



## Sign Off & Submittal Requirements Form

For Office Use

Pre-Submittal Meeting Date 11/1/2021

Planner Initials MF

Identifier Erik Lobeck

Pre-Submittal Code PS21-0221

### Minor Modification

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 709 of the CDC.	
3 Coversheet	
4 Existing Conditions Plan	
5 Site Plan	
6 Architectural Drawings	
7 Landscape Plan	Show existing landscaping if not changing
8 Lighting Plan	N/A unless proposing new lighting beyond original approval
9 Other	