

RECEIVED STAMP

For Office Use Project Code \_\_\_\_\_

## Application Form

This application must be accompanied by the applicable submittal requirement checklist.

### Project Information

Project Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel PIN \_\_\_\_\_

### Applicant

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Project Coordinator/Primary Contact (If different from above)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Property Owner (Attach additional sheets if necessary)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

For application types CU, CDP, DPA, DPP, PP, ZMA, PUD, and TND: Are there severed mineral rights?  Yes  No

### Signatures Required from **ALL** Property Owners and the Applicant

I hereby affirm that I am the lawful owner of the parcel(s) this application is concerning. I further authorize the applicant to submit this application and supporting materials for the applicable departmental review by the City of Steamboat Springs.

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Date**

In submitting this application, I affirm that all information contained within is true and correct. I acknowledge that all items identified as submittal requirements are included, and if they are not, this application will not be accepted, processed or reviewed.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

## Application for Revocable License or Permit

This application is for the following type of revocable encroachment request (check as applicable):

**Permit (\$500 Fee)**

- Structure                                       Concrete Wall                                       >4' Boulder Wall  
 Other: \_\_\_\_\_

**Type A License (Fixed) (\$140 Fee)**

- Affixed Sign(s)                                       Awning(s)                                       Deck                                       Landscaping  
 Lighting Fixtures                                       Fence                                       Snowmelt                                       <4ft Boulder Wall  
 Other: \_\_\_\_\_

**Type B License (Portable) (\$85)**

- Portable Sign                                       Outdoor Seating                                       Bike Rack                                       Outdoor Display  
 Other: \_\_\_\_\_

The following items **MUST** be submitted as part of this application:

1. **Certificate of Insurance** - providing evidence of coverage not less than \$500,000 with the City of Steamboat Springs listed as Additionally Insured and 30 Day Cancellation Notice.
2. **Site Plan** - drawn to scale showing the location of any item to be located within the City ROW
3. **Elevation Profile Drawing** - drawn to scale showing the location of any item to be located within the City ROW (*where applicable*).
4. **Applicant Acknowledgement Form(s)** - For each type of encroachment you have
5. **Payment** – CC, or check payable to the City of Steamboat Springs in the amount indicated
6. **Utility Sign-offs** (not applicable for any Type B, or Type-A projecting signs, awnings, or lighting fixtures in rights-of-way)

**NOTE:** A survey showing the location of all utilities is required for utility signoffs

The following utilities have reviewed and approved this application:

Initial OK	Utility Provider
<input type="checkbox"/>	Mt Werner Water – rbuccino@mwwater.com - 970-879-2424
<input type="checkbox"/>	City of Steamboat Springs Utilities – agregory@steamboatsprings.net - 970-879-2211
<input type="checkbox"/>	YVEA – lball@yvea.com – bhoffner@yvea.com – ewinters@yvea.com - 970-871-2282
<input type="checkbox"/>	Atmos Energy – don.crane@atmosenergy.com - 970-879-4468 x304
<input type="checkbox"/>	Comcast - andy_newby@comcast.com - 970-977-9004
<input type="checkbox"/>	CenturyLink – jason.sharpe@centurylink.com - 970-328-8290
<input type="checkbox"/>	Resort Internet – tenglish@resortinternet.com - 970-389-9646

**NOTE: You will need to call 811 and get utility locates prior to conducting underground work.**

*As the applicant, I understand that all required materials must be submitted prior to review and the Revocable License approved in writing by the City of Steamboat Springs prior to the installation of any item or structure within the City Right-of-Way.*

\_\_\_\_\_  
 Signature of applicant Date

**Submittal Requirements: Utility Sign Off Sheet** To be considered complete, this sign off sheet must have all necessary signatures, accompany a completed application form and include all materials required at the pre-submittal meeting. Failure to provide required materials will result in a returned application at which point processing will be delayed.

**Project Information**

Project Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 Parcel ID # \_\_\_\_\_

**Project Coordinator/Primary Contact**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Description of Request**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Utility Sign Offs** (See back side for contact info)

**Comcast**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Atmos Energy**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Yampa Valley Electric Association**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Resort Internet**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

NOTE: City Engineering to review upon application submittal

**Century Link**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Mount Werner Water**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Department of Public Works, Water Division**

Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**City of Steamboat Springs  
Development Review Team  
Utility Contacts**

**City Public Works (Water):**

Amber Gregory  
[agregory@steamboatsprings.net](mailto:agregory@steamboatsprings.net)  
970-871-8211

**City Public Works (Engineering):**

Ben Beall  
[bbeall@steamboatsprings.net](mailto:bbeall@steamboatsprings.net)  
970-871-8293

**Mt Werner Water:**

Richard Buccino  
[rbuccino@mwwater.com](mailto:rbuccino@mwwater.com)  
970-879-2424

**Comcast:**

Andy Newby  
[Andy\\_newby@comcast.com](mailto:Andy_newby@comcast.com)  
970-534-0610

**Atmos Energy:**

Donald Crane  
[don.crane@atmosenergy.com](mailto:don.crane@atmosenergy.com)  
970-879-3223  
970-385-3281

**YVEA:**

Ed Winters  
[ewinters@yvea.com](mailto:ewinters@yvea.com)  
970-871-2264

**Benj Hoffner**

[bhoffner@yvea.com](mailto:bhoffner@yvea.com)  
970-879-2285

**Century Link:**

Jason Sharpe  
[Jason.Sharpe@CenturyLink.com](mailto:Jason.Sharpe@CenturyLink.com)  
970-328-8290

**Resort Internet:**

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