



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.

CONCEPTUAL DEVELOPMENT PLAN

Approval of the Development Plan (Conceptual Submittal) shall be defined as follows:

A development plan, processed as a Conceptual Development Plan, shall result in the approval of only those aspects and qualities of the proposed development specifically identified in the application and included in the City Council motion approving the Conceptual Development Plan. The Conceptual Development Plan process may be used to obtain approval of site design, access, and building design, including height and massing.

The applicant may present information relating to other aspects of the proposed development including, but not limited to, grading and drainage, utilities, building fenestration, and landscaping. These aspects should be depicted and labeled as illustrative only.

The Conceptual Development Plan Submittal shall provide all items defined on the amended Submittal Requirements Form (Below).

_____ **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, Website Publication, and Mineral Rights Notification.

- 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.
- Mineral Rights Notification must be mailed no less than 30 days prior to public hearing or an affidavit stating that no mineral rights exist shall be submitted to the Planning Department 30 days prior to public hearing.

_____ **Development Plan.** A complete Development Plan with the following format and information shall be submitted.

Format. The format of Development Plans shall be initially submitted as an entirely legible blue line (not less than 24" by 36" sheet size) capable of reproduction, with a scale of no less than one inch equals forty feet (1"=40'). If multiple pages are provided, there shall be an index placed on the first page for reference. The smallest font to be used on a Development Plan is a ten point (10 pt) equivalent.

When a Development Plan has been reviewed and approved, the applicant shall provide an entirely legible, reproducible copy of such Development Plan as approved in black ink or photographic reproduction on four-mil thickness mylar.

A larger or smaller scale, different paper size, font or medium may be used with prior written approval of the Director.

_____ **Digital Information.** When a Development Plan has been approved, a digital copy of such information shall be provided in the specific format requested by the Geographical Information Systems (GIS) Department. Where digital information is not available, hard copy information shall be entered into the City database manually by the GIS Department.

_____ **Contents.** All Development Plans shall contain the following information unless specifically waived in writing by the Director. The applicant is encouraged to provide additional relevant information. The contents of the Development Plan submittal shall be divided into the following four sections and clearly labeled as such. This shall not be construed to mean that all of the information in each section needs to be provided on one sheet of paper but rather that the information be located in the same clearly labeled section of the Development Plan. The materials listed in Subsections (A) and (B) below shall not be required for approval of development within an existing PUD if the materials required were previously submitted as part of the PUD application, and the applicant is proposing development consistent with the materials submitted at that time.

_____ **Section One, Cover Sheet.** All of the following information is required and shall be contained within Section One.

Title. A title with the following language:

CONCEPTUAL DEVELOPMENT PLAN

For
(Legal Description)
also known as
(Name of Development)
(Street Address)

If the legal description is too lengthy for the title block, such legal description shall be clearly labeled as an exhibit and included as part of the Development Plan.

_____ Index. The index should list all the sections and page numbers of the Development Plan.

_____ 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.

_____ Signature Blocks. Signature blocks for the following:

Property Owner (Name, address and signature);
Applicant (Name, address and signature only if different than Property Owner);
Person Responsible for preparation of the Development Plan (Name, address and signature);

_____ Expiration Date. Statement with the date of approval and date of Development Plan expiration.

_____ Existing Zoning. Identification of the existing zoning (and proposed zoning, if applicable) and a description of the existing principal and accessory uses of the property.

_____ Table. A table listing the dimensional requirements of the zone district with a column listing the corresponding data for the proposed Development Plan.

STANDARDS	ZONE DISTRICT REQUIREMENTS	DEVELOPMENT PLAN
Lot Area		
Lot Coverage		
Building Gross Floor Area		
Floor Area Ratio		
Building Height		
Front Setback		
Side Setback		
Rear Setback		

Building Separation		
Unit Size(s) if applicable		
Number of Units		
Parking Requ/Provided		
Paved Area/Snow Storage		
Other bulk standards that need specification		

_____ Phasing. A detailed description of how the project will be phased and which public and private improvements will be constructed in each phase.

