



**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):

<input type="checkbox"/> Single family residential	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Multiple family residential	<input type="checkbox"/> Channelization
<input type="checkbox"/> Mobile home	<input type="checkbox"/> Fill
<input type="checkbox"/> Non-residential	<input type="checkbox"/> Bridge/culvert
<input type="checkbox"/> New construction	<input type="checkbox"/> Levee
<input type="checkbox"/> Substantial improvement	<input type="checkbox"/> Other _____
<input type="checkbox"/> Improvement <50%	
- Written narrative / detailed description of proposed project, including the following information, as applicable:

<input type="checkbox"/> Watercourse name	<input type="checkbox"/> Project location (floodway, flood fringe)
<input type="checkbox"/> Base flood elevation	<input type="checkbox"/> Proposed flood proofing measures, if applicable
<input type="checkbox"/> Extent of alteration or relocation of watercourse	
- Site plan, drawn to scale, including the following information, as applicable:

<input type="checkbox"/> Scale	<input type="checkbox"/> Watercourse, floodway, and flood fringe
<input type="checkbox"/> North arrow	<input type="checkbox"/> Grading and Excavation Plan, if applicable
<input type="checkbox"/> Utility Plan, if applicable	<input type="checkbox"/> Reclamation Plan, if applicable
<input type="checkbox"/> Location, nature, dimensions, and elevations of existing and proposed structures, fill, and storage of materials	
- 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