

## Final Plat - Minor Subdivision Signature and Submittal Requirements Form - Planning Applications

A presubmittal 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 Requirements

Submittal Item	Staff Use Only
Property Owner Signature & Submittal Requirements Form	
Proof of Ownership	
Detailed Narrative	Describe easements to be vacated and dedicated. Address all criteria for approval. Describe all changes that exist from approved plan. Narrative should clearly describe the changes shown on the plans. Narrative should indicate the justification for previous variances and approval and how the proposed/existing changes impact those variances and justifications.

Easement vacation and dedication require Minor subdivision. If easements will not be dedicated or vacated you may be able to apply for a different process.

## Submittal Requirements

Submittal Item	Staff Use Only
Existing Conditions Plan	Show existing conditions as of date of application
Site Plan	Show approved drawings and existing/proposed conditions to clearly depict the differences, identify all changes
Current Recorded Plat	
Plat	
Grading & Drainage Plan	Show approved drawings and existing/proposed conditions to clearly depict the differences, identify all changes
Utility Plan	Show approved drawings and existing/proposed conditions to clearly depict the differences, identify all changes
Traffic Study or Waiver*	
Soils & Geo-Technical Report or Waiver*	
Drainage Study or Waiver*	
Water Demand Report or Waiver*	
Preliminary Floodplain Analysis	
Other	

\*Preconsultation approval required prior to submitting a Final Plat 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 LLC 6/4/25

Name & Date

Name & Date



Signature Jason Portoni - Managing Member

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.

WALTER MAGILL 6-12-25

Name & Date



Signature