_____ Conditions of Approval. A space for conditions of approval and/or other information as required by the Planning Commission and City Council.

_____ **Building Code Analysis** – Based on requirement of the International Building Code (IBC)

_____ Provide list of adopted codes used for analysis of this project.

_____ Use and Occupancy Classification – IBC Chapters 3 and 4

_____ General Building Heights and Areas – Square foot breakdown for each individual uses,

_____ Include mixed-use occupancy calculations if applicable per IBC Chapter 5, if different from above.

_____ Type of Construction – IBC Chapter 6

_____ Fire Protection – IBC

_____ **Section Two, Site Plan.** A site plan with the following information shall be required with all Development Plans and shall be contained in Section Two.

_____ Written and graphic scale.

_____ North arrow designating true north.

_____ Date of preparation and space to indicate dates for subsequent revisions.

_____ Existing zone district and proposed zone district if applicable.

_____ Perimeter outline of exterior and interior lot lines with approximate dimensions in square footage or acreage clearly indicated.

_____ Existing principal and accessory structures to be retained, clearly differentiated from proposed new structures and additions. A roof plan is the preferred method to show these structures.

_____ Location of riparian areas, watercourses, wetlands, 100-year floodplain and floodway as defined by FEMA and/or other available drainage information acceptable to the Floodplain Administrator for the City.

_____ Location of existing sanitary and storm sewer mains, water mains and other dry utilities.

_____ Graphic identification and delineation of existing and proposed easements as well as a description of the type of easement. Note: The only easements exempted from this graphic identification and delineations are emergency access easements and other blanket easements; however, all blanket easements must be described in text on the plan.

_____ Names of adjacent subdivisions or names of owners of adjacent unplatted property.

_____ Graphic identification and delineation of easements on properties adjacent to the subject site as well as a description of the type of easement. The director may require location of easements within one hundred (100) feet of the subject site if he/she determines that such a requirement is necessary to evaluate potential project impacts. Note: The only easements exempted from this graphic identification and delineation are emergency access easements and other blanket easements; however, all blanket easements must be described in text on the plan.

_____ Location of significant natural features including but not limited to rock outcroppings, mature vegetation and predominate vegetative cover. Trees exceeding one foot in caliper shall be specifically identified.

_____ Location and dimensions of setbacks from all structures to adjacent lot lines, watercourses, wetlands, high water marks, floodways, floodplains, water mains, sewer mains, required buffers, and no disturbance zones. Location and dimensions of setbacks from Lincoln Avenue centerline and edge of pavement shall be shown if applicable.

_____ 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, drainage ways, and recycling facilities.

_____ The approximate location and dimensions of all snow storage areas.

_____ The approximate location and dimensions of all required open space areas.

_____ Location and dimensions of right-of-way and pavement width for adjacent streets.

_____ Building footprints for all principal and accessory structures.

_____ **Section Three, Building Elevations.** All Development Plans shall be accompanied by character sketches and typical building elevations for all principal and accessory structures that face a street or public space at a scale of no less than one-sixteenth of an inch equals one foot (1/16"=1'). Existing grade shall be shown with building elevations for purposes of building height calculation. Note: Any signs that are shown on building elevations are not approved through the development plan process and are required to obtain approval in accordance with Section 26-75 and 26-76 as applicable.

_____ **Section Four, Landscape Plan.** All Development Plans shall be accompanied by a conceptual Landscape Plan. Showing the proposed location of landscaping areas on the site plan.

_____ North Arrow designating true north.

_____ **Section Five, Phasing Plan.** If a multi-phase development is proposed, a phasing plan shall be submitted. The phasing plan shall include general information showing each proposed phase of proposed development.

