



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.

LOT LINE ADJUSTMENT

_____ **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.

_____ **Site Plan.** A site plan with the following information shall be required:

_____ **Format.** The site plan shall be on eleven inch by seventeen inch (11" x 17") pages with a scale of one inch equals forty feet (1" = 40').

_____ **Contents.** All site plans shall contain the following information unless specifically waived in writing by the Director:

_____ Written and graphic scale.

_____ North arrow designation true north.

_____ Existing zone district.

_____ The original lot lines, or building envelope lines shall be shown with light, dashed lines.

_____ The revised parcel lot lines shall be shown with heavy, solid lines.

- _____ Location of all streets and structures shall be shown.
- _____ Location of all recorded easements as well as a description of the type of easement.
- _____ Location of riparian areas, wetlands, 100-year floodplain as defined by FEMA, if applicable.
- _____ 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, drainageways, and recycling facilities.
- _____ Location and dimensions of all snow storage areas.
- _____ Location and dimensions of all required open space areas.
- _____ Location and dimensions of right-of-way and pavement width for adjacent streets.
- _____ **Other.** The Director may require additional materials if he/she determines that such materials are necessary to evaluate potential project impacts.

END