



SECONDARY DWELLING UNIT

APPLICATION

FOR

EXISTING NON-REGISTERED UNITS

City of Steamboat Springs

SECONDARY DWELLING UNIT PROCEDURES EXISTING NON-REGISTERED UNITS

STEP ONE:

- Owner files a completed **Application Form and Use with Criteria** application with the Dept. of Planning & Community Development (Planning), along with a \$50 filing fee and a proof of ownership form.
- Applicant must also fill out and submit a Registration Checklist for the Utility Dept.

STEP TWO:

- Planning will review application for compliance with the criteria.
- If the secondary unit meets criteria:
 - applicant will receive a copy of the Use with Criteria application, with CR #, to take to the Routt County Regional Building Dept. (RCRBD)
 - applicant will proceed to Utility Dept. with their completed registration checklist and
 - applicant will proceed to RCRBD to begin the inspection process

STEP THREE:

- Applicant files a **Secondary Dwelling Unit Inspection Application** with RCRBD along with the required \$500 filing fee, and the copy of the Use With Criteria application

STEP FOUR:

- Once all paperwork is completed and presented to the RCRBD, they will issue an inspection request form and checklist for the building & electrical inspectors. **VERY IMPORTANT: applicant MUST phone the RCRBD at 970-870-5566 to schedule an inspection of the secondary dwelling unit**
- Compliance is based on Steamboat Springs Secondary Unit Inspection Criteria
- When the inspectors have completed their inspections of the unit, they will provide necessary comments and return the form to the office for processing.
- Applicant will be notified thru the City of Steamboat Springs GIS Dept. of the separate address for this secondary unit. These numbers must be attached to the unit prior to the issuance of the Certificate of Inspection.

STEP FIVE:

- RCRBD official will then review the inspection form.
 - If all safety criteria are met, RCRBD will issue a Certificate of Inspection.
 - If there are corrections required to meet the safety requirements, a copy of the inspection form explaining necessary corrections will be provided to the applicant.
 - Building permits may be required for remedial repair work.
- Once the required repairs have been completed **the applicant MUST** call the RCRBD at 970-870-5566 to schedule a re-inspection.
- RCRBD will then issue a Certificate of Inspection which will be mailed to the applicant with a copy being sent to the City of Steamboat Springs Planning Dept.
- When the copy of the Certificate of Inspection is received by Planning a letter will be sent to the applicant stating that this unit has been formally registered with the City of Steamboat Springs.



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
124 10TH Street
P.O. Box 775088
Steamboat Springs, CO 80477
(970) 879-2060

**SUBMITTAL REQUIREMENTS FORM
SECONDARY UNITS
EXISTING - NON-REGISTERED**

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

- _____ **Completed Application Form.**
- _____ **Use with Criteria Checklist/Approval 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.** A \$50 filing fee required for a Secondary Unit Application.
- _____ **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 LLC's, 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.
- _____ **Site plan.** A site plan is required with all Secondary Unit Use with Criteria forms indicating entry door for addressing purposes. A printout from the City of Steamboat Springs map site is all that is needed.
- _____ **Floor Plan.** Floor plans are required for Secondary Unit Applications.
- _____ **Completed & Signed Utilities Dept. Checklist.** A check list form from the Utility Dept. showing PIF (tap) fees have been paid and billing is correct for the number of units on the property.
- _____ **Secondary Dwelling Unit Inspection Application & Inspection Request Form.** These will be turned in to the Routt County Regional Building Dept. along with a copy of the approved Use With Criteria Application.
- _____ **Other.** The Director may require additional materials if he/she determines that such materials are Necessary to evaluate potential project impacts.

City of
Steamboat Springs 

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 879-2060

Website: www.steamboatsprings.net/planning/index.htm
Updated: 02/17/09

APPLICATION FORM - ADMIN

For specific information regarding the submittal requirements for each type of application, please see the Community Development Code. This application will not be accepted until **all** required information is submitted.

