



Proof of Ownership - Planning Applications

For Planning Applications that require Proof of Ownership, include the following, and any information necessary to demonstrate how applicable standards are met. This is not an exhaustive list, and additional items may be required.

Qualification of the Applicant

Section 702.B establishes Qualification of the Applicant as follows:

An applicant for a development approval must either be the owner or have the right to possess the land for which the development approval is sought, or submit documents to the Planning Department that provide evidence that the applicant will become the owner of the land subsequent to the approval of a development or have the right to possession of the land. No development approval shall be issued to any applicant who does not possess the land or have a right to possession of the land. If the holder of an easement on the land for which the development approval is sought objects to such development, that person must seek relief in a court of competent jurisdiction.

What to Provide

Proof of Ownership is generally a Property Record Card PDF from the Routt County Assessor's website. Locate this document by:

1. Visiting [Routt County Assessor's Office Property Search](#).
2. Type the owner's name OR the partial address. Several options may appear on the screen. Choose the one that matches the owner and subject property.
3. Click 'Print' in the top right corner.