



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.

All items below must be submitted prior to review of a proposed development. A signature from a representative of the appropriate department is required to waive any submittal requirement. Incomplete applications without a waiver signature will not be accepted for review. (Responsible department in parentheses.)

FINAL DEVELOPMENT PLAN

_____ **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.

Final Development Plan. A Final Development Plan shall include the following sheets. Where materials listed below have been previously submitted as part of a Development Plan application, they do not need to be resubmitted unless conditions shown on the previous materials have changed or the applicant is requesting a modification of the previous approval.

Format. The format of a Final Development Plan shall be initially submitted as an entirely legible blueline capable of reproduction, with a scale of no less than one inch equals forty feet (4 on twenty-four inch by thirty-six inch (2 pages. 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 Final Development Plan shall be a ten point (10 pt) equivalent.

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When a Final Development Plan has been reviewed and approved, the applicant shall provide an entirely legible reproducible copy of such Final Development Plan 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 Final 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. (When information is manually entered by the GIS Department, an addressing delay of at least two weeks in addition to normal processing time can be expected.)

Contents. All Final 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 application shall be organized into the clearly labeled sections listed below. 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 Final Development Plan.

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:

FINAL DEVELOPMENT PLAN
For
(Legal Description)
also known as
(Name of Development)

_____ **Index.** The index should list all sections and pages of the Final Development Plan. The sections to be recorded are Sections One, Two, Three, Four, and Five.

_____ **Vicinity Map.** A vicinity map with an arrow indicating north at a scale of not less than one inch equals one thousand feet (1"=1000') 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 Final Development Plan (Name, address and signature) and

_____ Director of Planning Services (name, title and signature).

_____ **Expiration Date.** Statement with the date of approval (recording date) and date of Final Development Plan expiration.

_____ **Existing Zoning.** Existing zone district (and proposed zoning, if applicable) and a description of the principal and accessory use of the property.

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

STANDARDS	ZONE DISTRICT REQUIREMENTS	FINAL DEVELOPMENT PLAN
Lot Area		
Lot Coverage		
Floor Area Ratio		
Building Height		
Front Setback		
Side Setback		
Rear Setback		
Building Separation		
Unit Size		
Number of Units		
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 that were placed upon the project by the Board of Adjustment, Planning Commission, HPAC, ARC or City Council as part of a PUD, Variance or Development Plan. All changes or revisions made from Development Plan to Final Development Plan shall be listed.

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

_____ Written and graphic scale.

_____ North arrow designating true north.

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

_____ Existing and proposed zone district, if applicable.

_____ Perimeter outline of the subject site and lot lines if the approval is for multiple lots with dimensions clearly indicated.

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

_____ 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.

_____ Graphic identification, delineation and dimensions of all existing and proposed utility easements, dry utilities, water and sanitary and storm sewer mains. 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.

_____ 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 delineation are emergency access easements and other blanket easements; however, all blanket easements must be described in text on the plan.

_____ Building footprints for all principal and accessory structures.

_____ Location and dimensions of site improvements including but not limited to parking areas with striping plan, width of drive aisles and typical dimensions; location and width of streets, driveways, points of access, sidewalks, trails, public spaces, amenity spaces, outdoor seating areas, outdoor display areas, loading docks, trash enclosures, drainageways, and recycling facilities.

- _____ Location of all light fixtures with typical spacing and respective area of illumination.
- _____ Location, approximate footprint and setbacks for any detached signs.
- _____ 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.
- _____ The location and dimensions of all snow storage areas.
- _____ The location and dimensions of all open space areas.
- _____ The names of adjacent subdivisions or names of property owners of adjacent unplatted property.
- _____ Location and dimensions of right-of-way and pavement width for adjacent streets.
- _____ Location of all existing structures on the subject site and on adjacent properties. The Director may require the location of all existing structures within one hundred (100) feet of the perimeter of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts.
- _____ Graphic identification and delineation of utility easements, water mains, sewer mains, and other major utilities on the subject site and on adjacent properties. The director may require the location of utility easements, water mains, sewer mains and other major utilities within one hundred (100) feet 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.

_____ **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 final development plan process and are required to obtain approval in accordance with Section 26-75 and/or 26-76 as applicable.

