



<b>OFFICE USE</b>	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
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- 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.

FOR REFERENCE ONLY - CONTACT PLANNING

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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

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**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