

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR MINOR REVISIONS OR MODIFICATIONS



CLASS 2 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 2 development review application for a minor revisions or modifications, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a minor revisions or modifications.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Project Narrative: <input type="checkbox"/> Detailed description of revisions or modifications.
		5. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		6. Water Supply: If revision or modification will cause an increased water demand, a description of water supply proposed: <input type="checkbox"/> Amount of water needed (in gallons per day). <input type="checkbox"/> Type of water system proposed. <input type="checkbox"/> Status of water rights. <input type="checkbox"/> Copy of water augmentation plan. <input type="checkbox"/> Copy of well permit. <input type="checkbox"/> Letter from the applicable special district.
		7. Sewage Disposal: If revision or modification will cause an increased sewer demand, a description of means of sewage disposal: <input type="checkbox"/> Amount of wastewater to be generated (in gallons per day). <input type="checkbox"/> Type of wastewater disposal system proposed. <input type="checkbox"/> Amount of solid waste to be generated (in pounds). <input type="checkbox"/> Method of solid waste disposal proposed. <input type="checkbox"/> Copy of ISDS permit. <input type="checkbox"/> Letter from the applicable special district.
		8. Provision of Other Utilities: If revision or modification will cause an increased demand in other utilities, a statement of proposed method of providing utilities (i.e., gas, electric,

		phone). ✓ Letters of consent from utility companies.
		B. Graphic Material
		1. Vicinity Map
		2. Revised Site Plan and Civil Plans: To the same scale as the original approval showing: <input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Certified survey of the wetland delineation flagged by a qualified consultant, and surveyed by a Colorado Licensed Surveyor. <input type="checkbox"/> Steams, ponds, lakes and other water features. <input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas, prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> All proposed development. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater. <input type="checkbox"/> Clouding that highlights all areas of change from the official approved set of plans.
		3. Revised Floor Plans, Elevations: To the same scale as the original approval, with clouding that highlights all areas of change from the official approved set of plans.
		C. Other Materials
		1. Development Review Processing Fee: Required fee (payable to Summit County Government).
		2. Number of Copies Required: <input type="checkbox"/> ___ copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11" . <input type="checkbox"/> ___ copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11" . <input type="checkbox"/> ___ copies of the written materials. <input type="checkbox"/> Individual PDF's of each item required as part of the submittal, separated and labeled according to the submittal requirements.
		3. The Planning Department may require you to submit additional information needed for review of your application.

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Minor Revisions or Modification Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____