

# Routt County

## Planning Department

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## SUBMITTAL CHECKLIST CONCEPTUAL PUD

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 \$ \_\_\_\_\_
- ☒ 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 (for public notice purposes)
- ☒ Written narrative / description of subject site and proposed use/development, with as much detail as possible regarding the following, as applicable:
  - ☒ Description of proposed use(s) ☒ Anticipated traffic
  - ☒ Description of proposed variations from Routt County Zoning Regulations and explanation of benefit(s) to be achieved by the proposed variations (e.g., innovative design, creative land use)
- ☒ Mitigation Plan for any significant negative impacts (Refer to Section 6, Routt County Zoning Regulations). Level of detail to be determined by Planning Director *N/A*
- ☒ Existing Conditions Plan including the location and dimension of all existing buildings, structures, fencing and lots.
- ☒ Draft PUD Guide indicating basic zoning information such as land uses, building height and setbacks, permitted uses, etc..
- ☒ Conceptual plan, drawn to scale. A Land Use Plan of Development (POD Plan or sometimes referred to as a "bubble plan") is acceptable if it includes at least the following for each land use pod: road circulation layout, land use(s); # and types of units, commercial type and square footage, other proposed elements as required by the Planning Director, as applicable:
  - ☒ Scale ☒ General location, width, and surface of all trails
  - ☒ North arrow ☒ Conceptual Landscape Plan
  - ☒ Parking areas over 10 spaces ☒ Conceptual Phasing Plan, if applicable
  - ☒ Snow storage ☒ Conceptual Grading and Excavation Plan, if applicable
  - ☒ Sanitation facilities ☒ Reclamation Plan, if applicable
  - ☒ Utility plan ☒ Wetlands, floodplain, and steep slopes (>30%)
  - ☒ Water bodies, drainages, and ditches
- N/A* ☐ Typical floor plans and elevation drawings (or photographs) of each proposed building type, drawn to scale
- ☒ Conceptual sign plan
- N/A* ☐ Traffic Impact Study (per Road & Bridge Department standards), if required
- N/A* ☐ Transportation Summary Information (per Road & Bridge Department standards), if Road Engineering Study is required
- N/A* ☐ Additional information as required by Planning Director \_\_\_\_\_