



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 Conditional Use Permit Planning Type General

☒ 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

☒ 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)

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

☒ 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 **Existing school parking lots**

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

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

☐ Utilities

☐ Water bodies, drainages, and ditches

☐ 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