



February 02, 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 February 02, 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.

Preliminary Review Corrections:

The three documents provided for site plans and elevations are not consistent and do not show where the proposed conditional use will be located in the building or on the site. Provide a site plan that identifies the unit in the building and an elevation of the building showing where the unit is in the building. The floor plan of the proposed use should be consistent with the floor plan for unit in the building.

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,

A handwritten signature in blue ink, appearing to read "Toby Stauffer".

Toby Stauffer, AICP
Senior Planner