November 15, 2022

David Troller , Town Administrator/Clerk
Town of Oak Creek
PO Box 128
Oak Creek, CO 80467

RE: Separation of Lupita's lots into two properties.
Land Use Change of Minor Impact
222 E Main Street, Oak Creek
Routt County Assessor's Parcel ID #144906002

Dear David:
I (Paula) and Lawrence Jaconetta are working on with Brian Kelly of BKT Survey to separate our Taco stand portion of the property from the Cabin portion.
Included with this letter are the following materials:
A Town of Oak Creek Land Use Change of Minor Impact application form for the development of the Property pursuant to the Oak Creek Land Use Code. Accompanying materials include:
a. A written narrative summarizing the project and the applicable policies and regulations related to the application;
b. A Development Plan including topographical information;
c. Proof of ownership: Warranty Deed Reception No. 758222

This submittal is being provided to you both electronically and in hard copy formats. The application fee in the amount of $250.00 will be paid by credit card at the time of delivery of the hard copy to your offices.
Per our previous conversation, we would like to schedule the Land Use Change of Minor Impact – Planning Commission public hearing for December 21st, 2022 which would permit the Board of Trustee's public hearing on this land use application to be heard on January 12th, 2023 Please advise me as soon as possible if this schedule cannot be met.

If, after your review of the submitted materials, you find there are insufficiencies or any additional information that may be needed, please do not hesitate to contact me immediately.

Paula Jaconetta
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970-846-5940