



## Sign Off & Submittal Requirements Form

*For Office Use*

Pre-Submittal Meeting Date 4-22-2022  
 Identifier Lot 1 West Acres Ranch Subdivision

Planner Initials Generic  
 Pre-Submittal Code Generic

### Preliminary Plat (All Types)

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 713 of the CDC. For Major Variances, also address criteria in Section 719. For right-of-way vacations, also address Section 2.8 of the Engineering standards.	
3 Coversheet	
4 Existing Conditions Plan	
5 Site Plan	
6 Phasing Plan	N/A
7 Plat	
8 Grading & Drainage Plan	
9 Utility Plan	
10 Street Plan & Profile	
11 Centerline Cross Sections	
12 Water Service Verification Letter	N/A
13 Utility Sign-Off Sheets	N/A
14 Legal Description	Not required as a separate document - MF
15 Other	



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Submittal Requirement	Notes
16 Traffic Impact Analysis Report or Waiver*	Waiver Included
17 Soils & Geo-Technical Report or Waiver*	Reports included
18 Drainage Study or Waiver*	Included
19 Water Demand Report or Waiver*	Waiver Included

\* 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.

  
 \_\_\_\_\_  
 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.

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date