



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 GENERAL—LAND USE CHANGE**

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

- Project Type _____ Planning Type _____
- Application fee \$ _____
 - Proof of ownership: Deed or Assessor's Property Record Card
 - Statement of Authority, if required
 - Vicinity map
 - Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
 - Description of use
 - Hours of operation
 - Anticipated number of employees
 - Anticipated traffic
 - Access to the property
 - Type of equipment and vehicles
 - Mitigation Plan for any significant negative impacts (Refer to Section 6, Routt County Zoning Regulations)
 - Site plan, drawn to scale, including the following information, as applicable:
 - Scale & North arrow
 - Location and dimensions of all existing and proposed buildings, structures, and fencing
 - Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas
 - Parking areas
 - Snow storage
 - Sanitation facilities
 - Utilities
 - Water bodies, drainages, and ditches
 - Wetlands, floodplain, and steep slopes (>30%)
 - Easements, building envelopes, and minimum setbacks
 - Location, width, and surface of all sidewalks and trails
 - Location and type of proposed landscaping and/or screening
 - Location, width, and surface of all existing and proposed access roads and drives
 - Location and method of hazardous materials storage
 - Exterior lighting
 - Phasing Plan, if applicable
 - Grading and Excavation Plan, if applicable
 - Reclamation Plan, if applicable
 - Floor plans and elevation drawings of proposed buildings, drawn to scale
 - Engineered plan and profiles for all new Common Roads
 - Traffic Impact Study (per Road & Bridge Department standards), if required
 - Transportation Summary Information (per Road & Bridge Department standards), if Road Engineering Study is required
 - Additional submittal requirements for specific land use proposal (Refer to Appendix A, Routt County Zoning Regulations)
 - Additional information as required by Planning Director _____
 - CDOT Access Permit (submitted or approved), if applicable
 - Wildlife Mitigation Plan, if required

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner