

<b>Floodplain Use Permit Checklist</b>				
Item No.	Submitted <sup>1</sup>	County Use Only		Contents and Requirements
		Rejected	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> – The application form for a floodplain use permit.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fee</b> – \$500 Commercial, \$200 Residential – Checks are to be made payable to Adams County and are non-refundable. (If paying with Credit Card, Adams County will call for your information upon processing the application.)
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Required Copies</b> – Submit two (2) copies of the Floodplain Use Permit Application along with an electronic copy on a single CD in Adobe PDF format at final draft.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sheet Size</b> – Report to be 8½" x 11" and Drawings to be 11" x 17".
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Description</b> A description of the proposed improvements (houses, garages, fences, storage, etc.) The floodplain use permit will be issued only to cover specific improvements, actions, or activities.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Survey Monument</b> – Location and elevation of an Adams County survey monument that has the same vertical datum as the floodplain study.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Compliance</b> – A commentary explaining how the proposed structure or action will be in compliance with the County and Federal Emergency Management Agency standards.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engineer's Floodplain Certification</b> – A statement of certification from a Professional Engineer registered in the State of Colorado that the proposed structure will be located in the flood fringe, outside of the floodway. No new structure or substantial improvement to an existing structure designed for human occupancy shall be allowed in the floodway.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engineer's Structural Certification</b> – A statement of certification from a Professional Engineer registered in the State of Colorado that the proposed structure, its foundations, and all structural elements are designed to withstand the static and hydrodynamic pressure of the 100-year floodwater.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Manufactured Homes</b> – If the proposed residential structure is a mobile home it must comply with the County and Federal Emergency Management Agency standards for mobile homes in the floodplain.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>First Floor Elevation</b> – A statement of who will be staking the first floor elevation of the proposed structure. The individual staking the first floor elevation must be a Professional Land Surveyor.

12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>References</b> - List all relevant Flood Hazard Area Delineation studies and Flood Insurance Studies. Attach all relevant floodplain maps, Flood Insurance Rate Map panels, and water surface profiles.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vicinity Map</b> A map of the proposed residential structure location.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drawing Information</b> – Include the following: <ul style="list-style-type: none"> <li>• North Arrow;</li> <li>• Street Address or Section-Township-Range</li> <li>• Drawing Scale 1" = 500' (maximum). Larger scales may be required where necessary to clearly present details; and</li> <li>• Symbol Legend.</li> </ul>
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Existing Topography</b> - as per the requirements for Engineered Drainage Plan.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposed Topography</b> – Include final contour lines at a maximum of two (2) foot intervals (with source to datum) for the site extended beyond project limits as appropriate to show downstream effects and adjacent property interaction.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b> – Showing the location of the proposed improvements with the property owner information.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Features</b> – The 100-year floodplain and floodway (if applicable) boundaries must be identified.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cross Section</b> – Cross section showing the 100-year water surface elevation, the proposed structure, and the first floor elevation. Show all utilities on this section, all above ground utilities shall be elevated above the base flood elevation.
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Professional Engineer’s Seal</b> – The submitted documents must be stamped, signed, and dated by a Professional Engineer, registered in the State of Colorado responsible for its content.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Colorado Discharge Permit System</b> – Coverage is required under the Colorado Discharge Permit System (CDPS) for stormwater discharged from any construction activity that disturbs at least 1 acre of land, or is part of a larger common plan of development or sale that disturbs at least 1 acre. If coverage is required under the CDPS Stormwater Construction Permit a copy of the approved permit and the certification page issued by the Colorado Department of Public Health and the Environment must be submitted to the County.

22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Stormwater Management Plan</u></b> – If coverage is required under the CDPS Stormwater Construction Permit a Stormwater Management Plan (SWMP) must be developed and a copy must be submitted to the County for approval. See the Adams County SWMP checklist for requirements.</p> <p>If the proposed construction is less than 1 acre an Erosion and Sediment Control Plan must be submitted to the County for approval. See the Adams County Erosion and Sediment Control Plan checklist for requirements.</p>
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>State and Federal Permits</u></b> - All other required State and Federal permits must be obtained prior to the beginning of construction.</p>
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Compact Disc</u></b> A compact disc containing a pdf file of the approved construction plans and report must be submitted to Adams County.</p>
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Elevation Certificate</u></b> – A Federal Emergency Management Agency Elevation Certificate must be submitted to Adams County prior to issuance of a certificate of occupancy.</p>
<p>Developer’s Comments (please reference the item number for each comment)</p>				
<p>County’s Comments</p> <p><u>General.</u> Submit a report containing the submittal items. Items 13, 14, 21 and 22 may be included as appendices to the report. Construction drawing packages may be submitted separately, but must be referenced in the report.</p> <p><u>3.</u> Submit only one hardcopy with your application.</p> <p><u>23.</u> Submit evidence indicating that all relevant State and Federal permits were obtained for the project.</p>				

<sup>1</sup> To be checked by the Developer. If a “submitted” box is not checked, the Applicant must explain (in comment box above) or the application may be rejected for insufficient information.