- _____ Overall exterior dimensions;
- _____ Roof Pitch;
- _____ Existing grade shall be shown with building elevations for purposes of building height calculation;
- _____ Distance between façade offsets of at least two (2) feet;
- _____ Fenestration, awnings and canopies;

- _____ A materials/color board to show typical materials and colors to be used on all structures. Each color and material shown shall include the name, manufacturer and model number;
- _____ Location and type of any wall mounted lights;
- _____ Location of any wall or roof mounted equipment;
- _____ One color elevation of the primary façade of each structure at a scale of not less than one sixteenth inch equals one foot (1/16" = 1') submitted on twenty-four inch by thirty-six inch (24" x 36") format, with an eleven inch by seventeen inch (11"x17") reduction, as well as a colored photograph of such rendering. Each color and material shown shall include the name, manufacturer and model number; and
- _____ A massing model for development exceeding ten thousand (10,000) square feet or four (4) residential units.. If a massing model was submitted with the Development Plan, than a massing model does not need to be submitted as part of the Final Development Plan. At the Final Development Plan level, such massing model shall be an accurate depiction of the topography, massing of the proposed development with major site improvements and a depiction of the color schemes to be used on the finished product. A color photograph of such model must also be submitted. The Director may require a model for other types of development as deemed necessary.

_____ **Section Four, Landscape Plan.** All Final Development Plans shall be accompanied by a Landscape Plan with the following information.

- _____ Written and graphic scale.
- _____ North arrow designating true north.
- _____ Date of preparation and space to indicate dates for subsequent revision.
- _____ Perimeter outline of the subject site and lot lines if the Final Development Plan covers multiple lots.
- _____ Location and outline of natural features such as water courses, bodies of water, wetlands and riparian areas and rock outcroppings. Areas of existing vegetation to be retained with vegetation that meets minimum landscaping requirements shall be identified.
- _____ Location and dimensions for any areas to be re-vegetated as well as a description of how re-vegetation will be accomplished.
- _____ Location and dimensions for all existing and proposed utility easements.
- _____ Location and size of all water mains, sanitary and storm sewer lines, and dry utilities including delineation of any required setback areas.
- _____ Roof plan for all principal and accessory structures to show landscaping in relation to snow shed.

_____ Perimeter outline of all site improvements such as sidewalks, trails, parking lots, driveways, public spaces plazas, outdoor seating, site furniture, bike racks, kiosks, gazebos, trash enclosures, and loading docks.

_____ Proposed grading contours at two (2) foot intervals.

_____ The location, dimension and area calculation for all snow storage areas.

_____ Areas of groundcover, including square footage and type for each contiguous area. Areas of living ground cover should be further described as having automatic irrigation, no irrigation, or manual irrigation as is applicable.

_____ Tree locations with distinct symbols for evergreens, large deciduous and ornamental trees shown at no less than ½ mature size and no greater than ¾ mature size.

_____ Shrub locations with distinct symbols to indicate the various species and sizes.

_____ **Section Five, Phasing Plan.** If a multi-phase development is proposed, a phasing plan shall be submitted. The phasing plan shall include the following:

_____ Clearly delineated and labeled perimeter outline of each phase and estimated timeline for initiation and completion of each phase.

_____ Statement of improvements shall be included in each phase and how each phase meets the requirements of the CDC.

_____ All water and sewer lines to be constructed, reconstructed or repaired.

_____ The perimeter outline of paved areas, sidewalks, trails, public spaces, trash enclosures and other amenities such as pools, tennis courts and spas.

_____ Drainage facilities and stormwater management facilities shall be delineated.

_____ All public improvements shall be shown including streets, curbs, gutters, alleys, drainage and stormwater facilities, street signs, sidewalks, trails, water and sewer lines, fire hydrants, bridges, transit stops, transit shelters, landscaping, and postal delivery facilities.

_____ Critical Public Improvements identified shall be specifically delineated.

_____ If applicable, proposed lot lines and area of proposed lots.

_____ **Section Six, Existing Conditions Plan.** An existing conditions plan showing the following information.

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

_____ The location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, fences, located on all adjacent properties. The director may require the location, dimensions and area of any existing structures or other site improvements, such as bridges, radio towers, fences, located or within one hundred (100) feet of the site, if the director determines that such a requirement is

necessary to evaluate potential project impacts.

_____ Location and size of existing sewers mains, water mains, culverts and other underground structures within the proposed site and on adjacent properties. The director may require the location and size of existing sewer mains, culverts and other underground structures within one hundred (100) feet of the site if the director determines that such a requirement is necessary to evaluate potential project impacts.

_____ Location, centerline, right-of-way width and names of all existing or platted streets or other public ways and private drives on the subject site and on adjacent properties. The director may require the location, centerline, right-of-way width and names of all existing or platted streets or other public ways and private drives within one hundred (100) feet of the site if the director determines that such a requirement is necessary to evaluate potential project impacts.

_____ The location of adjacent property lines. The director may require the location of adjacent property lines within one hundred (1000 feet if the director determines that such a requirement is necessary to evaluate potential project impacts).

_____ Location and dimension of existing easements as well as a description of the type of easement.

_____ Boundaries of the perimeter of wetlands and boundaries of the one hundred-year floodplain and floodways as defined by FEMA and/or other available drainage information acceptable to the floodplain administrator for the city.

