

January 06, 2023

Charlotte Harriman  
2915 Riverside Dr  
Steamboat Springs, CO 80487

**Application:** PL20230001

**Property Location:** SUNDANCE PLAZA SUBDIVISION 7AC

**Re:** PL20230001, Conditional Use, Junior Explorer Club

Your application was reviewed for completeness on January 06, 2023. The following is not a thorough review. Staff finds the application is incomplete at this time and additional information is required in order to review this proposal. Review of your application will resume upon resubmittal of all required items outlined below. Please address all comments and provide all requested items in one submittal to the Planning Department. Per CDC Section 702.I, you are required to provide a complete response that adequately addresses each comment or formally request an extension within 30 days of the date of this letter or the application may be terminated.

**Missing Submittal Requirements:**

- Traffic Impact Analysis Report – if you believe you are exempt from this requirement and would like a waiver, you can find an application type in the CityView Portal for “Preconsultation – Traffic Scope Approval Form or Waiver Request”. These are completed by the engineering department and usually only take a week or so I believe to get back.

**Preliminary Review Corrections:**

**The applications shall only be considered complete when all of the above information is submitted. The applications will not be processed further until the application is considered complete.**

Feel free to contact me with any questions or concerns.

Sincerely,



Jeremy Brown  
Planner