



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

OFFICE USE	Presubmittal Code	PS22-082
	Planner Initials	MF
	Identifier	Milner Sewage

## 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 Special Use Permit Planning Type Amendment

- ☐ Application fee \$ N/A
- ☒ 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:
- |                                                                     |                                                                    |
|---------------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Description of use              | <input checked="" type="checkbox"/> Anticipated traffic            |
| <input checked="" type="checkbox"/> Hours of operation              | <input checked="" type="checkbox"/> Access to the property         |
| <input checked="" type="checkbox"/> Anticipated number of employees | <input checked="" type="checkbox"/> 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:
- |                                                                                                                                                     |                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Scale & North arrow                                                                                             | <input checked="" type="checkbox"/> Easements, building envelopes, and minimum setbacks                               |
| <input checked="" type="checkbox"/> Location and dimensions of all existing and proposed buildings, structures, and fencing                         | <input checked="" type="checkbox"/> Location, width, and surface of all sidewalks and trails                          |
| <input checked="" type="checkbox"/> Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas | <input checked="" type="checkbox"/> Location and type of proposed landscaping and/or screening                        |
| <input checked="" type="checkbox"/> Parking areas                                                                                                   | <input checked="" type="checkbox"/> Location, width, and surface of all existing and proposed access roads and drives |
| <input checked="" type="checkbox"/> Snow storage                                                                                                    | <input checked="" type="checkbox"/> Location and method of hazardous materials storage                                |
| <input checked="" type="checkbox"/> Sanitation facilities                                                                                           | <input checked="" type="checkbox"/> Exterior lighting                                                                 |
| <input checked="" type="checkbox"/> Utilities                                                                                                       | <input checked="" type="checkbox"/> Phasing Plan, if applicable                                                       |
| <input checked="" type="checkbox"/> Water bodies, drainages, and ditches                                                                            | <input checked="" type="checkbox"/> Grading and Excavation Plan, if applicable                                        |
| <input checked="" type="checkbox"/> Wetlands, floodplain, and steep slopes (>30%)                                                                   | <input type="checkbox"/> Reclamation Plan, if applicable                                                              |
- ☒ 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