

April 18, 2022

James Ingwersen  
2621 Elk Park Rd  
Larkspur, CO 80118

**Re: PL20220038, Subdivision, GREEN BIRD REPLAT**

We reviewed the application for completeness on April 18, 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:**

- Existing Conditions – there is no existing conditions survey of the site
- Legal Description of Easement
- Owner Approval – because you are using an older checklist, a separate owner Statement of Approval document must be submitted for each of the 2 properties, signed by each property owner

**Submittal Items Requiring Correction:**

- Utility Company Sign-Off – a blank, unsigned Word document was uploaded in lieu of a signed document. A signed document is required from all applicable utilities.

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,



Michael Fitz, Planner Tech  
Routt County Planning Department