



## SUBMITTAL CHECKLIST GENERAL LAND USE CHANGE

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 *(not required for Minor Use Permits)*
- Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
  - Description of use
  - Hours of operation
  - Anticipated number of employees
  - Anticipated traffic
  - Access to the property
  - Type of equipment and vehicles
- Mitigation Plan for any significant negative impacts *(Refer to Section 6, Routt County Zoning Regulations)*
- Site plan, drawn to scale, including the following information, as applicable:
  - Scale
  - North arrow
  - Location and dimensions of all existing and proposed buildings, structures, and fencing
  - Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas
  - Parking areas
  - Snow storage
  - Sanitation facilities
  - Utilities
  - Water bodies, drainages, and ditches
  - Wetlands, floodplain, and steep slopes (>30%)
  - Easements, building envelopes, and minimum setbacks
  - Location, width, and surface of all sidewalks and trails
  - Location and type of proposed landscaping and/or screening
  - Location, width, and surface of all existing and proposed access roads and drives
  - Location and method of hazardous materials storage
  - Exterior lighting
  - Phasing Plan, if applicable
  - Grading and Excavation Plan, if applicable
  - Reclamation Plan, if applicable
- Floor plans and elevation drawings of proposed buildings, drawn to scale
- Engineered plan and profiles for all new Common Roads
- 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 submittal requirements for specific land use proposal *(Refer to Appendix A, Routt County Zoning Regulations)*
- Additional information as required by Planning Director \_\_\_\_\_
  - CDOT Access Permit (submitted or approved), if applicable
  - Wildlife Mitigation Plan, if required