



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 _____

☐ Statement of approval from property owner **PLEASE REFER TO THE ATTACHED LEASE**

☐ Application fee \$ **NO FEE** _____

☐ Proof of ownership: ☐ Lease ☒ **Deed Parcel number 936092003**

☐ Statement of Authority, if required **This document authorizes an individual person to sign on behalf of the School District.**

☐ Vicinity map

☐ Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:

☐ Description of use

☐ Anticipated traffic

☐ Hours of operation

☐ Access to the property

☐ Anticipated number of employees

☐ Type of equipment and vehicles

☐ Mitigation Plan for any significant negative impacts (*Refer to Section 6, Routt County Zoning Regulations*)

☐ Site plan, drawn to scale, including the following information, as applicable: **PLEASE REFER TO ATTACHED SITE PLAN**

☐ Scale

☐ Easements, building envelopes, and minimum setbacks

☐ North arrow

☐ Location, width, and surface of all sidewalks and trails

☐ Location and dimensions of all existing and proposed buildings, structures, and fencing

☐ Location and type of proposed landscaping and/or screening

☐ Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas

☐ Location, width, and surface of all existing and proposed access roads and drives

☐ Parking areas **Existing school parking lots**

☐ Location and method of hazardous materials storage

☐ Snow storage **Seasonal use only; roof designed to avoid snow shed. NO SNOW REMOVAL REQUIRED**

☐ Exterior lighting

☐ Sanitation facilities **Existing school water and sewer services**

☐ Phasing Plan, if applicable

☐ Utilities

☐ Grading and Excavation Plan, if applicable

☐ Water bodies, drainages, and ditches

☐ Reclamation Plan, if applicable

☐ Wetlands, floodplain, and steep slopes (>30%)

☐ 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