



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 \$ **900**
- ☒ 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 **include existing structures as well**
- ☐ 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