

July 22, 2022

ROBERT HAGERTY
108 CALLE FRANCISCA
Santa Fe, NM 87507

RE: PL20220070, Aspen Heights Subdivision F9

We reviewed the application for completeness on July 22, 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:

- *Proof of Ownership - Deed or Property Record Card* – no ownership documents were uploaded
- *Vicinity Map* – no Vicinity Map was uploaded
- *Existing Conditions* – a site survey showing the existing lot boundaries, easements, contours, etc was not uploaded
- *Submittal Checklist & Property Owner Statement of Approval* – this is the checklist provided by the Planning Department, to be signed by the property owner
- *Survey Plat* – please show the new plat overlaid with the existing lots to show what is being removed
- *Legal Description of Easement* – no Legal Description or exhibit of to-be-vacated easements/rights-of-way/etc was uploaded
- *Statement of Approval from Routt County Road & Bridge Department* – per correspondence with Alan Goldich

Preliminary Review Corrections:

While optional at this stage, it is highly recommended that the plat be revised for this initial resubmission. It is very hard to tell where the new lots are, and what is not included within the subdivision. Please use a very light line weight for any surrounding lots and indicate “not a part”. Please use a very strongly bolded line for the new lot. Please remove all interior detail for the previously-existing lots; these lots may be should be shown on the Existing Conditions plan, but they won’t exist when the new plat is recorded.

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 I
Routt County Planning Department