



SUBMITTAL CHECKLIST CONCEPTUAL PUD

*This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. 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).***

Project Type _____ Planning Type _____

- ☐ Statement of approval from property owner
- ☐ Application fee \$1200
- ☐ Proof of ownership: ☐ Lease ☐ Deed
- ☐ Statement of Authority, if required
- ☐ Vicinity map
- ☐ 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
- ☐ 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
- ☐ Typical floor plans and elevation drawings (or photographs) of each proposed building type, drawn to scale
- ☐ Conceptual sign plan
- ☐ 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 information as required by Planning Director _____