



**SUBMITTAL CHECKLIST  
 CONCEPTUAL PUD**

Activity No. \_\_\_\_\_ **OFFICE USE**  
 Reviewed 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. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

- 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
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners (for public notice purposes)
- Written narrative / description of subject site and proposed use/development, with as much detail as possible regarding the following, as applicable:
  - Description of proposed use(s)       Anticipated traffic
  - Description of proposed variations from Routt County Zoning Regulations and explanation of benefit(s) to be achieved by the proposed variations (e.g., innovative design, creative land use)
- Mitigation Plan for any significant negative impacts (Refer to Section 6, Routt County Zoning Regulations). Level of detail to be determined by Planning Director
- Existing Conditions Plan including the location and dimension of all existing buildings, structures, fencing and lots.
- Draft PUD Guide indicating basic zoning information such as land uses, building height and setbacks, permitted uses, etc..
- Conceptual plan, drawn to scale. A Land Use Plan of Development (POD Plan or sometimes referred to as a "bubble plan") is acceptable if it includes at least the following for each land use pod: road circulation layout, land use(s); # and types of units, commercial type and square footage, other proposed elements as required by the Planning Director, as applicable:
  - Scale       General location, width, and surface of all trails
  - North arrow       Conceptual Landscape Plan
  - Parking areas over 10 spaces       Conceptual Phasing Plan, if applicable
  - Snow storage       Conceptual Grading and Excavation Plan, if applicable
  - Sanitation facilities       Reclamation Plan, if applicable
  - Utility plan       Wetlands, floodplain, and steep slopes (>30%)
  - Water bodies, drainages, and ditches
- Typical floor plans and elevation drawings (or photographs) of each proposed building type, drawn to scale
- Conceptual sign plan
- Traffic Impact Study (per Road & Bridge Department standards), if required
- Transportation Summary Information (per Road & Bridge Department standards), if Road Engineering Study is required
- Additional information as required by Planning Director \_\_\_\_\_