



**SUBMITTAL CHECKLIST  
 FINAL PUD**

Activity No. _____	<b>OFFICE USE</b>
Reviewed By _____	Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

- Signed application form
- Application fee \$ \_\_\_\_\_
- PDF of complete submittal package:       CD/Flash       Emailed
- Proof of ownership:       Lease       Deed
- Statement of Authority, if required
- Vicinity map
- Legal description:       Attached       On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners (*for public notice purposes*)
- Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
  - Description of proposed use(s)
  - Hours of operation
  - Description of proposed variations from Routt County Zoning Regulations and explanation of benefit(s) to be achieved by the proposed variations (*e.g., innovative design, creative land use*)
  - Anticipated traffic
  - Anticipated number of employees
- 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:
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> Scale</li> <li><input type="checkbox"/> North arrow</li> <li><input type="checkbox"/> Location and dimensions of all existing and proposed buildings, structures, fencing, and lots</li> <li><input type="checkbox"/> Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas</li> <li><input type="checkbox"/> Parking areas</li> <li><input type="checkbox"/> Snow storage</li> <li><input type="checkbox"/> Sanitation facilities</li> <li><input type="checkbox"/> Utilities</li> <li><input type="checkbox"/> Water bodies, drainages, and ditches</li> <li><input type="checkbox"/> Wetlands, floodplain, and steep slopes (&gt;30%)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Easements, building envelopes, and minimum setbacks</li> <li><input type="checkbox"/> Location, width, and surface of all sidewalks and trails</li> <li><input type="checkbox"/> Location and type of proposed landscaping and/or screening</li> <li><input type="checkbox"/> Location, width, and surface of all existing and proposed access roads and drives</li> <li><input type="checkbox"/> Location and method of hazardous materials storage</li> <li><input type="checkbox"/> Location and size of all signage and advertising devices</li> <li><input type="checkbox"/> Exterior lighting</li> <li><input type="checkbox"/> Phasing Plan, if applicable</li> <li><input type="checkbox"/> Grading and Excavation Plan, if applicable</li> <li><input type="checkbox"/> Reclamation Plan, if applicable</li> </ul>
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- Sign plan including construction drawings, in color and drawn to scale, with height and dimensions of all proposed signs and support structures, and sign lighting details, if applicable, in conformance with Section 5.9 of Routt County Zoning Regulations
- Summary on plans to satisfy the open space/fee-in-lieu requirement in Section 5.3 of the Routt County Subdivision Regulations.
- Floor plans and elevation drawings of proposed buildings, drawn to scale
- Engineered plan and profiles for all new Common Roads
- 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