

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.

USE WITH CRITERIA

_____ **Uses with Criteria Checklist Form.** A Use with Criteria Checklist Form is required that demonstrates how the proposed use complies with the specific use criteria listed in Article 10, Definitions and Use Criteria.

_____ **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 may be required with all Uses with Criteria.

_____ Written and graphic scale.

_____ North arrow designating true north.

_____ Existing zone district.

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

_____ Existing principal and accessory structures to be retained, clearly differentiated from proposed new structures and additions.

_____ 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 easements as well as a description of the type of easement.

_____ 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, drainageways, and recycling facilities.
- _____ The location and dimensions of all snow storage areas.
- _____ The location and dimensions of all required open space areas.
- _____ **Location and dimensions of right-of-way and pavement width for adjacent streets.**

_____ **Floor Plans. Floor plans are required for Secondary Unit Applications.**

_____ **Building Elevations. Building Elevations are required for Duplex Applications.**

_____ **Licences. All Temporary Events shall have a business license and sales tax license if required by the Municipal Code.**

_____ **Other. The Director may require additional materials if he/she determines that such materials are necessary to evaluate potential project impacts.**

END