



**SUBMITTAL CHECKLIST  
 WATER BODY SETBACK PERMIT**

Activity No. _____	<b>OFFICE USE</b>
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 \$ \_\_\_\_\_
- PDF of complete submittal package:       CD/Flash       Emailed
- Proof of ownership:       Lease       Deed
- Statement of Authority, if required
- Vicinity map
- Legal description:       Attached       On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
  - Description of proposed encroachment into water body setback
  - Evidence of unavailability *(Refer to Section 5.11.5.A, Routt County Zoning Regulations)*
  - Description of Best Management Practices to be employed *(Refer to Section 5.11.5.B, Routt County Zoning Regulations)*
- Mitigation Plan for any significant negative impacts *(Refer to Section 6, Routt County Zoning Regulations)*
- Site plan, drawn to scale, including the following information, as applicable:
  - Scale
  - North arrow
  - Water bodies, drainages, and ditches
  - Wetlands, floodplain, and steep slopes (>30%)
  - Location and dimensions of all existing and proposed buildings, structures, roads, drives, and/or other encroachments within required water body setback
  - Grading and Excavation Plan
  - Reclamation Plan, if applicable
- Restoration Plan *(Refer to Section 5.11.5.C, Routt County Zoning Regulations)*
- Additional information as required by Planning Director \_\_\_\_\_
  - Wildlife Mitigation Plan, if required
  - Army Corps of Engineers Permit, if required