



SUBMITTAL CHECKLIST FLOODPLAIN DEVELOPMENT PERMIT

Activity No. _____ **OFFICE USE**

Reviewed By _____ Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application.*

- Signed application form
- Application fee \$ _____
- Proof of ownership: Lease Deed
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- Type of project (check all that apply):

<ul style="list-style-type: none"> <input type="checkbox"/> Single family residential <input type="checkbox"/> Multiple family residential <input type="checkbox"/> Mobile home <input type="checkbox"/> Non-residential <input type="checkbox"/> New construction <input type="checkbox"/> Substantial improvement <input type="checkbox"/> Improvement <50% 	<ul style="list-style-type: none"> <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Channelization <input type="checkbox"/> Fill <input type="checkbox"/> Bridge/culvert <input type="checkbox"/> Levee <input type="checkbox"/> Other _____
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- Written narrative / detailed description of proposed project, including the following information, as applicable:

<ul style="list-style-type: none"> <input type="checkbox"/> Watercourse name <input type="checkbox"/> Base flood elevation <input type="checkbox"/> Extent of alteration or relocation of watercourse 	<ul style="list-style-type: none"> <input type="checkbox"/> Project location (floodway, flood fringe) <input type="checkbox"/> Proposed flood proofing measures, if applicable
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- Site plan, drawn to scale, including the following information, as applicable:

<ul style="list-style-type: none"> <input type="checkbox"/> Scale <input type="checkbox"/> North arrow <input type="checkbox"/> Utility Plan, if applicable <input type="checkbox"/> Location, nature, dimensions, and elevations of existing and proposed structures, fill, and storage of materials 	<ul style="list-style-type: none"> <input type="checkbox"/> Watercourse, floodway, and flood fringe <input type="checkbox"/> Grading and Excavation Plan, if applicable <input type="checkbox"/> Reclamation Plan, if applicable
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- 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