

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Limited Use Permit | Secondary Unit To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Applicant Instructions:

1. Have a pre-submittal meeting with the Planning Department.
2. Assemble all materials (hardcopy and digital) marked as required in the table below.
3. Sign at the bottom of page 1.
4. Initial each item on page 2 to acknowledge compliance and understanding of standards.
5. Submit to the Planning Department.

To Be Provided By Applicant						
Submittal Requirements	Paper Size			PDF	Notes	Submitted by Applicant? (✓)
	8.5x11	11x17	24x36			
1 Application —signed by applicant and all property owners	✓			✓		
2 Fee —See fee schedule	\$ _____				Cash, check or credit card. Payable to City of Steamboat Springs.	
3 Proof of Ownership —Routt County Assessor printout or other documentation	✓			✓		
4 Complete Plan Set Including:	0	1	0	✓	Collated and folded	
Site Plan						
Architectural Drawings						

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards and that this application includes all the required materials. I understand that if this application or any of the submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

Signature _____

Date _____

See Reverse

Applicant to initial each criterion to indicate compliance

- Secondary units shall not exceed 650 square feet net floor area, excluding stairways and mechanical rooms.
- A maximum of one secondary unit shall be permitted per lot.
- Secondary units may be located within the principal structure or an accessory structure.
- Vehicle access to the principal dwelling unit and secondary unit shall be shared, unless access to the secondary unit can be obtained via an alley. For lots that share a common access with another lot, proof of consent is required from all owners or easement holders of the shared access.
- When secondary units are located within a principal structure, there shall only be one front entrance door, and the structure shall appear from the street to be a single-family dwelling and not a duplex. Side and rear entrance doors are allowed.
- The use of secondary units as vacation home rentals is prohibited. Long-term rentals are permitted.
- Certificates of Occupancy are required for all secondary units constructed after February 13, 2009. Certificates of Inspection by the Routt County Regional Building Department are required for all secondary units constructed prior to February 13, 2009.