

PRECONSULTATION APPLICATION

(Informational Handout)

The City of Steamboat Springs uses CityView land management software for development applications. Each development application requires a Drainage Study, Traffic Study, Water Demand Report, and Geotechnical Report. The requirements for technical studies are covered by the [City Engineering Standards](#) and [Utility Standards](#).

Drainage Study Scope Approval/ Traffic Study Scope Approval

Drainage Studies and Traffic Studies require an approved study scope prior to preparing the study. The process for submitting and receiving approval of a study scope is to submit a Planning Preconsultation application to the CityView portal. Each study type is a separate Preconsultation application.

Scope Approval Requirements

Refer to City Engineering Standards. Complete a Scope Approval Form including a concept site plan for the development. Include additional relevant attachments. Combine all information into one document.

Study Waiver Request

In unusual circumstances some development plan submittals may not require one or more of the required technical studies. After reviewing the study requirements, if the project engineer determines a study may not be required, a study waiver may be requested. The process for submitting and receiving approval of a study waiver is to submit a Planning Preconsultation application to the CityView portal. Each study waiver request is a separate Preconsultation application.

Study Waiver Request Requirements

Write a narrative describing the proposed project including justification of requested study waiver based on specific sections in the City Engineering Standards and Utility Standards. Include a concept site plan for the development and additional relevant attachments. Combine all information into one document.

Do not submit the old submittal waiver request forms.

Cityview Portal

CityView Portal can be accessed [here](#) or from either [Engineering](#) or [Planning](#) webpages. All applicants must register as a new user prior to applying for any new development application in CityView. Once signed into the portal, the Preconsultation applications can be found under the Planning Department header, and then by clicking “Apply for a Planning Application”. Applicants will need to scroll down and select the applicable Preconsultation application. Below are a few key aspects to keep in mind while submitting a Preconsultation application.

CityView Uploading Process

1. Each report type is a separate Preconsultation application.
2. Document shall be flattened prior to uploading in portal.
3. Upload document to the appropriate field.
4. If documents are not flattened the application will be considered incomplete.
5. Do not upload documents into the "Upload Additional Documents" field unless requested to do so by reviewer.
6. Once the individual Preconsultation application has been submitted for review, do not upload any new or revised documents unless requested to do so by the reviewer or a resubmittal is required.

Preconsultation Application Review and Approval Process

Once an application is submitted, applicants should allow a 7 to 14 day review time. It is likely that reviews will occur prior to that timeframe as workloads allow. After review of the submittal is complete, applicants will receive an email with an attached letter stating the status of the application review. There are various possible outcomes depending on the type of Preconsultation application.

Drainage and Traffic Scope Outcomes

1. Preconsultation Correction Notice which will state the revision(s) required prior to resubmitting.
2. Preconsultation Approval Letter which will state what is being approved.
 - a. The approved study scope form will be stamped "Approved" so it is clear which version is the approved scope for study preparation. (include the approved scope form with the complete study)

Submittal Waiver Requests

1. Preconsultation Approval Letter which will state what is being approved.
 - a. Submit the approval letter in-lieu of report with future development application.
2. Denied Water Demand or Geotechnical Report waiver requests.
 - a. A complete report is required with future development application.
3. Drainage or Traffic Report waiver requests which are not approved receive a Preconsultation Correction Notice which requires resubmittal of a scope approval form for review and approval.

File Closed

After an approval or denial letter is sent, the application will show a status of "File Closed". No new items should be uploaded to applications which are Closed. All documents are accessible via CityView Portal.

Future Development Application Submittals

With future development application, submit either the complete report or the Preconsultation Approval Letter for each report type which received a submittal waiver.