

January 18, 2023

brady glauthier
PO Box 152
Oak Creek, CO 80467

From: Alan Goldich

Re: PL20230001, Special Use Permit, Oak Creek Fire Temporary Housing

We reviewed the application for completeness on January 18, 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:

- Fire Safety Plan
- Grading and Excavation Plan
- Reclamation Plan - Please include if any grading will take place, if gravel will be removed, how much topsoil will be put down, and what kind of seed mix will be used, what method for application will be used, and how the applicant will ensure that the seed gets established.
- Site Plan – Please add parcel boundaries.
- Property Owner Statement of Approval - The Statement of Authority gives you the ability to sign on behalf of the property owner. Please sign the checklist and resubmit.
- Elevations or photos of units
- Written Narrative
 - A certification that these units will only be utilized by employees of the Oak Creek Fire Protection District needs to be included in order for the fees to be waived;
 - Anticipated water usage and how much traffic this will generate;
 - Anticipated wastewater generation and how much traffic this will generate;
 - Location of where wastewater will be taken;
 - Size and location of water and wastewater tanks;
 - Manner of waste disposal, location of trash cans, and how much traffic this will generate;
 - Number of personal vehicles that will be onsite;
 - Location of outdoor lighting;
- Existing Conditions

- Applicant's signature – There is a location on the Submittal Checklist for the applicant. Please have the President of the Board sign if the fees are to be waived.

Since there is a Code Enforcement case open against this use, please have this information submitted by February 1, 2023. The application 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