

July 11, 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 July 11, 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:**

- Proof of Ownership - Deed or Property Record Card
- Vicinity Map – please provide a map that is zoomed out to show the surrounding vicinity of the event.

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