_____ **Section Six, Existing Conditions Plan.** All Development Plans shall be accompanied by an Existing Conditions Plan with the following information:

_____ Perimeter outline and internal lot lines of the subject site;

_____ The approximate location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located on adjacent property. The Director may require the location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located within one hundred (100) feet of the subject site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts;

_____ The approximate location and size of existing sanitary and storm sewer mains and water mains on site and on adjacent properties. The Director may require the location and size of existing sanitary and storm sewer mains and water mains within one hundred (100) feet of the subject site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts;

_____ Culverts and other underground structures within the site, or contributing to the site;

_____ Centerline, edge of pavement and width of right-of-way or easement, for all internal or adjacent public and private streets;

_____ The location of adjacent property lines. The Director may require the location of property lines within one hundred (100) feet of the subject site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts;

_____ Location of existing easements as well as a description of the type of easement;

_____ High water line for water courses, limits of one-hundred year floodplain, and perimeter of existing wetlands; and

_____ Other natural features of the site including predominate vegetative cover, outline of major tree stands, and rock outcroppings. Trees exceeding one foot in caliper shall be specifically identified; and existing topography with two (2) foot contours.

_____ **Section Seven, Preliminary Utility Plan.** All Development Plans shall be accompanied by Preliminary Utility Plans with the following information.

_____ Perimeter outline of all structures and site improvements including approximate locations of landscape areas.

_____ The approximate location of planned water lines, hydrants, sewer lines, natural gas, electricity, phone, existing and proposed utility easements and other utility features.

_____ Approximate location of off-site water and sewer mains that will be connected to, or plans for off-site installation of water and sewer mains to serve the site.

_____ **Section Eight, Preliminary Grading/Drainage Plan.** All Development Plans shall be accompanied by a Preliminary Grading/Drainage Plan. The Preliminary Grading/Drainage Plan shall provide enough detail to demonstrate that the proposed development can be accomplished in conformance with City standards without requiring final engineering calculations. The following information shall be included with the Preliminary Grading/Drainage Plan:

_____ Existing contours at two (2) foot intervals;

_____ Proposed finished grade contours at two (2) foot intervals;

_____ Proposed finished floor elevations of the first floor;

_____ **Section Nine, Shadow Plan.** May be requested at pre-application meeting.

_____ **Section Ten, Floor Plans.** Typical floor plans of sufficient detail to allow an accurate analysis of parking requirements for the site.

_____ **Section Eleven, Site Cross Section & Perspective Sketch (may be required by the director at or prior to the TAC meeting if he/she determines that it is necessary to evaluate potential project impacts).** A cross section and perspective sketch of the proposed development.

_____ **Section Twelve, Engineered Centerline Profiles and Cross Section for Public Roads.** Not applicable at this phase.

_____ **Section Thirteen, Preliminary Traffic Impact Analysis Report.** Not applicable at this phase.

_____ **Section Fourteen, Preliminary Soils and Geo-Technical Report.** A preliminary map and report from a qualified, registered professional engineer identifying site conditions, subsoil conditions, hazards that may limit development if any.

_____ **Section Fifteen, Fire Flow Demand and Availability Calculations.** Fire flow demand and availability calculations in a form and content acceptable to the fire marshal.

_____ **Section Sixteen, Preliminary Lighting Plan.** Not Applicable at this phase.

_____ **Section Seventeen, Photographic Panorama or Computer Modeling.** At option of Applicant; to be discussed at pre-application meeting.

_____ **Section Eighteen, Preliminary Floodplain Analysis.** Not Applicable at this phase. However, extents of flood hazard areas shall be depicted on the site plan.

_____ **Section Nineteen. Preliminary Wildfire Mitigation Plan (if applicable)**
Not applicable at this phase. City will identify subsequent phased submittal requirements. If a plan will not be required applicant shall submit a signed letter to that affect from the Fire Marshal with the Final Development Plan.

_____ **Section Twenty, Physical or Digital Massing Model** Shall be an accurate depiction of topography, massing and form of proposed development as well as immediately adjoining structures. Detailed architecture is not required.

_____ **Section Twenty One, Water Demand Report per Section 25-78 of the Municipal Code.** May be requested at pre-application meeting.

_____ **Section Twenty Two, Additional Studies.** Additional studies may be provided by the applicant as a part of the Conceptual Submittal if the applicant believes that they are relevant to understanding the proposed project at the conceptual submittal level. City may identify additional subsequent phased submittal requirements.

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