



November 01, 2023

Walter Magill  
1769 BROME DRIVE  
STEAMBOAT SPRINGS, CO 80487

**Application:** PL20230308

**Property Location:** LOT 1 INDIAN MEADOWS F3

**Re:** PL20230308, Substantial Conformance, Holiday Inn Express and Hotel B

Your application was reviewed for completeness on November 01, 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:**

- Property Owner Sign Off & Submittal Requirements Form
- Architectural plans and information about the change to building height

**Preliminary Review Corrections:**

**I will begin review when the application is complete.**

**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,  
City of Steamboat Springs

Toby Stauffer, AICP  
Senior Planner