SUBMITTALS ARE ACCEPTED 8 AM – 5 PM, MONDAY - FRIDAY

A. TYPE OF APPLICATION:

- | | |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Change of Use (COU)
<i>*Public Notification is required.</i> | <input type="checkbox"/> Minor Adjustment (MA)
<i>* Public Notification is required</i> |
| <input type="checkbox"/> Final Plat (FP)
<i>*Public Notification is required.</i> | <input type="checkbox"/> Minor Exterior Modification (MEM)
<i>* Public Notification is required</i> |
| <input type="checkbox"/> Floodplain Development Permit (FD) | <input type="checkbox"/> Use with Criteria (CR) |
| <input type="checkbox"/> Lot Line Adjustment (LLA) | <input type="checkbox"/> Utility Easement Encroachment |
| <input type="checkbox"/> Lot Line Elimination (LLE) | <input type="checkbox"/> Written Interpretation |

B. DESCRIPTION OF REQUEST (Attach additional sheet if necessary): _____

C. PROJECT INFORMATION:

Project Name: _____
Physical Address: _____
Legal Description: _____
Zoning: _____ Proposed Zoning (If applicable): _____
Acres/Square Feet (If applicable): _____
Is the site within the 100-year floodplain? YES _____ NO _____

D. APPLICANT INFORMATION:

Name: _____
Phone: _____ Fax: _____
Mailing Address: _____

Physical Address: _____
E-Mail Address: _____

Applicant Signature: _____

E. PROJECT COORDINATOR OR PRIMARY CONTACT (If different from above):

Name: _____
Phone: _____ Fax: _____
Mailing Address: _____

Physical Address: _____
E-Mail Address: _____

F. CONSULTANTS:

Name of Firm: _____
Contact: _____ Phone: _____ Fax: _____
Name of Firm: _____
Contact: _____ Phone: _____ Fax: _____
Name of Firm: _____
Contact: _____ Phone: _____ Fax: _____
Name of Firm: _____
Contact: _____ Phone: _____ Fax: _____

G. SUBMITTAL REQUIREMENTS:

A complete application package shall be submitted prior to beginning review of any application. Each application submitted for review shall include the minimum number of copies as indicated in the chart below. The Director shall have the discretion to modify any submittal requirements based upon the number of individuals and entities that need to review the application. Additional copies may be required at the planner's request.

APPLICATION	PLAN ORIGINALS	PLAN COPIES	PLAN REDUCTIONS (11" X 17")	REPORTS & SUPPORTING INFORMATION
1	1 set	2 <i>(Applications for a COU, FP, MEM, LLA & LLE will need 10 Folded Plan Copies)</i>	1	1

*** NOTE: Public Notification is required for a Minor Exterior Modification (MEM) Final Plats (FP), Minor Adjustment (MA) & Change of Use (COU). A list (not the labels) of surrounding property owners (300 s.f.) is required, along with all other submittal requirements at the time of application check-in.**

H. PERSONS IN INTEREST:

Names of all persons and companies (not including mortgage companies) who hold an interest in the described real property, whether as owner, lessee, optionee, etc. Application will not be accepted without the required signatures or letter of authorization. Attach additional sheets as necessary. See Next Page.

➤ Owner(s): _____ Signature: _____
Interest: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____

➤ Owner(s): _____ Signature: _____
Interest: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____

➤ Owner(s): _____ Signature: _____
Interest: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____

➤ Owner(s): _____ Signature: _____
Interest: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____

I. CERTIFICATION:

(This certification may be completed by an applicant, owner or other representative)
I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed above, without whose consent, the requested action cannot lawfully be accomplished.

Name: _____ Signature: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____
Title: _____

For Office Use Only:			
Application received by: _____			
Date/Time: _____	Fee Paid: _____	Check # _____	
Application Complete. Yes _____ No _____			
If application is incomplete, list missing or incomplete items:			
1.	_____		
2.	_____		
3.	_____		

Credit Card Payment

City of Steamboat Springs
Department of Planning and Community Development
P.O. Box 775088 / 124 10th Street
Steamboat Springs, CO 80477

.....
Name: _____

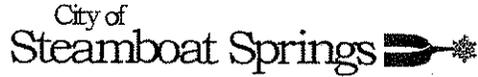
Mailing Address: _____

City: _____ State: _____ Zip: _____

Visa / MC / Discover – Name on Card:

_____ - _____ - _____ - _____

Expiration Date ____ / ____ 3 digit security code ____ Billing Zip Code _____



DEPARTMENT OF PLANNING SERVICES
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 871-8258

USE WITH CRITERIA (CR) CHECKLIST/APPROVAL FORM

A completed Application Form must accompany this form.