_____ Other natural features of the site including rock outcroppings, mature vegetation, predominate vegetative cover and outlines of major tree stands. Trees exceeding one foot in caliper shall be specifically identified.

_____ **Section Seven, Final Engineered Utility Plan. (City Water, Mount Werner Water, Qwest, YVEA, Comcast, Atmos)** All Final Development Plans shall be accompanied by a Final Engineered Utility Plans with the following information:

_____ Perimeter outline of all structures and site improvements including existing and proposed landscaping.

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

_____ Location of of-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, Final Grading/Drainage Plan. (Public Works)** All Final Development Plans shall be accompanied by a Final Grading/Drainage Plan with the following information.

_____ A drainage report, accompanied by a drainage plan, prepared and certified by a registered professional engineer indicating the calculations of flow for drainageways on or affecting the site, for any site one (1) acre or larger;

_____ Existing contours at two-foot intervals.

- _____ Finish grade contours at two-foot intervals;
- _____ Building footprints and finish floor elevations;
- _____ Limits of all cut and fill slopes and areas of disturbance;
- _____ Driveway locations; and
- _____ Location, height, and material of retaining walls.

_____ **Section Nine, Shadow Plan.** Shadow plan templates showing the shadow pattern of the structures in the Final Development Plan on December 21 and March 21 at 9:00 a.m., 12:00 noon, and 3:00 p.m.

_____ **Section Ten, Floor Plans.** A typical floor plan with each area clearly labeled and showing overall dimensions, exterior walls and openings, roof overhangs, columns, decks and other protrusions for each floor in the structure(s) in the Final Development Plan.

_____ **Section Eleven, Site Cross Section and Perspective Sketch.** A cross-section and perspective sketch of the proposed Final Development Plan and surrounding development on adjacent property, showing the relationship of the proposed development to the site and surrounding developments.

_____ **Section Twelve, Engineered Centerline Profiles and Cross Section for Public Roads. (Public Works)** Engineered centerline profiles and cross sections at fifty (50) foot intervals showing cut and fill slopes, disturbed areas, typical structural sections, and utilities and drainage for all proposed public roads.

_____ **Section Thirteen, Traffic Impact Analysis Report. (Public Works)** A traffic impact analysis report prepared and certified from a qualified, registered professional engineer in a form and content acceptable to the director and the director of public works.

_____ **Section Fourteen, Soils and Geotechnical Report. (Public Works)** A map and report from a qualified, registered and professional engineer identifying site conditions, subsoil conditions, hazards, and recommendations for development. Such plan shall be submitted in a form and content acceptable to the Director. If required by the Director, geological characteristics and geological feasibility of the site and development shall be submitted.

_____ **Section Fifteen, Fire Flow Demand and Availability Calculations. (Fire Prevention)** Fire flow demand and availability calculations in a form and content acceptable to the Fire Marshal.

_____ **Section Sixteen, Master Sign Plan (If applicable).**

_____ **Section Seventeen, Lighting Plan.** A lighting plan shall be submitted showing proposed lighting materials, location of all building mounted and freestanding exterior lighting, proposed luminance, and proposed methods of shielding. The lighting plan shall clearly demonstrate conformance with section 26-136, lighting standards.

_____ **Section Eighteen, Photographic Panorama or Computer Modeling.** Photographic panorama or computer modeling taken from adjacent public roads or other area of most visibility (should show structures, landforms and vegetation on both sides of the proposed Final Development Plan area and provide overlay of proposed development located on the site in the photograph or computer model at the same scale).

_____ **Section Nineteen, Floodplain Analysis.** A floodplain analysis or floodplain study.

_____ **Section Twenty, Wildfire Mitigation Plan.** A Wildfire Mitigation Plan shall be submitted for those developments located in wild-land/urban interface area addressing such issues as fire resistant vegetation, defensible space, and other wildfire mitigating measures. (The applicant shall be required to consult with the fire marshal prior to submittal to determine if a wildfire mitigation plan will be required. If one is not required, the applicant shall submit a signed letter, clearly indicating the project's location, from the fire marshal stating that no wildfire mitigation plan is required for that site.)

_____ **Section Twenty-One, Water Demand Report per Section 25-78 of the Municipal Code. (City Water, Mount Werner Water)** Please contact the Public Works Department for additional Information. *(Not required if previously submitted for same project.)*

_____ **Section Twenty-Two, Building Code Analysis – Based on requirements of the International Building Code (IBC) (Routt County Regional Building Department, City Fire Prevention)** Provide list of adopted codes used for the analysis of this project.

_____ IBC Chapters 3-4 - Use and Occupancy Classification

_____ IBC Chapter 5 - General Building Heights and Areas, square footage breakdown for each individual use, include mixed occupancy calculations if applicable.

_____ IBC Chapter 6 - Type of Construction

_____ IBC Chapters 7-9 - Fire Protection

END