

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Limited Use Permit

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 in PDF file format marked as required in the table below.
3. Sign the bottom of this page.
4. Initial each item on the acknowledgement form to acknowledge compliance and understanding of standards.
5. Submit to the Planning Department.

To Be Provided By Applicant				
	Submittal Requirements	Notes	Required for submittal? (✓)	Submitted by Applicant? (✓)
1	Application —signed by applicant and all property			
2	Fee \$ <u>175</u> , or free if concurrent with a building permit or development application	Cash, check or credit card. Payable to City of Steamboat Springs.		
3	Proof of Ownership	Routt County Assessor printout or other documentation.		
4	Narrative	Briefly describe your project		
5	Acknowledgement Form	Provided by staff; initial each criteria		
6	Complete Plan Set Including:			
	Site Plan			
	Picture or Drawing of Limited-Use/Structure			

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