

August 22, 2022

Gardner Flanigan
35465 US Hwy 40, P.O. Box 773621
Steamboat Springs, CO 80477

Re: PL20220073, Conditional Use Permit, STARS Equine Therapy Amendment

We reviewed the application for completeness on August 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:

- Statement of Authority – a statement of authority is a recorded document that states “PERSON is the TITLE authorized to sign on behalf of TRUST NAME”.
- Submittal Checklist & Property Owner Statement of Approval – this is the checklist provided by the Planning Department that indicates what documents are required. The owner (or the person identified by the statement of authority) must sign this checklist.

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