



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
124 10<sup>th</sup> STREET  
P.O. BOX 775088  
STEAMBOAT SPRINGS, COLORADO 80477  
(970) 879-2060

## SUBMITTAL REQUIREMENTS FORM

**The following submittal requirements must accompany a completed Application Form.**

If there are any discrepancies between these submittal requirements and the submittal requirements listed in the CDC, the submittal requirements in the CDC shall prevail.

### CHANGE OF USE

\_\_\_\_\_ **Application.** A completed application form as provided by the Director.

\_\_\_\_\_ **Fee.** The appropriate fee as adopted by City of Steamboat Springs Resolution.

\_\_\_\_\_ **Proof of Ownership.** Proof of ownership in the form of a Routt County Assessor printout in conjunction with a notarized affidavit stating the owner of the property. Where the owner of the property is an entity, it must be stated who the owners/managers of the entity are i.e. officers, directors and shareholders of corporations, managers and members of LLCs, general and limited partners for limited partnership, partners in partnerships. In instances where the applicant is not the owner of the property, an authorization from the owner for the non-owner applicant to proceed must be included with the above-referenced proof of ownership. Subsequent applications for the same development proposal may submit a signed affidavit, together with the previous submitted proof of ownership, signifying ownership has not been altered in any manner.

\_\_\_\_\_ **Public Notice.** With your application, provide the required information to satisfy public notice requirements. Public Notice shall be performed in accordance with Sections 26-42 and 26-51 of the CDC. Notice shall include Surrounding Property Owner Notice, Newspaper Publication, Property Posting and Website Publication.

- Surrounding Property Owner (SPO) notice. Utilize the map and list provided by the Planning Department to identify surrounding property owners. SPO notice shall be mailed no less than 14 days prior to final decision. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to final decision. A blank affidavit form is available at the Department of Planning and Community Development.
- Property Posting. The property shall be posted for 10 consecutive days prior to final decision. A signed notification affidavit is necessary for each property posting.

\_\_\_\_\_ **Vicinity Map.** A vicinity map with an arrow indicating north at a scale of not less than one inch equals one thousand feet (1"=1,000') with the public street(s) closest to the property graphically depicted and clearly labeled.

\_\_\_\_\_ **Site Plan.** A site plan with the following information shall be required with all Changes of Use:

- \_\_\_\_\_ Written and graphic scale.
- \_\_\_\_\_ North arrow designating true north.
- \_\_\_\_\_ Existing zone district and proposed zone district if applicable.
- \_\_\_\_\_ Perimeter outline of exterior and interior lot lines with dimensions in square footage or acreage clearly indicated.
- \_\_\_\_\_ Existing principal and accessory structures to be retained.
- \_\_\_\_\_ Location and dimensions of site improvements including but not limited to parking areas, streets, driveways, sidewalks, trails, public spaces, amenity spaces, outdoor seating areas, outdoor display areas, loading areas, trash enclosures, drainageways, and recycling facilities.
- \_\_\_\_\_ The location and dimensions of all snow storage areas.
- \_\_\_\_\_ The location and dimensions of all required open space areas.
- \_\_\_\_\_ Location and dimensions of right-of-way and pavement width for adjacent streets.

**END**