



## Development Plan - Administrative 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
X	<b>Property Owner Signature &amp; Submittal Requirements Form</b>	<b>Include owners for both properties where changes are proposed</b>
X	<b>Proof of Ownership</b>	<b>Include owners for both properties where changes are proposed</b>
X	<b>Detailed Narrative</b>	<b>Describe project and all changes to site, address approval criteria from CDC Section 709</b>
	<b>Fire Code Analysis, Fire Flow Demand and Availability Form</b>	n/a
SEE C1	<b>Existing Conditions Plan</b>	<b>Show existing parking spaces from approved plans</b>
SEE C2 & C3	<b>Site Plan</b>	<b>Include both properties, Show all proposed changes to parking, landscaping, drainage, snow storage and anything else different from the approved plans</b>
	<b>Phasing Plan</b>	n/a
	<b>Architectural Drawings</b>	<b>n/a unless changing the exterior of the buildings</b>

## Submittal Requirements

	Submittal Item	Staff Use Only
SEE C2	Landscape Plan	
SEE C4	Grading & Drainage Plan	
N/A	Utility Plan	
	Lighting Plan	n/a unless changing lighting
	Traffic Study or Waiver*	n/a
	Soils & Geo-Technical Report or Waiver*	n/a
	Drainage Study or Waiver*	n/a
	Water Demand Report or Waiver*	n/a
	Preliminary Floodplain Analysis	n/a
X	Other	Approved plans: PL20220031, FCT-20-12

\* 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.

Les A. Liman 10/27/25

Name & Date

Name & Date

*Les A. Liman*

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.

Walter Magill, P.E. 10/31/25

Name & Date

*Walter Magill*

Signature

**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 Fremont, 2012.

Name & Date: Lee A. Loman 10/27/12  
Name & Date:

Signature: Lee A. Loman  
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 is any of the submitted items are incomplete, found to be insufficient, and this application will be returned and not processed 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 to the Colorado Open Records Act.

Name & Date: Walter Nagel, PE 10/27/12  
Name & Date:

Signature: [Handwritten Signature]  
Signature: