

January 05, 2023

Deborah leigh Smith  
2730 Longthong Road  
STEAMBOAT SPRINGS, CO 80487

**From:** Alan Goldich

**Re:** PL20220109, Subdivision, Smith Steamboat School Dist Replat

We reviewed the application for completeness on January 05, 2023. 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:**

- Submittal Checklist & Property Owner Statement of Approval – Neither of the landowners signed the submittal checklist. Please have both landowners sign.
- Written Narrative – Please submit a narrative which states what the request is. Also, please provide information on how the land acquired by Smith will be combined with their existing land; either through a replat or an Acknowledgement of Merger of Title.
- Proposed Plat – If the Smith property will be replatted, this will need to be shown on the submitted plat.
- Vicinity Map – Include the Smith property in the vicinity map
- Existing Conditions map

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,



Alan Goldich, Senior Planner  
Routt County Planning Department