



Sign Off & Submittal Requirements Form

For Office Use

Pre-Submittal Meeting Date 4/27/23

Identifier Steamboat Resort Signs- various

Planner Initials ts

Pre-Submittal Code PS23-0087

Major Adjustment (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.

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 718 of the CDC.	Describe each adjustment request and then address how each request addresses each criterion. Consider the purposes of the sign code and how the requests are or are not consistent with those purposes.
3 Coversheet	n/a
4 Existing Conditions Plan	n/a
5 Site Plan	Show locations of signs and sign specifics as needed. Specific height, SF, window coverage in specific areas or signs will be needed for each request
6 Architectural Drawings	as noted above, content doesn't need to be included, but size, height, location of signs requested for adjustment need to be clear and specific
7 Landscape Plan	n/a
8 Other	


As we've talked about, all existing and future signs should be in the sign plan, so you can keep everything that's in there, others could be included if they were left out, and you could remove any that you don't think will happen any time soon. Some existing and future signs need an adjustment as was noted in the sign plan comments. Major Adjustments expire in three years, so apply for/include signs that you expect to get a sign permit for within the next three years. Signs in the sign plan that need an adjustment that are not included in this adjustment request, will need an adjustment in the future and are not automatically approved by the plan.



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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

9/15/2023

Date

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