

June 13, 2023

Austin Cagaanan
245 Howelsen Parkway
Steamboat Springs , CO 80487

From: Alan Goldich

Re: PL20230051, Minor Use Permit, Town Challenge - Bike Series

We reviewed the application for completeness on June 13, 2023. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

Missing Submittal Requirements:

- Site Plan that includes all event features including start/finish line, event tents, etc.
- Proof of Ownership - Deed or Property Record Card
- Statement of Authority for whoever signs on behalf of the Town of Oak Creek
- Vicinity Map
- Written Narrative
- Submittal Checklist & Property Owner Statement of Approval

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered complete.

Sincerely,



Alan Goldich, Senior Planner
Routt County Planning Department