SECONDARY UNIT

File #: _____

Applicant Name: _____ Date: _____

Applicant Address: _____
Phone: _____

Owner's Name/Address/Phone (If different from applicant): _____

Zoning: _____

Address/Legal Description of CR: _____

Are the following attached?

- Submittal Requirements Form, Utility Registration Checklist, Affidavit of Ownership/Authorization Form

The proposed **SECONDARY UNIT** use meets all of the following criteria:

- a. *Review.* Review shall be prior to or concurrently with a development or building permit, as applicable.
- b. *Inclusions.* A secondary unit is an independent dwelling unit with a sleeping area, bathroom and kitchen.
- c. *Zoning.* Secondary Units shall be allowed in RE-1/S, RE-2/S, RN-1, RN-2, RN-3, RO, MF-1, MF-2, MF-3, CN, CY or G1. This criterion is absolute and may not be varied or waived

through the public review process. Secondary Units in the I Zone District are allowable only after review and approval as a conditional use.

- **___ d. Vehicular access.** Lots that share a common access with other lots must submit a signed letter to the Director from all owners or easement holders of such access stating that there is no objection to a secondary unit. The principal unit and secondary unit shall share the same access unless access to the secondary unit is available and feasible from an alley. This criterion shall not apply to lots that have the minimum lot area for a duplex in the RN-1, RN-2, RN-3, RO, CO, or CY Zone Districts.
- **___ e. Parking.** Parking shall be provided on site for secondary units in accordance with section 26-137 and shall be arranged so that it does not obstruct access to neighboring properties and does not eliminate any existing front yard landscaping.
- **___ f. Secondary unit appearance and entrances.** Attached principal and secondary units may have only one front entrance and should appear from the street to be a single-family dwelling and not a duplex structure. Other entrances must be on the side or in the rear of the structure or in a location that is concealed when viewed from points along the front setback. A common entrance foyer with entrances leading from the foyer to each of the units is preferred. Detached secondary units in accessory structures are allowed.
- **___ g. Prohibitions.** No secondary unit shall be allowed in a duplex structure or on the same lot as a duplex structure.
- **___ h. Size limitation.** The secondary unit shall be no larger than six hundred and fifty (650) square feet whether located in a principal or accessory structure. This size shall be calculated from the interior side of secondary unit walls to the interior side of secondary unit walls excluding mechanical rooms, stairwells and those areas with a height of less than five (5) feet. When located in an accessory structure, the size of the accessory structure is required to comply with the maximum size of accessory structures as provided in the article.
- **___ i. Terms of rental.** The Secondary Unit may not be leased or rented for periods of time less than twenty-nine (29) days. Rental of secondary unit as a Vacation Home Rental is prohibited.
- **___ j Accessory structure.** In RE-1/S, RE-2/S, RN-1, RN-2, RN-3, CN or CY, when a secondary unit is located within an accessory structure, the secondary unit must comply with accessory structure criteria as listed in this section and must also comply with the principal structure setbacks for the applicable zone district. Where a secondary unit is to be located in an existing accessory structure, this criterion shall not be applicable.
- **___ k. Certificate of inspection.** For all existing, non-registered Secondary Units, a Certificate of Inspection shall be provided to the city to demonstrate compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria, which shall be created by the Routt County Regional Building Department. A Certificate of Inspection shall be provided to the applicant by the Routt County Regional Building Department only after the Secondary Unit has been inspected by a Routt County Regional Building Department inspector and deemed to be in compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria.
- **___ l. Certificate of occupancy/approval.** For all new Secondary Units constructed after February 13, 2009, a Certificate of Occupancy or Approval shall be obtained by the applicant and provided to city to demonstrate compliance with the International Codes. A Certificate of Occupancy or Approval shall be provided to the applicant by the Routt County Regional Building Department only after the Secondary Unit has been inspected by a Routt County

Regional Building Department inspector and deemed to be in compliance with the International Codes.

