



**SUBMITTAL CHECKLIST
 SKETCH SUBDIVISION PLAN**

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|--------------------|-------------------|
| 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: Deed Current title policy commitment
- Statement of Authority, if required
- 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 tract and proposed subdivision, including any relevant special features and characteristics of the property and proposed subdivision
- Mitigation Plan for any significant negative impacts (*Refer to Section 6, Routt County Zoning Regulations*)
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- Sketch subdivision plan, drawn to scale of 1" = 200' unless otherwise approved, including the following information, as applicable:
 - Scale, written and graphic
 - North arrow (designated as true north)
 - Names and addresses of property owner(s), subdivider, planner or designer, and registered surveyor
 - Vicinity sketch, drawn to scale of 1" = 500', illustrating abutting subdivisions tracts; lakes and streams within proposed subdivision tract; highways, streets, and utilities within 1/2 mile of proposed subdivision tract; and distance to municipal boundaries within 2 miles of proposed subdivision tract
 - Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
 - Water bodies, drainages, and ditches
 - Topography (may be USGS 7.5' map)
 - Layout and general dimensions of subdivision streets
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses
 - Proposed subdivision name and number of filings
 - Date of plan preparation
 - Wetlands, floodplain, and steep slopes (>30%)
 - Zoning of subject and adjacent property
 - Number, approximate size, and layout of proposed lots
 - General location of utilities on and adjacent to the subdivision tract
- Information regarding water availability and quality, documentation of water rights, if applicable, and letter of intent to serve from a special district, if applicable (*Refer to Section 4.5.2, Routt County Subdivision Regulations*)
- Information regarding sewage disposal system proposed
- 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 information as required by Planning Director _____