

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.

MINOR ADJUSTMENT

_____ **Application.** A completed application form as provided by the Director. (If a request for a Minor Adjustment is part of a development permit application, then the application for the Minor Adjustment shall be filed at least two (2) weeks prior to submittal of the Director's report to the Planning Commission on the related development application, or prior to the Director's administrative action on the related development application, as applicable.)

_____ **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 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.

_____ **Letter.** A letter containing:

_____ A clear statement of description of the requested minor adjustment and the purpose for the minor adjustment

_____ The numerical reference to the specific CDC provision from which relief is being sought; and

_____ A detailed description of how the proposed minor adjustment meets the criteria for approval.

_____ **Existing Conditions Plan.** An Existing Conditions Plan showing the following information:

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

_____ Existing easements;

_____ The location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, fences, located on or immediately adjacent to the site; and

_____ Location & size of existing sanitary & storm sewers, water mains, culverts and other underground structures located on or immediately adjacent to the site.

_____ Existing Zoning. Existing zoning classification of the property including a description of the existing principal and accessory uses.

_____ **Existing Zoning.** Existing zoning classification of the property including a description of the existing principal & accessory use.

END