



## 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 page 2
- ☐ CDOT Access Permit (submitted or approved), if applicable
- ☐ Wildlife Mitigation Plan, if required

1. Spill Control Plan
2. Phase 1 Environmental Assessment, if available
3. Copies of all State registrations, permits, and approvals, including but not limited to:
  - a. State Recycler ID or proof of registration
  - b. State Stormwater Management Permit
  - c. State Discharge Permit, if needed. If one is not required, please provide evidence of this.
  - d. Permit/Registration to be a waste tire collection facility or a waste tire removal plan
  - e. Confirmation regarding fuel storage and handling requirements
  - f. Plan for handling (generation, storage, transport) of used oil and/or other fluids