

RECEIVED STAMP

For Office Use Project Code \_\_\_\_\_

## Application Form

This application must be accompanied by the applicable submittal requirement checklist.

### Project Information

Project Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel PIN \_\_\_\_\_

### Applicant

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Project Coordinator/Primary Contact (If different from above)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Property Owner (Attach additional sheets if necessary)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

For application types CU, CDP, DPA, DPP, PP, ZMA, PUD, and TND: Are there severed mineral rights?  Yes  No

### Signatures Required from **ALL** Property Owners and the Applicant

I hereby affirm that I am the lawful owner of the parcel(s) this application is concerning. I further authorize the applicant to submit this application and supporting materials for the applicable departmental review by the City of Steamboat Springs.

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Date**

In submitting this application, I affirm that all information contained within is true and correct. I acknowledge that all items identified as submittal requirements are included, and if they are not, this application will not be accepted, processed or reviewed.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

Permit #
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## Application for Revocable License or Permit

This application is for the following type of revocable encroachment request (*check as applicable*):

Permit (\$140 fee)

- Structure                       Concrete wall                       >4ft Boulder wall  
 Other: \_\_\_\_\_

Type A License (Fixed) (\$85 fee)

- Affixed Sign(s)                       Awning(s)                       Deck                       Landscaping  
 Lighting Fixtures                       Fence                       Snowmelt                       <4ft Boulder wall  
 Other: \_\_\_\_\_

Type B License (Portable) (\$85 fee)

- Portable Sign                       Outdoor Seating                       Bike Rack                       Outdoor Display  
 Other: \_\_\_\_\_

The following items **MUST** be submitted as part of this application:

- 1. Utility Signoffs (not applicable for Type B)** – See attached signoff sheet.
- 2. 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.
- 3. Site Plan-** drawn to scale showing the location of any item to be located within the City ROW or easement
- 4. Elevation Profile Drawing-** drawn to scale showing the location of any item to be located within the City ROW or easement (*where applicable*).
- 5. Payment** - call Public Works Coordinator at 970-871-8200 for Permit or Type A applications or Planning at 970-871-8231 for Type B applications.

**NOTE: You will need to call 811 and get utility locates prior to conducting underground work**

*As the applicant, I understand that all required materials must be submitted prior to review and the Revocable License approved in writing by the City of Steamboat Springs prior to the installation of any item or structure within the City Right-of-Way.*

\_\_\_\_\_  
Signature of applicant Date

\_\_\_\_\_  
Reviewed and Approved by Date

**Submittal Requirements: Utility Sign Off Sheet** To be considered complete, this sign off sheet must have all necessary signatures, accompany a completed application form and include all materials required at the pre-submittal meeting. Failure to provide required materials will result in a returned application at which point processing will be delayed.

### Project Information

Project Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel ID # \_\_\_\_\_

### Project Coordinator/Primary Contact

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Description of Request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Utility Sign Offs (See back side for contact info)

#### Comcast

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Atmos Energy

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Yampa Valley Electric Association

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### NCB Fiber

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Century Link

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Mount Werner Water

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Department of Public Works, Water Division

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Department of Public Works, Engineering Division

City Engineering to review upon application submittal

**City of Steamboat Springs  
Development Review Team  
Utility Contacts**

**Comcast:**

Dave Stepisnik  
[Dave.Stepisnik@cable.comcast.com](mailto:Dave.Stepisnik@cable.comcast.com)  
970-534-0610

Tony Hildreth  
[Tony.Hildreth@comcast.com](mailto:Tony.Hildreth@comcast.com)  
970-534-0610

**Atmos Energy:**

Donald Crane  
[don.crane@atmosenergy.com](mailto:don.crane@atmosenergy.com)  
970-879-3223  
970-385-3281

**YVEA:**

Benj Hoffner  
[bhoffner@yvea.com](mailto:bhoffner@yvea.com)  
970-879-1160

**NCB Fiber:**

Evan Biagi  
[ebiagi@mammothnetworks.com](mailto:ebiagi@mammothnetworks.com)  
970-457-1050

**Century Link:**

Jason Sharpe  
[Jason.Sharpe@CenturyLink.com](mailto:Jason.Sharpe@CenturyLink.com)  
970-328-8290

**Mt Werner Water:**

Richard Buccino  
[rbuccino@mwwater.com](mailto:rbuccino@mwwater.com)  
970-879-2424

**City Public Works (Water):**

Amber Gregory  
[agregory@steamboatsprings.net](mailto:agregory@steamboatsprings.net)  
970-871-8211

**City Public Works (Engineering):**

Ben Beall  
[bbeall@steamboatsprings.net](mailto:bbeall@steamboatsprings.net)  
970-871-8293