \$ _____

☐ 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) N/A

☒ Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:

☐ Description of use

☐ Anticipated traffic

☐ Hours of operation

☐ Access to the property

☐ Anticipated number of employees

☐ 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

☐ Easements, building envelopes, and minimum setbacks

☐ North arrow

☐ Location, width, and surface of all sidewalks and trails

☐ Location and dimensions of all existing and proposed buildings, structures, and fencing

☐ Location and type of proposed landscaping and/or screening

☐ Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas

☐ Location, width, and surface of all existing and proposed access roads and drives

☐ Parking areas

☐ Location and method of hazardous materials storage

☐ Snow storage

☐ Exterior lighting

☐ Sanitation facilities

☐ Phasing Plan, if applicable

☐ Utilities

☐ Grading and Excavation Plan, if applicable

☐ Water bodies, drainages, and ditches

☐ Reclamation Plan, if applicable

☐ Wetlands, floodplain, and steep slopes (>30%)

☐ 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 _____

☐ CDOT Access Permit (submitted or approved), if applicable

☐ Wildlife Mitigation Plan, if required