

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Applicant _____

Pre-Submittal Code _____

Submittal Requirements: Secondary Unit Use with Criteria 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. 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. Have a pre-submittal meeting with the Planning Department
2. Assemble all materials (hardcopy and digital) marked as required in the table below
3. Sign the bottom of page 1
4. Initial each item on page 2 to acknowledge criteria to comply with as well as restrictions
5. 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			N/A	Cash, check or credit card. Payable to City of Steamboat Springs.		
3	Proof of Ownership—Routt County Assessor printout or other documentation						
4	Complete Plan Set Including:				Collated and folded		
	Site Plan						
	Architectural Drawings						

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards and that this application 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 _____

See Reverse

Applicant to initial each criterion in order to indicate compliance

Review. Review shall be prior to or concurrently with a development or building permit, as applicable.

Inclusions. A secondary unit is an independent dwelling unit with a sleeping area, bathroom and kitchen.

Zoning. Secondary units shall be allowed in RE-1, RE-2, RN-1, RN-2, RN-3, RN-4, RO, MF-1, MF-2, MF-3, RR, CN, CY zone districts or T2-NE, T3-NG1, T3-NG2, T4-NC. This criterion is absolute and may not be varied or waived through the public review process.

Vehicular access. Lots that share a common access with other lots must submit a signed letter from all owners or easement holders of such access stating that there is no objection to a secondary unit. The principal unit and secondary unit shall share the same access unless access to the secondary unit is available and feasible from an alley. This criterion shall not apply to lots that have the minimum lot area for a duplex in the RN-1, RN-2, RN-3, RN-4, RO, CO, or CY zone districts.

Parking. Parking shall be provided on-site for secondary units in accordance with section 26-139.

Secondary unit appearance and entrances. Secondary units that are contained within a principal structure may have only one front entrance and should appear from the street to be a single-family dwelling and not a duplex structure. Other entrances must be on the side or in the rear of the structure or in a location that is concealed when viewed from points along the front setback. A common entrance foyer with entrances leading from the foyer to each of the units is preferred. Detached secondary units in accessory structures are allowed.

Prohibitions. No secondary unit shall be allowed in a duplex structure or on the same lot as a duplex structure except in an accessory structure in the TND zone district.

Size limitation. The secondary unit shall be no larger than six hundred fifty (650) square feet whether located in a principal or accessory structure. This size shall be calculated from the interior side of secondary unit walls to the interior side of secondary unit walls excluding mechanical rooms, stairwells and those areas with a height of less than five (5) feet. When located in an accessory structure, the size of the accessory structure is required to comply with the maximum size of accessory structures as provided in this article.

Terms of rental. The secondary unit may not be leased or rented for periods of time less than twenty-nine (29) days. Rental of secondary unit as a vacation home rental is prohibited.

Accessory structure. In RE-1, RE-2, RN-1, RN-2, RN-3, RN-4, RR, CN or CY, when a secondary unit is located within an accessory structure, the secondary unit must comply with accessory structure criteria as listed in this section and must also comply section 26-132, dimensional standards for the applicable zone district.

Certificate of inspection. For all existing, nonregistered secondary units, a certificate of inspection shall be provided to the city to demonstrate compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria, which shall be created by the Routt County Regional Building Department. A certificate of inspection shall be provided to the applicant by the Routt County Regional Building Department only after the secondary unit has been inspected by a Routt County Regional Building Department Inspector and deemed to be in compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria.

Certificate of occupancy/approval. For all new secondary units constructed after February 13, 2009, a certificate of occupancy or approval shall be obtained by the applicant and provided to city to demonstrate compliance with the International Codes. A certificate of occupancy or approval shall be provided to the applicant by the Routt County Regional Building Department only after the secondary unit has been inspected by a Routt County Regional Building Department Inspector and deemed to be in compliance with the International Codes.