

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Waiver of Replat To be considered complete, this checklist must accompany a completed application form and include all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Under no circumstances may an Applicant request a waiver to any of the submittal requirements below. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

To Be Provided By Applicant							
Submittal Requirements	Paper Size			PDF	Notes	Submitted by Applicant? (✓)	
	8.5x11	11x17	24x36				
1	Application—signed by applicant and all property owners						
2	Fee—See fee schedule				Cash, check or credit card. Payable to City of Steamboat Springs.		
3	Proof of Ownership—Routt County Assessor printout or other documentation						
4	Detailed Narrative—detailed description of the project; address approval criteria in Section 715 of the CDC						
5	Recorded Subdivision Plat — Obtain from the Routt County Clerk & Recorder						
6	Documents for Recording:						
	Waiver of Replat						
	Exhibit						

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards, unless specifically requesting a variance, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

Signature _____

Date _____