



<b>OFFICE USE</b>	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST**  
**PUD—FINAL**

*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. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

Project Type Planned Unit Development Planning Type Final

- Application fee \$2400. If approved, a \$600 plat review fee will be charged
- 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 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:
  - Scale
  - North arrow
  - Location and dimensions of all existing and proposed buildings, structures, fencing, and lots
  - 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
  - Location and size of all signage and advertising devices
  - Exterior lighting
  - Phasing Plan, if applicable
  - Grading and Excavation Plan, if applicable
  - Reclamation Plan, if applicable

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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

EXAMPLE ONLY  
FOR REFERENCE ONLY

**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