



## Checklist for Grade and Fill Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or item marked as “N/A” is deemed applicable for this type of project.** Additional information may be required based on site-specific conditions or to address City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the Routt County Building Department website.

City Water/Sewer- 871-8200

Fire Prevention- 879-7170

Engineering- 871-8200

Planning- 871-8258

**Applicant Name:** \_\_\_\_\_ **Permit #: TB -** \_\_\_\_ - \_\_\_\_\_  
(Please Print)

**Important:** Any project required to submit Civil Construction Plans and/or Documents to Public Works must include the approved Civil Construction Plans (w/ approval block signed by departments) as part of the Building Permit submittal. See development approval conditions or contact Planning staff. If the Building Department verifies this has been attached, then only the CSMP and SWMP requirements need be verified.

	Yes	No
<b>Grade and Fill Permit has associated grading and drainage Civil Construction Documents on record with Public Works?</b>		

Site Plan Information	Check	
	Yes	No
North Arrow Indicator, Scale, and Benchmark		
Legal Description, Property Address, Owner's Name, Lot Size in Square Feet		
Location and Dimensions of all Roads On or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.		
Location and Dimensions of Right-of -Way and all Easements- <b>No Landscaping or Structural Improvements in the ROW or Easement</b>		
Location and Dimension of Lot Lines and Setbacks		
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas		
Existing and Proposed Topography: Contour Lines at 2 foot Intervals (dashed lines for existing, solid for proposed); Source of Topography		
Slopes 2:1 or provide Earth Retainage Blankets or approved substitute		
No Retaining Walls greater than 4 ft height- This requires an engineered design on a <b>Building Permit</b> .		
<u>Future</u> Finish Floor Elevations for Structures (DO NOT SHOW STRUCTURE OR FOOTPRINT)		

Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities (Water, Sewer, Gas, Electric, Cable, Phone). The Plan must clearly identify changes in bury depth to all existing utilities.		
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)		
Driveway or Access Location, Width, Grade.		
Culverts w/ Invert Elevations, Size, and Flared End Sections or Headwalls Indicated		
Location, Dimensions, Elevations of Sidewalks, Parking Areas, and Paved areas.		
Existing and Proposed Storm Water Systems (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Extent of Soil Disturbance and Phasing Plan; Show all proposed Erosion & Sedimentation Control Measures; Plans should indicate the total expected disturbed area in acres (to include all excavation, soil stockpile, and project access areas)		
Details for any Permanent Storm Water Quality feature (i.e. % slope for grass buffers, level spreader designs, grass swale cross-sections, etc.)		
Add Note: All Disturbed Areas to be Re-vegetated		
Construction Site Management Plan (CSMP)- see additional checklist on City of Steamboat Springs Engineering documents website		
Stormwater Management Plan (SWMP) if area of disturbance is greater than 1 acre - see additional checklist on City of Steamboat Springs Engineering documents website		
<b>Staff Review By:</b>		

I \_\_\_\_\_ accept responsibility for the accuracy and completeness of the contents of this Grade and Fill permit application and accept responsibility for any associated delays in City review due to incompleteness.

**Applicant:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

(Applicant Signature)