

FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION CHECKLIST

NOTE: FLOOD PLAIN DEVELOPMENT PERMITS CANNOT BE ACCEPTED UNTIL ALL OF THE DOCUMENTS AND INFORMATION BELOW HAVE BEEN RECEIVED.

Each box should be checked to indicate the following have been completed, or submitted as part of the application. **TWO copies of each document are necessary.**

- Completed Application Form
- Any pertinent land use development approvals associated with the property.
- Site location map including all of the following details:
 - Stream and channel, the designated floodplain hazard area as defined by the Federal Emergency Management Agency's Flood Insurance Rate Maps, the designated 100-year floodplain district, the area to be disturbed by the proposed development, and all available flood elevations studies, water surface elevations, and base flood elevations.
 - Details showing the profile of the bottom of the channel and the thalweg and the water surface profiles.
 - Details, as applicable, showing elevations or contours of the ground, soil types, fill or storage elevations, size, location and spatial arrangement of all proposed and existing structures on the site, and location and elevation of streets, roads, water supply systems and sanitary facilities.
 - Notes, as applicable, describing any construction activity which would affect the hydraulic capacity of the floodplain, indicating existing and proposed base flood elevations.
 - Specifications, as applicable, for building construction materials, filling, dredging, channel changes, storage of materials, water supply systems and sanitary facilities.
 - The elevations (in relation to mean sea level) of the lowest floor (including basement) of existing and proposed structures, when applicable.
- Where flood-proofing is utilized for a structure, a registered professional engineer or architect shall certify that the flood-proofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood.
- Flood-proofing certifications indicating flood-proofed elevations shall be submitted prior to issuance of a Certificate of Occupancy.
- Pitkin County Drainage and Erosion Control Plan (or State of Colorado Stormwater Management Plan and Permit, if site disturbs more than 1 acre).
- The applicant may be required to submit other information and documentation in order to determine if appropriate design and performance standards have been met.
- Fee. The Flood Plain Development Permit Fee is \$540; please make check payable to *Pitkin County Treasurer*.
- Completed elevation certificate (if applicable).