



January 26, 2022

Steamboat Engineering And Design (SEAD)
2740 Acre Lane Suite E
Steamboat Springs, Co 80487

Application: PL20220031

Property Location: COMMON AREA DOWNHILL PLAZA CONDOMINIUM

Re: PL20220031, Development Plan - Minor Modification, Downhill Plaza Lot 7 Parking Expansion

Your application was reviewed for completeness on January 26, 2022. The following is not a thorough review. Staff finds the application is incomplete at this time and additional information is required in order to review this proposal. Review of your application will resume upon resubmittal of all required items outlined below. Please address all comments and provide all requested items in one submittal to the Planning Department. Per CDC Section 702.I, you are required to provide a complete response that adequately addresses each comment or formally request an extension within 30 days of the date of this letter or the application may be terminated.

Missing Submittal Requirements:

- Existing Conditions Plan

Preliminary Review Corrections:

- Property Owner Sign Off – the presubmittal checklist was not signed by the property owner or the applicant.
- Other/Miscellaneous – A very old set of covenants and a plat were provided. This property has been condominiumized and there should be newer documents as well (depending on the situation, both may be needed).

The applications shall only be considered complete when all of the above information is submitted. The applications will not be processed further until the application is considered complete.

Feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Michael Fitz".

Michael Fitz
Planning Technician