



Sign Off & Submittal Requirements Form

For Office Use

Pre-Submittal Meeting Date Generic

Planner Initials Generic

Identifier Generic

Pre-Submittal Code Generic

Preconsultation

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	Detailed Narrative—detailed description of the project.	Provided by FPSE
2	Concept Plan	Provided by FPSE
3	Traffic Study Scope Approval Form	Provided by FoxTuttle Transportation Group
4	Drainage and Stormwater Treatment Scope Approval Form	Provided by FPSE
5	Permanent Stormwater Treatment Facility Exclusions Tracking Form	Not Required
6	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.

Bob Amin

Digitally signed by Bob Amin
Date: 2021.10.26 16:41:35 -06'00'

Signature

Date

Signature

Date

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards, unless specifically requesting a variance, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements 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.

Joseph Linus Wiedemeier

Digitally signed by Joseph Linus Wiedemeier
Date: 2021.10.26 16:41:56 -06'00'

Signature

Date