



March 29, 2023

Matthew McLeod
PO Box 775966
Steamboat Springs, CO 80477

Application: PL20230083

Property Location: PT OF LOT 1 (TA 27X), WEST ACRES RANCH SUBD EXEMPTION PLAT, 81.15APT OF LOT 1 (TA 20SS), WEST ACRES RANCH SUBD EXEMPTION PLAT, 52.77A

Re: Airport Park Zone Map Amendment

Your application was reviewed for completeness on 3/29/2023. 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 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.

Submittal Requirements Returned for Correction:

- Sign off & Submittal Requirements Form – needs to be signed by applicant (it has only been signed by the owner)

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 black ink, appearing to read "Jeremy Brown", is written over a light gray rectangular background.

Jeremy Brown, RLA, LEED AP
Planner