



# ROUTT COUNTY

**PLANNING DEPARTMENT**  
136 6th Street, Suite 200  
Steamboat Springs, CO 80477  
Ph: (970) 879-2704

**OFFICE USE**Presubmittal Code PS22-080Planner Initials AGIdentifier Woodrow Replat

## SUBMITTAL CHECKLIST SUBDIVISION—LAND PRESERVATION, EXEMPTION

*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. Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).*

Project Type Subdivision Planning Type LPS Amendment

- ☒ Application fee \$ 600 If approved, a \$600 plat review fee will be charged
- ☒ Proof of ownership: Deed or Assessor's Property Record Card
- ☐ Statement of Authority, if required
- ☐ Deed to transfer title of property between owners (to be recorded with plat), if applicable
- ☒ Written narrative / description of compliance with LPS Design Standards (Refer to Section 5, Routt County Subdivision 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
- ☒ Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including the following information, as applicable:
  - ☐ Scale, written and graphic
  - ☐ North arrow (designated as true north)
  - ☐ Written property description referencing county, state, section, township, range, and principal meridian or established subdivision, block, and lot number or other established and accepted method
  - ☐ Boundary and lot lines with exact lengths and bearings
  - ☐ Lots and blocks numbered in consecutive order
  - ☐ Names of abutting subdivisions, or "unplatted" for abutting unplatted property
  - ☐ Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing
  - ☐ Topography with minimum 10-foot contours
  - ☐ Signature blocks as required by Appendix B, Routt County Subdivision Regulations
  - ☐ Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations
  - ☐ Subdivision Exemption name (and filing, if applicable)
  - ☐ Basis of bearings
  - ☐ Location and names of all streets
  - ☐ Open spaces, remainder parcels and contingent lots
  - ☐ Location and dimension of all easements (shown using dashed lines)
  - ☐ Description of monuments, found and set, marking boundary and lot lines, including control monuments
  - ☐ Designated "no build" zones
- ☒ Digital copy of plat
- ☐ Information regarding designation, dedication, and maintenance of open space
- ☐ Reports, prepared by a qualified engineer, of water availability and quality and sewage disposal system
- ☐ Engineered plan and profiles for all new public streets and Common Roads
- ☐ Final plans for all other improvements
- ☐ Cost estimates for all improvements

**SUBMITTAL CHECKLIST  
SUBDIVISION—LAND PRESERVATION, EXEMPTION**

☐ Additional information as required by Planning Director \_\_\_\_\_

☐ CDOT Access Permit (submitted or approved), if applicable

☐ Draft Covenants, if required

☐ Wildlife Mitigation Plan, if required

☐ Draft Development Agreement, if required

Note - a title policy commitment, less than 30 days old, will be required prior to plat recording; consult with Planning Staff

**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

MARTIN J. WOODROW  
Print/type name of owner

  
Owner's Signature

Meredith C Woodrow  
Print/type name of owner