



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.

PRE-APPLICATION

_____ **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.

_____ **Contents.** All Pre-Applications 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 Pre-Application 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 Pre-Application. 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:

PRE-APPLICATION

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 Pre-Application.

- _____ A completed information sheet as provided by the director;
- _____ A detailed written description of the proposal including the purpose, intent, and proposed uses and structures for the property;
- _____ A written explanation identifying any aspects of the development that may not comply with city standards;
- _____ A legal description of the property;
- _____ A conceptual site plan drawn to scale;
- _____ Existing conditions plans; and
- _____ Sketches of building plans and elevations, if applicable.

Recommended information.

It is recommended that the applicant submit any of the following graphic information that is readily available:

- _____ Aerial photographs;
- _____ Approved plats or land surveys;
- _____ Improvement survey plat;
- _____ Photographs of the site or comparable developments;
- _____ Recorded covenants and deed restrictions;
- _____ Access and parking agreements
- _____ Preliminary schedule for development including proposed phasing.

END