



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
 124 10th 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.

STEAMBOAT SPRINGS AREA COMMUNITY PLAN AMENDMENTS FUTURE LAND USE & URBAN GROWTH BOUNDARY

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

_____ **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.

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

_____ **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 public hearing. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to public hearing. 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 public hearing. A signed notification affidavit is necessary for each property posting.

- _____ **Letter.** A letter containing:
 - _____ A clear statement or description of the requested amendment;
 - _____ The purpose for the request and intent for future development of the subject site; and
 - _____ **A detailed description of how the proposed amendment complies with the following:**
 1. The existing Community Area Plan and/or any related element thereof is in need of the proposed amendment;
 2. The proposed amendment is compatible with the surrounding area, and the goals and policies of the Plan;
 3. The proposed amendment will have no major negative impacts on transportation, services, and facilities;
 4. The proposed amendment will have minimal effect on service provision, including adequacy or availability of urban facilities and services, and is compatible with existing and planned service provision;
 5. The proposed amendment is consistent with the City's ability to annex the property;
 6. The proposed amendment is consistent with the logical expansion of the Growth Management Area boundary;
 7. Strict adherence to the Plan would result in a situation neither intended nor in keeping with other key elements and policies of the Plan; and
 8. The proposed plan amendment will promote the public welfare and will be consistent with the goals and policies of the Community Area Plan and the elements thereof.

_____ **Legal Description.** A legal description of the subject property.

_____ **Drawing.** A scaled drawing of the perimeter of the property with bearings and distances, prepared by a registered land surveyor in the State of Colorado. For properties already platted, a copy of the approved subdivision plat is adequate if the subject site is clearly defined.

END