



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
PUD—CONCEPTUAL

*This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. 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).***

Project Type Planned Unit Development Planning Type Conceptual

- Application fee \$1200
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- 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
 - North arrow
 - Parking areas over 10 spaces
 - Snow storage
 - Sanitation facilities
 - Utility plan
 - Water bodies, drainages, and ditches
 - General location, width, and surface of all trails
 - Conceptual Landscape Plan
 - Conceptual Phasing Plan, if applicable
 - Conceptual Grading and Excavation Plan, if applicable
 - Reclamation Plan, if applicable
 - Wetlands, floodplain, and steep slopes (>30%)

FOR REFERENCE ONLY CONTACT PLANNING

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- 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 _____

FOR REFERENCE ONLY - CONTACT PLANNING

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Owner's Signature

Print/type name of owner

Owner's Signature

Print/type name of owner