_____ **Approval Period.** Approval of a use with criteria is valid for three years. If the use has commenced within that time then the use is valid in perpetuity. Uses with criteria should be considered expired if the use has not commenced and/or a building permit has not been issued within the three-year approval period.

I understand that I must maintain compliance with all of the criteria listed above.

Signature of Applicant: _____ Date: _____

City of
Steamboat Springs 

DEPARTMENT OF PLANNING SERVICES
124 10TH STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, CO 80477
970-879-2060

**PROOF OF OWNERSHIP
AND
AUTHORIZATION FOR NON-OWNER**
(Secondary Unit)

I, _____, being duly sworn under oath, hereby depose, confirm and acknowledge that the following facts are true, correct and complete:

1. The attached printout from the Routt County Assessors Office is a true and correct copy of proof of the ownership of the property at _____ by _____ (name).

OR

The attached Warranty Deed is a true and correct copy of ownership of the stated property showing _____ as the grantee.

OR

As of the date of this Affidavit, I hereby swear and subscribe that to the best of my knowledge, _____ is the owner of the property described in the above mentioned attachments.

2. To the best of my knowledge, the following is true:

Corporate Officers: _____
LLC Manager: _____
LLC Members: _____
Partners: _____

3. I _____, as Owner of the property at: _____ authorize: _____ to proceed with the process for registering a secondary unit within the City of Steamboat Springs.

APPLICANT: _____

STATE OF COLORADO))
SS
COUNTY OF ROUTT))

Subscribed and sworn to before me this _____ day of _____, 20____,
by _____, for the Applicant.

Witness my hand and official seal.
My commission expires: _____

Notary Public



CITY UTILITY DIVISION

127 10TH Street
P.O. Box 775088
Steamboat Springs, CO 80477

**REGISTRATION CHECKLIST - SECONDARY UNITS
EXISTING – NON REGISTERED**

This section to be filled out by the Applicant:

Name of applicant: _____

Contact Phone Number: _____

Number of Dwelling Units on Property: _____

Physical Address of Primary Unit: _____

Physical Address(es) of Secondary Unit(s): _____

Directions to Applicant: After you fill out the top half of this sheet, please bring it to Jon Snyder or Amber Gregory in the Utility Dept. at the above address, they will be happy to assist you.

This section to be filled out by the City Utility Dept.:

Number of dwelling units currently on account: _____

PIF (tap fees) been paid for the secondary unit(s): yes_____ no_____

Is registration approval on secondary units possible: yes_____ no_____

Signed (Utility Dept.)

Date

When complete, Utility Dept. to send a copy of this to Barb Wheeler, Code Enforcement, to include in the file.

Building Permit Number: _____

Use w/Criteria Number: _____

AND
ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

SECONDARY DWELLING UNIT INSPECTION APPLICATION

Use with Criteria #: CR-_____
(a copy of the approved Planning Dept. Use with Criteria form shall be attached)

Job Address: _____

Legal Description: _____

Owner: _____ Phone #'s: _____

Mailing Address: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All applicable provisions of the Secondary Dwelling Unit Regulations will be complied with whether specified herein or not. The performance of retroactive building inspections and subsequent approvals based on the basic health and safety criteria established in the Secondary Dwelling Unit Regulations does not presume to certify that the dwelling unit is in full compliance with building codes. I understand that any construction required subsequent to the inspections performed under this permit may require separate permit(s).

