

## **REVOCABLE LICENSE APPLICATION**

**(Informational Handout)**

### **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 applications in CityView. Once signed in to portal, the Revocable License application can be found under the Licensing header, and then by clicking “Apply for a License”. Applicants will scroll down and select Revocable License. Below are a few key aspects to keep in mind while submitting a new application.

- Classifications (Step 2)
  - o Select the correct classification that best suits the proposed application.
    - Revocable Type A (permanent improvements located in public Right of Way or easement)
      - Type of improvements includes but not limited to:
        - o Affixed Sign(s), Awning(s), Deck, Landscaping, Lighting Fixtures, Snowmelt Systems, <4ft Boulder Wall
    - Revocable Type B (temporary installments located in the public Right of Way)
      - Type of installments includes but not limited to:
        - o Portable Sign, Outdoor Seating, Bike Rack, Outdoor Display
    - Revocable Permit (permanent improvements located in public Right of Way)
      - Type of improvements includes but not limited to:
        - o Structure, Concrete Retaining Wall, >4ft Boulder Wall
- Upload Files (Step 7)
  - o Below is a list of required submittals depending on classification type.
    - Certificate of Insurance - providing evidence of coverage not less than \$500,000 with the City of Steamboat Springs listed as Additionally Insured and 30-Day Cancellation Notice.
    - Site Plan - drawn to scale showing the location of any item to be located within the public Right of Way or easement
    - Elevation Profile Drawing - drawn to scale showing the location of any item to be located within the public Right of Way or easement
    - Applicant Acknowledgement Form(s) – For each type of encroachment you have (Type B only)

Once the application has been submitted for review, do not upload any new or revised documents after the application has been submitted. This may add additional review time to the application. Due to each application being standalone, the initial submittal will be what is reviewed.

Application will not be reviewed until the fee has been paid. To do so you will need to navigate to the “Shopping Cart” button at the top of the webpage.

## **REVIEW, REVISE/RESUBMIT, AND APPROVAL PROCESS**

Once an application is submitted, applicants should allow for a 4-week review turnaround time. It is likely that reviews and/or approvals will occur prior to that timeframe as workloads allow. After review of the submitted documents is complete, there are two outcomes:

- Revisions required, revise and resubmit
- Approved

Depending on the outcome of the application, applicants will receive an email with either a Correction Notice, which will state the revision(s) required prior to resubmitting, or a Revocable License Agreement.

## **AGREEMENT**

If the application is approved by Engineering, Planning and Utility Providers, an agreement will be generated. You will see below the various steps required to execute and close out the application.

1. The agreement is sent to the applicant via email to be signed and notarized.
2. Once signed and notarized, the applicant shall upload it to CityView Portal for internal circulation of City signatures.
3. After all signatures are collected, the City will then send it back to the applicant to record the agreement at Routt County Clerks and Records Office (522 Lincoln Ave).
4. The recorded document and receipt shall be uploaded to CityView Portal to close out the application process.