



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 SUBDIVISION—SKETCH PLAN**

*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 Subdivision Planning Type Sketch

- Application fee \$580 + \$20/lot
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- 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)
- 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
- Sketch subdivision plan, drawn to scale of 1" = 200' 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
 - Vicinity sketch, drawn to scale of 1" = 500', illustrating abutting subdivisions tracts; lakes and streams within proposed subdivision tract; highways, streets, and utilities within 1/2 mile of proposed subdivision tract; and distance to municipal boundaries within 2 miles of proposed subdivision tract
 - 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
 - Water bodies, drainages, and ditches
 - Topography (may be USGS 7.5' map)
 - Layout and general dimensions of subdivision streets
 - Gross acreage of subdivision tract, excluding existing dedicated public right-of-way
 - Location and area of any multi-family residential, commercial, industrial, and public uses; churches; schools; parks; and other non single-family uses
 - Proposed subdivision name and number of filings
 - Date of plan preparation
 - Wetlands, floodplain, and steep slopes (>30%)
 - Zoning of subject and adjacent property
 - Number, approximate size, and layout of proposed lots
 - General location of utilities on and adjacent to the subdivision tract
- 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)
- Information regarding sewage disposal system proposed
- 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 _____

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