Signature of Owner or Authorized Agent Date

Five hundred dollars (\$500)

Fee

Date Paid

Receipt #

Application Processed By Date

Certificate of Inspection Issued By Date

CITY OF STEAMBOAT SPRINGS
SECONDARY DWELLING UNIT INSPECTION CRITERIA

- **EXITS** — Every dwelling unit shall have access directly to the outside or to an approved exit system. Exits systems shall be of a sufficient size, width, and arrangement to provide a safe and adequate means of egress with access to a public way, directly or through yards, courts or similar spaces.
- **FIRE SEPARATION** — Each dwelling unit shall be separated from another by one hour fire resistive construction.
- **EMERGENCY EGRESS** — Sleeping rooms within dwelling units shall have at least one operable window or door approved for emergency escape or rescue which shall open directly into a yard, court, or roadway. (Detailed egress window information available upon request.)
- **STRUCTURAL SAFETY** — Buildings shall be structurally safe. The building and its individual structural members shall not exceed the limits established by the Dangerous Building Code. (Dangerous Building Code information is available upon request.)
- **WEATHER PROTECTION** — Buildings shall be adequately weather protected by exterior roof and wall coverings so as to provide shelter for the occupants against the elements and to exclude dampness.
- **STAIRS AND HANDRAILS** — Stairs serving dwellings units shall be a minimum of 36 in width, have a maximum rise of 8 inches, and a minimum tread run of 9 inches; with the exception of approved winding or spiral stairways. The largest tread run within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch, and the greatest riser height within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch. Every stairway shall have at least one handrail, with the exception of stairs having less than four risers; spiral and winding stairways shall have a handrail on the outside perimeter. (Detailed handrail information available upon request.)
- **GUARDRAILS** — All unenclosed floor and roof openings, open and glazed sides of stairways, landings and ramps, balconies and porches which are more than 30 inches above grade or floor below, and roof used for other than service of the building shall be protected by a guardrail. Guardrails shall be a minimum of 36 inches high and shall have intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
- **SAFETY GLAZING** — Glass located in areas which are hazardous shall be approved safety glazing material (i.e., tempered). The following are considered specific hazardous locations (1) glass in doors; (2) glass in enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers where the bottom exposed edge of the glass is less than 60 inches above a standing surface and drain line; (3) glass in fixed or operable panels adjacent to a door and within the same plane as the door whose nearest vertical edge is within 12 inches of the door in a closed position and whose bottom edge is less than 60 inches above the floor or walking surface; and (4) glass in fixed panels other than those covered by item 3 which has an area in excess of 9 square feet and the lowest edge is less than 18 inches above the finished floor level or walking surface within 36 inches of the glass, unless the glass panels are protected with a horizontal member not less than $1\frac{1}{2}$ inches in width and located between 24 and 36 inches above such walking surfaces.
- **SMOKE DETECTORS** — Smoke detectors shall be installed in each sleeping room and at a point centrally located in the hallway or area giving access to separate sleeping area. Dwelling units with more than one story or a basement shall have a detector installed on each story and in the basement. Where a story or basement is split into two or more levels, the smoke detector shall be installed on the upper level, except that when the lower level contains a sleeping area, a detector shall be installed on each level. Where the ceiling height of a room open to a hallway exceeds that of the hallway by 24 inches or more, smoke detectors shall be installed in the hallway and the sleeping room. Smoke detectors may be solely battery operated.
- **LIGHT AND VENTILATION** — Habitable rooms or spaces used for living, sleeping, eating or cooking shall be provided with adequate natural light and ventilation. Bathrooms, toilet compartments, closets, halls, storage or utility space, and similar areas are not considered habitable space. Habitable rooms should be provided with natural light by means of exterior windows with an area of not less than 8% of the floor area of such rooms, and natural ventilation by means of openable exterior windows or doors that have an openable area of not less than 4% of the floor area of such rooms. Approved mechanical ventilation systems may be used in lieu of natural ventilation.
- **HEATING** — Dwelling units shall be provided with heating facilities capable of maintaining a room temperature of 70 degrees at a point 3 feet above the floor in all habitable rooms.
- **ELECTRICAL** — Electrical systems shall provide adequate convenience outlets, lights and switches. The electrical service, lines, conductors, switches, outlets, fixtures and fixture coverings and supports shall be in good repair and a safe condition. Broken, loose, frayed, inoperable, defective or missing portions shall be repaired or replaced.
- **PLUMBING** — Every dwelling unit shall be provided with a bathroom with a toilet. Every toilet and bathtub or shower shall be in a room which will afford privacy to the occupant. Plumbing fixtures shall be connected to a sanitary sewer or to an approved private sewage disposal system. Plumbing fixtures shall be connected to an approved system of water supply and provided with hot and cold running water necessary to its normal operation. Water supply and drainage piping shall in good repair and a safe condition.
- **MECHANICAL** — Mechanical appliances and equipment such as hot-water boilers, warm-air furnaces, hot water heaters, and wood burning stoves shall be in good repair and a safe condition (i.e., proper clearance to combustibles, adequate combustion air, and safe venting systems). Gas piping systems shall be in good repair and a safe condition.

