



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.

OFFICIAL ZONING MAP AMENDMENTS

_____ **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.

_____ **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, Website Publication, and Mineral Rights Notification.

- 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 public hearing. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to public hearing. 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 public hearing. A signed notification affidavit is necessary for each property posting.
- Mineral Rights Notification must be mailed no less than 30 days prior to public hearing or an affidavit stating that no mineral rights exist shall be submitted to the Planning Department 30 days prior to public hearing.

_____ **Letter. A letter containing:**

_____ **A clear statement or description of the requested amendment;**

_____ **The purpose for the request and intent for future development of the subject site;**

_____ **A detailed description of how the proposed change of zone will further the goals and intent of the Community Plan with specific references to language contained in the Community Plan; and**

_____ **When applicable, a detailed description and supporting documentation of how the amendment to overlay zone district was in error.**

_____ **Legal Description. A complete legal description of the property.**

_____ **Drawing. A scaled drawing of the perimeter of the property with bearings and distances prepared by a registered land surveyor in the State of Colorado. For properties that have been previously platted, a copy of the approved Subdivision plat is adequate if the subject site is clearly defined. The drawing must be on letter, legal or ledger size paper so that it can be attached to the ordinance rezoning the property as an exhibit.**

_____ **Water Demand Report per Section 25-78 of the Municipal Code.** Please contact the Public Works Department for additional information.

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