



Sign Off & Submittal Requirements Form

For Office Use

Pre-Submittal Meeting Date 11/17/22

Planner Initials

Pre-Submittal Code PS22-0240

Identifier Lot 1 Indian Meadows

Development Plan—Public Hearing (All Types)

To be considered complete, this checklist must accompany all of the materials listed below. A pre-submittal meeting is also required and may be completed in person, over the phone or via email depending on project complexity. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Please submit all items in a PDF format. All items required unless waived

Submittal Requirement	Notes
1 Proof of Ownership—Routt County Assessor printout or other documentation	
2 Detailed Narrative—detailed description of the project. Also address approval criteria in Section 709 of the CDC. standards, including one for parking and a road to be between the building and the front property line. Address all criteria for conditional use, development plan, variance. For Conditional Uses, also address criteria in Section 707. For Major Variances, also address criteria in Section 719.	
3 Fire Flow Demand & Availability Calculations	
4 Coversheet	
5 Existing Conditions Plan	
6 Site Plan	
7 Phasing Plan	
8 Architectural Drawings	Include phasing plan if you want CO or final plat before all infrastructure is built or before the entire site is built
9 Landscape Plan	
10 Grading & Drainage Plan	
11 Utility Plan	
12 Lighting Plan	
13 Preliminary Floodplain Analysis	
14 Fire Code Analysis	Development plan concepts should be consistent with floodplain analysis
15 Other	



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Submittal Requirement		Notes
16	Traffic Impact Analysis Report or Waiver*	
17	Soils & Geotechnical Report or Waiver*	
18	Drainage Study or Waiver*	
19	Water Demand Report or Waiver*	

* Preconsultation approval required prior to submitting a Development Plan application

ALL Property Owner Signatures Required

I hereby affirm that I am the lawful owner of the parcel(s) this application is concerning. I further authorize the applicant to submit this application and supporting materials for the applicable departmental review by the City of Steamboat Springs.

Signature _____
Date 2/21/23

Signature _____
Date _____

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards, unless specifically requesting a variance, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further. In submitting this application, I affirm that all information contained within is true and correct.

Signature _____
Date 2.24.23