

March 25, 2022

James Burgess  
187 Lone pine road  
cora, WY 82925

**From:** Lucinda Cannady

Re: PL20220026, Conditional Use Permit, Burgess Donham Bed and Breakfast

We reviewed the application for completeness on March 25, 2022. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

**Missing Submittal Requirements:**

- Statement of Approval from Property Owners – This document is attached. it needs to be signed and submitted.
- Statement of Authority – The document submitted does not state that Rita Donham or James Burgess are able to sign on behalf of the Trust. Please submit a Statement of Authority that specifically authorized Rita Donham or James Burgess to sign on behalf of the Trust.

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered complete.

Sincerely,

Lucinda Cannady,  
Routt County Planning Department