



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
GENERAL—LAND USE CHANGE

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.

- Project Type _____ Planning Type _____
- ☐ Application fee \$ _____
 - ☐ Proof of ownership: Deed or Assessor's Property Record Card
 - ☐ Statement of Authority, if required
 - ☐ Vicinity map
 - ☐ Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
 - ☐ Description of use
 - ☐ Hours of operation
 - ☐ Anticipated number of employees
 - ☐ Anticipated traffic
 - ☐ Access to the property
 - ☐ Type of equipment and vehicles
 - ☐ Mitigation Plan for any significant negative impacts (Refer to Section 6, Routt County Zoning Regulations)
 - ☐ Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
 - ☐ Site plan, drawn to scale, including the following information, as applicable:
 - ☐ Scale & North arrow
 - ☐ Location and dimensions of all existing and proposed buildings, structures, and fencing
 - ☐ Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas
 - ☐ Parking areas
 - ☐ Snow storage
 - ☐ Sanitation facilities
 - ☐ Utilities
 - ☐ Water bodies, drainages, and ditches
 - ☐ Wetlands, floodplain, and steep slopes (>30%)
 - ☐ Easements, building envelopes, and minimum setbacks
 - ☐ Location, width, and surface of all sidewalks and trails
 - ☐ Location and type of proposed landscaping and/or screening
 - ☐ Location, width, and surface of all existing and proposed access roads and drives
 - ☐ Location and method of hazardous materials storage
 - ☐ Exterior lighting
 - ☐ Phasing Plan, if applicable
 - ☐ Grading and Excavation Plan, if applicable
 - ☐ Reclamation Plan, if applicable

Aerial photo with existing cabins drawn in is acceptable

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- ☐ Floor plans and elevation drawings of proposed buildings, drawn to scale
- ☐ Engineered plan and profiles for all new Common Roads
- ☐ 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 submittal requirements for specific land use proposal (*Refer to Appendix A, Routt County Zoning Regulations*)
- ☐ Additional information as required by Planning Director _____
 - ☐ CDOT Access Permit (submitted or approved), if applicable
 - ☐ Wildlife Mitigation Plan, if required

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Owner's Signature

Print/type name of owner

Owner's Signature

Print/type name of owner