



## **Steamboat Springs Construction Stormwater Permit CityView Application Process**

### **CityView Portal**

[The CityView Portal can be accessed here.](#) All applicants must register as a new user prior to applying for a Steamboat Springs Construction Stormwater Permit (SSCSP). Once signed into the portal, the SSCSP application can be found under the Public Works section, and by clicking “Apply for a Public Works Permit.”

A SSCSP is required whenever construction occurs within city limits that will result in a land disturbance of greater than or equal to one acre, or that is less than one acre, but is part of a larger common plan of development that would disturb, or has disturbed, one acre or more.

### **Application Steps**

#### Step 1: Application Type

- a. Select Construction Stormwater
- b. Describe the nature of the work

#### Step 2: Permit Type

- a. Select Construction Stormwater

#### Step 3: Work Items

- a. Select “Cut and/or Fill” and “Land Disturbance.”

#### Step 4: Description of Work

- a. Include cut and/or fill volumes if known, otherwise insert “unknown”.
- b. Provide the area of land disturbance. The land disturbance area includes all areas within the limits of disturbance, including staging areas and haul roads.

#### Step 5: Location

- a. Select location type. Choose address, property (parcel number), or road segment. See instructions under the “Search for Location” field.
- b. Click “Add Another Location,” if applicable.

#### Step 6: Contacts

- a. Applicant contact information will automatically populate.
- b. To add additional contacts click “Add Business From Address Book” and follow the instructions.

#### Step 7: Upload Files

- a. Follow the “Guidelines for Electronically Submitting Documents.”
- b. Upload the SWMP Narrative, SWMP Control Measure Specifications, SWMP Control Measure Details, SWMP Site Plan, SWMP Large Site Checklist, Sedimentation Pond Plans, Construction Stormwater Permit Form, and CDPHE Construction Stormwater Permit Certification. Upload the Small Site SWMP Form only for applicable small sites less than one acre.
- c. Upload any additional applicable documents.

#### Step 8: Review and Submit

- a. Review the application information and check the “Do you agree?” box. Then submit the application.

#### **Review and Approval Process**

The permit application will be reviewed within 14 days. A failed review will generate a Notice of Correction which will be emailed to the applicant and include a list of the items to be corrected. The applicant will then need to make the necessary corrections and re-upload the documents to the permit application. Once all items have been corrected, the permit will be approved and emailed to the applicant.