



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
PERMIT—FLOODPLAIN DEVELOPMENT

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Minor Use Planning Type Floodplain Development

- Application fee \$300
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Type of project (check all that apply):
 - Single family residential
 - Multiple family residential
 - Mobile home
 - Non-residential
 - New construction
 - Substantial improvement
 - Improvement <50%
 - Rehabilitation
 - Channelization
 - Fill
 - Bridge/culvert
 - Levee
 - Other _____
- Written narrative / detailed description of proposed project, including the following information, as applicable:
 - Watercourse name
 - Base flood elevation
 - Extent of alteration or relocation of watercourse
 - Project location (floodway, flood fringe)
 - Proposed flood proofing measures, if applicable
- Site plan, drawn to scale, including the following information, as applicable:
 - Scale
 - North arrow
 - Utility Plan, if applicable
 - Location, nature, dimensions, and elevations of existing and proposed structures, fill, and storage of materials
 - Watercourse, floodway, and flood fringe
 - Grading and Excavation Plan, if applicable
 - Reclamation Plan, if applicable
- Certification by a registered professional engineer that flood proofing methods for any proposed new or substantially improved residential structures meet flood proofing criteria of the Routt County Zoning Regulations, including:
 - Building plans illustrating lowest floor elevation (including basement) and attendant utilities of any structure are elevated or floodproofed to at least 2' above the base flood elevation. *(As-built elevation certificate will be required upon completion of lowest floor)*
 - Or, for non-residential structures
 - Building plans illustrating that together with attendant utilities, the structure is watertight to at least 2' above the base flood elevation. *(As-built flood proofed elevation certificate will be required upon completion of flood proofed portion)*
- Certification by a registered professional engineer that all new construction or substantial improvements are designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including buoyancy.

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- Supporting documentation, prepared by a licensed professional engineer, that demonstrates any altered or relocated segment of the watercourse will provide equal or greater conveyance than the original stream segment.
- Provide evidence that maintenance of the altered or re-located watercourse is provided for so that the flood carrying capacity is not diminished.
- No-Rise Certification and supporting documentation, prepared by a licensed professional engineer, that demonstrates any encroachments within the floodway will not result in any increase in flood levels during a base flood discharge.
- Base flood elevation data, if no base flood elevation data is available from other sources
- Additional information as required by the Floodplain Administrator:
 - Technical analysis, prepared by a licensed professional engineer, illustrating whether proposed development may result in physical damage to any other property.
 - Manufactured Home information
 - Recreational Vehicle information
 - Subdivision information
 - Other

EXAMPLE ONLY
FOR REFERENCE ONLY

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Owner's Signature

Print/type name of owner

Owner's Signature

Print/type name of owner