

PITKIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

130 South Galena Street
Aspen, Colorado 81611
(970) 920-5526 FAX# (970) 920-5439

January 31, 2017

Alan Richman
PO Box 3613
Aspen, CO 81612
arichman@sopris.net

Re: Craig Activity Envelope and Site Plan Review
(PID #2643-143-00-002; Case # P005-17)

Dear Mr. Richman:

The Planning Office has completed its preliminary review of the captioned application. We have determined that this application is complete. After a more detailed review of the submittal information, additional information specific to the application may be requested in order to adequately review and process the application. The planner in charge of the review will request the information from you directly.

1. Please note that it is your responsibility to mail notice by U.S. Mail to all property owners **within 300'** of the subject property with the return address of the Community Development Department (copy of notice will be mailed to you by the Community Development Department) by February 9, 2017. The names and addresses shall be those on the current tax records of Pitkin County as they appeared no more than 60 days prior to the mailing. **Please submit the enclosed Affidavit of Notice by Mailing and a photograph of the posted sign as proof of compliance with the Code.** A property owner receiving the public notice who wishes to submit comments or objections to the Community Development Department may do so by the 9th day of March, 2017. If any objections to the development application are received by this date, the Community Development Department shall continue the application to a public hearing before the Board of County Commissioners.
2. Please note that it is your responsibility to post a sign in a conspicuous place on the subject property (as it could be seen from the nearest public way) on the 22nd day of February, 2017, which is at least fifteen (15) days prior to March 9, 2017. This must be submitted prior to any approvals being granted.

If you have questions, please call Tami Kochen, the planner assigned to your case, at 920-5359.
Sincerely,

Bonnie Shiles
Administrative Assistant

Encl: Affidavit Code Section 2-20-100