



April 15, 2024

Walter Magill  
1769 BROME DRIVE  
STEAMBOAT SPRINGS, CO 80487

**Application:** PL20240114

**Property Location:** LOT A MOUNTAIN OFFICE PARK SUBDLOT B MOUNTAIN OFFICE PARK  
SUBDIVISION

**Re:** PL20240114, Development Plan - Public Hearing & Major Variance, Village Drive Apartments -  
Development Plan

Your application was reviewed for completeness on April 15, 2024. 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 – *all property owner signatures required*
- Lighting Plan
- Water Demand Report or waiver
- Fire Code Analysis

**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

A handwritten signature in cursive script that reads "Darby Kenyon".

Darby Kenyon  
Planning Technician