



**SUBMITTAL CHECKLIST
 GENERAL LAND USE CHANGE**

Activity No. _____	OFFICE USE
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 (*not required for Minor Use Permits*)
- 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