



Planning Application

Property Owner Signature & Submittal Requirements Form

ADJUSTMENT

Use this form for the following application types:

- Minor Adjustment
- Major Adjustment
- Major Adjustment – Floodplain
- Major Adjustment – Sign

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	
Existing Conditions Plan	
Site Plan	
Architectural Drawings	
Landscape Plan	
Preliminary Floodplain Analysis	
Elevation Certificate	
Flood-Proofing Certification	
No-Rise Certification	
Other	

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.

Name & Date

Name & Date

Signature

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.

Name & Date

Signature

PRE-SUBMITTAL MEETING REQUIRED