



Flood Hazard Area Development Permit (FP) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Download and fill out the [Floodplain Development Elevation Certificate](#) with permit checklist
- _____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale
 - _____ North Arrow, Written and Graphic Scale at an even numbered engineer scale (1" = 10', 20', 30', etc.) - No larger than 11" x 17" in size – Aerial or Google maps will not be accepted. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to parcel boundary lines are still required.
 - _____ Find the **Assessor's Parcel Number** in [Parcel Records Search](#) by entering Address or Owner's Name.
 - _____ From the search, also get the **Address and Legal Description of the Property**
 - _____ Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**
 - _____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
 - _____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures. **Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.**
 - _____ Corner Lot measuring requirements, [UDC](#) Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.
 - _____ Location, Type, and Height of Existing and Proposed Fences
 - _____ Show the locations of existing or proposed access points with widths and distances to property lines from each side
 - _____ Add the Road Names Adjacent to Property
 - _____ Property Owner's Name
- _____ Construction Plans and Map showing location, scope and extent of the development
- _____ Download and fill out the [Acknowledgement Statement](#) for Zone A, Zone V or Zone A99 as applicable