



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 879-2060

SUBMITTAL REQUIREMENTS FORM

The following submittal requirements must accompany a completed Application Form.

If there are any discrepancies between these submittal requirements and the submittal requirements listed in the CDC, the submittal requirements in the CDC shall prevail.

FLOODPLAIN DEVELOPMENT PERMIT

_____ **Application.** A completed application form as provided by the Director.

_____ **Fee.** The appropriate fee as adopted by City of Steamboat Springs Resolution.

_____ **Proof of Ownership.** Proof of ownership in the form of a Routt County Assessor printout in conjunction with a notarized affidavit stating the owner of the property. Where the owner of the property is an entity, it must be stated who the owners/managers of the entity are i.e. officers, directors and shareholders of corporations, managers and members of LLCs, general and limited partners for limited partnership, partners in partnerships. In instances where the applicant is not the owner of the property, an authorization from the owner for the non-owner applicant to proceed must be included with the above-referenced proof of ownership. Subsequent applications for the same development proposal may submit a signed affidavit, together with the previous submitted proof of ownership, signifying ownership has not been altered in any manner.

_____ **Plans.** Plans prepared by a Colorado Registered Engineer, in duplicate, drawn to scale showing the nature, location, dimensions, and elevations of the area in question, existing or proposed structure, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically the following information is required:

_____ Depict the location of floodway and floodplain

_____ Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;

_____ Elevation in relation to mean sea level to which any structure has been flood-proofed;

_____ **Certification**

_____ Flood-proofing – If permitted, provide certification by a registered professional engineer or architect that the flood-proofing methods for any non-residential structure meets the flood-proofing criteria in the CDC;

_____ No-Rise Certification – Engineered No Rise Certification, as required, for any encroachments into the floodway.

_____ **Description** of and supporting engineering documentation relating to the extent to which any watercourse will be altered or relocated as a result of proposed development; and

_____ **Other** materials required by the Director to evaluate potential project impacts.

END