



## SUBMITTAL CHECKLIST ROAD REVIEW (EXEMPT SUBDIVISION)

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
- Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including:
  - Signature block as required by Appendix B, Routt County Subdivision Regulations
- Road Construction Permit, issued by the Road & Bridge Department, for all new public streets and Common Roads
- Evidence of approval from applicable Fire Protection District, if required
- Improvements Agreement to guarantee construction of all new public streets and Common Roads
- Additional information as required by Planning Director \_\_\_\_\_