**CITY OF STEAMBOAT SPRINGS SECONDARY DWELLING UNIT
INSPECTION REQUEST FORM AND CHECKLIST
ROUTT COUNTY REGIONAL BUILDING DEPARTMENT**

OWNER: _____

REGISTRATION #: _____

ADDRESS: _____

DATE REQUESTED: _____

BUILDING DEPARTMENT APPROVAL:

DWELLING UNIT

Are there facilities for living, sleeping, eating, cooking, and sanitation? YES NO (explain)

EXITS

Is the dwelling unit provided with an adequate exit system? YES NO (explain)

FIRE SEPARATION

Is there one hour fire resistive construction with a 45 minute door separating the dwelling units? YES NO (explain)

EMERGENCY EGRESS

Do sleeping rooms have adequate emergency escape windows? YES NO (explain)

STRUCTURAL SAFETY

Does the building appear to be structurally safe? YES NO (explain)

WEATHER PROTECTION

Does the building appear to be provided with adequate weather protection? YES NO (explain)

STAIRS AND HANDRAILS

Are stairs and handrails adequate? NA YES NO (explain)

GUARDRAILS

Are Guardrails adequate? NA YES NO (explain)

SAFETY GLAZING

Is safety glazing provided at hazardous locations? NA YES NO (explain)

SMOKE DETECTORS

Are smoke detectors provided at required locations? YES NO (explain)

LIGHT AND VENTILATION

Are habitable rooms provided with adequate light and ventilation? YES NO (explain)

HEATING

Is a heating system provided and does it appear adequate? YES NO (explain)

ELECTRICAL

Does the electrical system appear adequate, safe and in good condition? YES NO (explain)

PLUMBING

Does the plumbing system appear adequate, safe and in good condition? NA YES NO (explain)

MECHANICAL

Do mechanical systems appear safe and in good condition? NA YES NO (explain)

SOLID FUEL BURNING DEVICES

Does the number and type of solid fuel burning devices comply with the requirements of Steamboat Springs Municipal Code Section 7-26? NA YES NO (explain)

Inspected By: _____ Date: _____

WATER DEPARTMENT APPROVAL:

Inspected By: _____ Date: _____

FIRE PREVENTION APPROVAL:

Inspected By: _____ Date: _____

City of Steamboat Springs

Secondary Dwelling Unit – Existing Non-Registered Units Completeness Checklist

Project Name: _____
Project Number: _____
Application Date: _____

Submittal Requirements:

- Application form signed by owner
- Use With Criteria – Secondary Unit signed by owner
- Proof of Ownership Affidavit signed & notarized
- Copy of Routt Assessor ownership page
- Floor Plan
- \$50 filing fee
- Site plan indicating entry door for addressing purposes

Submittal Complete: Yes _____ No _____

Notes: _____

Completed Registration Requirements:

- Site plan from GIS showing new address
- Copy of Letter from GIS assigning new address
- Copy of P.I.F. form with total tap fees paid
- Copy of Utility Registration Checklist
- Copy of Approved Certificate of Inspection or Certificate of Approval
- Copy of Letter of Registration from the City of Steamboat Springs

Registration Complete: Yes _____ No: _____

Notes: _____

