City of Steamboat Springs

Planning Application
Property Owner Signature & Submittal Requirements Form

Development Plan

Use this form for the following application types:

- Development Plan - Administrative
- Development Plan - Administrative & Minor Variance
- Development Plan - Minor Modification
- Development Plan - Public Hearing

- Development Plan - Public Hearing & Conditional Use & Major Variance
- Development Plan - Public Hearing & Conditional Use
- Development Plan - Public Hearing & Major Variance

A pre-submittal meeting is required. All submittal items are required unless indicated otherwise by staff. To be considered complete, this checklist must accompany all of the materials listed below, in a PDF format. Failure to provide required materials will result in a returned application at which point processing will be delayed.

Submittal Item	Staff Use Only
Property Owner Signature & Submittal Requirements Form	
Proof of Ownership	
Detailed Narrative	including variance criteria
Fire Flow Demand & Availability Calculations Form	
Existing Conditions Plan	
Site Plan	
Phasing Plan	N/A
Architectural Drawings	
Landscape Plan	
Grading & Drainage Plan	
Utility Plan	
Lighting Plan	
Traffic Study or Waiver*	
Soils & Geo-Technical Report or Waiver*	
Drainage Study or Waiver*	
Water Demand Report or Waiver*	
Preliminary Floodplain Analysis	N/A
Fire Code Analysis	
Signage & Striping Plan	N/A
Other	

* 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.

Village Drive TownHomes II,LLC 4/9/24
_____
Name & Date

_____
Signature

_____
Name & Date

_____
Signature

Applicant Signature Required

I, the applicant, affirm that this application includes all the required materials to be deemed complete. I understand that if this application or any of the submittal items 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. I also understand that all information provided in connection with this application is subject to public disclosure pursuant the Colorado Open Records Act.

Village Drive TownHomes II,LLC 4/9/24
_____
Name & Date

_____
Signature

01/2023