



FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for a floodplain permit, unless one or more items are specifically waived in writing by the Floodplain Administrator (Town Manager):

- The Land Use Application form provided by the Floodplain Administrator.
- A vicinity map indicating the location and street address (if applicable) of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application, a brief description of the proposal, and response to the factors for consideration of approval listed in PMC 15.05.240 (b).
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- Plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to special flood hazard area. Additionally, the following information is required:
 - Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.
 - Elevation in relation to mean sea level to which any nonresidential structure shall be flood proofed.
- A certificate from a registered Colorado professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of PMC 15.10.050(B)(2).
- A description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.