

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 _____

Post-Submittal Next Steps

Waiver of Replat is a two part process that you, as the applicant, will work with your Project Planner on. By submitting the required materials on the first page you have completed part 1. Below is a general outline of the next tasks to be addressed and who will be responsible for each.

1. The Development Review Team (DRT) reviews materials submitted.
2. If proof of legal subdivision is sufficient, Planner will assemble the Waiver of Replat and accompanying Exhibit.
3. Planner routes agreement for the Director of Planning & Community Development's signature.
4. Applicant picks up Waiver of Replat and Exhibit, signs and records fully executed document.
5. Applicant provides the reception number to Planner.

Additional Information: Proof of Legal Subdivision

This section is intended to help applicants understand what constitutes proof of legal subdivision for the purposes of a Waiver of Replat.

To prove **WHOLE** lots were legally subdivided provide:

- The most recent plat; OR
- A deed or deeds that include written legal descriptions. Legal descriptions that are metes and bounds have not been legally subdivided and are not eligible for the Waiver of Replat process.
 - An example of a metes and bounds description is TR IN E2SW4, SE4NW4, SW4NE4 SEC 17-6-84

To prove a **PORTION** of a lot was legally subdivided provide:

- A deed or deeds dated on or prior to September 27, 1973, that include written legal descriptions. Legal descriptions that are metes and bounds have not been legally subdivided and are not eligible for the Waiver of Replat process.
 - An example of a metes and bounds description is TR IN E2SW4, SE4NW4, SW4NE4 SEC 17-6-84
 - An example of written legal description that includes a portion of a lot is Lot 5 of XYZ Subdivision, and the East 1/2 of Lot 8 of XYZ Subdivision

Routt County Clerk & Recorder's Office

522 Lincoln Avenue
PO Box 773598
Steamboat Springs, CO 80477
970-870-5556