



**SUBMITTAL CHECKLIST  
 STAGECOACH/STEAMBOAT LAKE CONSOLIDATION**

Activity No. _____	<b>OFFICE USE</b>
Base Fee \$ _____	Receipt No. _____
Received By _____	Date _____
Deemed Complete By _____	Date _____

*This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.*

- Signed application form
- Application fee \$ \_\_\_\_\_
- PDF of complete submittal package:       CD/Flash       Emailed
- Proof of ownership:       Lease       Deed
- Statement of Authority, if required
- Vicinity map
- Legal description:       Attached       On application form
- Boundary survey (certified by Registered Land Surveyor)
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Title policy commitment (less than 30 days old) *(This may be submitted prior to plat recording; consult with Planning Staff)*
- Written narrative
  - Detailed description of subject tract and proposed consolidation.
  - Detailed description of requested vacation.
  - Detailed response to the standards of Section 8.2.1 of the Routt County Zoning Regulations. The petition must show that all of the following exist:
    - The proposed zone change is consistent with the goals and policies of the Master Plan and any applicable sub-area plans.
    - The area in question possesses geological, physical, and other environmental conditions compatible with the characteristics of the requested Zone District.
    - The advantages of the requested Zone District substantially outweigh the disadvantages to the County and neighboring land occasioned by the amendment.
    - The applicable provisions of the Zoning Regulations can be met.
    - In the case of a rezoning that would increase allowable residential, commercial, or industrial density, adequate facilities such as roads, water and sanitation, fire protection, emergency services and public utilities are available to serve the area.
  - Detailed response to the standards of Section 8.2.2 of the Routt County Zoning Regulations. The petition must show that one or more of the following exist:
    - The existing Zone District is inconsistent with the policies and goals of the applicable Master Plan and any applicable adopted area or community plan.
    - The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area.
    - The proposed rezoning is necessary in order to provide land for a demonstrated community need.
    - The existing zone classification currently shown on the Official Zone Map is an error.
- Additional submittal requirements for water or sewer facilities *(Refer to Appendix A, Routt County Zoning Regulations)*

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- Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including the following information, as applicable:
  - Scale, written and graphic
  - North arrow (designated as true north)
  - Written property description referencing county, state, section, township, range, and principal meridian or established subdivision, block, and lot number or other established and accepted method
  - Boundary and lot lines with exact lengths and bearings
  - Lots and blocks numbered in consecutive order
  - Names of abutting subdivisions, or "unplatted" for abutting unplatted property
  - Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing
  - Signature blocks as required by Appendix B, Routt County Subdivision Regulations
  - Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations
  - Subdivision name (and filing, if applicable)
  - Basis of bearings
  - Location and names of all streets
  - Open spaces, public parcels and similar areas
  - Location and dimension of all easements (shown using dashed lines)
  - Description of monuments, found and set, marking boundary and lot lines, including control monuments
  - Designated "no build" zones
- Digital copy of plat
- Engineered plans for all utilities, including water and sewer systems and utility lines
- Engineered plan and profiles for all new public streets and Common Roads
- Final plans for all other improvements
- Cost estimates for all improvements

**EASEMENT VACATION**

- Legal description of easement to be vacated
- Utility company sign-off / approval letters

**RIGHT-OF-WAY VACATION**

- Legal description of right-of-way to be vacated
- Statement of approval from Routt County Road & Bridge Department
- Statement of approval from all property owners who rely on the right-of-way to be vacated