

For Office Use

Applicant _____

Planner Initials _____

Submittal Requirements: Civil & Utilities Plan To be considered complete, this checklist must accompany a completed application form and include all of the relevant materials listed below. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Applicant Instructions:

1. Assemble all materials (hardcopy and digital) marked as required in the table below. For typical plan sheets for Civil Construction Plans refer to [Engineering Standards Appendix 3-B](#).
2. Sign page 1.
3. Submit to the Planning Department.

| 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 | Approval Letter —provide approval letter from development plan and/or preliminary plat process | | | | | |
| 4 | Complete Plan Set Including: | | | | Collated and folded | |
| | Coversheet | | | | | |
| | Existing Conditions Plan | | | | | |
| | Grading & Drainage Plan | | | | | |
| | Street Plan & Profile | | | | If applicable | |
| | Storm Drain Profile | | | | If applicable | |
| | Temporary Erosion & Sediment Control Plan | | | | | |
| | Signage & Striping Plan | | | | If applicable | |
| | Landscape Plan | | | | | |
| | Construction Details | | | | | |

Applicant Signature Required

I, the applicant, affirm that this submittal complies with all Chapter 3 Engineering Standards and that this application meets all conditions of approval as well as includes all the required materials. I understand that if this application or any of the submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further.

Signature

Date

Post-Submittal Next Steps

Below is a general outline of the next tasks to be addressed and who will be responsible for what.

1. The Technical Advisory Committee (TAC) reviews materials submitted.
2. Planner will provide written comments from applicable reviewing departments/agencies.
3. Applicant to work directly with reviewing department/agency to address comments.
4. Upon approval, Planner to request final documents.