



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.

UTILITY EASEMENT ENCROACHMENT

_____ **Application.** A completed application form as provided by the Director.

- _____ Name and Address of the owner;
- _____ Legal description or address of the property;
- _____ Signature of the Property owner;
- _____ Signature of the applicant;
- _____ Detailed description of what is proposed to encroach.

_____ **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:

_____ **Site Plan.** Each application for a Utility Easement Encroachment shall be accompanied by a scaled and dimensioned site plan that clearly indicates the existing easement and its area, as well as the encroachment and its area.

_____ **Copy of Existing Plat.** A copy of the existing plat for the site clearly showing the existing easement.

END