



**SUBMITTAL CHECKLIST
 PRELIMINARY SUBDIVISION PLAN**

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|--------------------|-------------------|
| 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: Deed Current title policy commitment
- Statement of Authority, if required
- 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 / detailed description of subject tract and proposed subdivision, including any relevant special features and characteristics of the property and proposed subdivision
- Mitigation Plan for any significant negative impacts (*Refer to Section 6, Routt County Zoning Regulations*)
- Preliminary subdivision plan (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of 1" = 100' unless otherwise approved, including the following information, as applicable:
 - Scale, written and graphic
 - North arrow (designated as true north)
 - Names and addresses of property owner(s), subdivider, planner or designer, and registered surveyor
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Location and dimensions of all existing and recorded streets, alleys, easements, section lines, improvements, and other important features within and adjacent to the proposed subdivision tract
 - Reference to permanent survey monuments with a tie to a section corner or quarter-section corner
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Water bodies, drainages, and ditches
 - Designated "no build" zones
 - Number, size, layout, and dimensions of proposed lots
 - Layout, widths, curves, radii and other dimensions of subdivision streets
 - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses, lots, or outlots
 - Proposed subdivision name and number of filings
 - Date of plan preparation
 - Topography with minimum 10-foot contours, existing and proposed
 - Wetlands, floodplain, and steep slopes (>30%)
 - Zoning of subject and adjacent property
 - Number and location of off-street parking spaces
 - Location of proposed Improvements (*Refer to Section 4, Routt County Subdivision Regulations*)
- Engineered plans for all proposed utilities, including water and sewer systems and utility lines
- Engineered plan and profiles for all new public streets and 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
- Percolation test, if required by Environmental Health Department

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- Information regarding water availability and quality, documentation of water rights, if applicable, and letter of intent to serve from a special district, if applicable (*Refer to Section 4.5.2, Routt County Subdivision Regulations*)
- Drainage study
- Floodplain study, if required
- Information regarding designation, dedication, and maintenance of open space; and dedication and/or fee in lieu of dedication of public sites (*Refer to Section 3.5, Routt County Subdivision Regulations*)
- Additional information as required by Planning Director _____
 - CDOT Access Permit (submitted or approved), if applicable
 - Wildlife Mitigation Plan, if required
 - Draft Covenants, if required
 - Draft Development Agreement, if required
 - Information regarding conditions of approval of Sketch Subdivision Plan, if applicable