



SUBMITTAL CHECKLIST

For MINOR ENCROACHMENT PERMIT APPLICATION

For a submittal to be considered complete, the following are required for a complete submittal. All submittal items shall be electronic. Send all required documents to permitting@UBCdams.org.

Submittal Requirements:

- 1. Minor Encroachment Permit Application Form**
- 2. Proof of Ownership from Landowner**
- 3. General Exhibit***
 - A. Single Exhibit at legible scale showing all proposed improvements.
 - B. All District Blanket or Site-Specific Easements located on property, shown and identified.
 - C. Other Blanket, Site-Specific or Proposed Easements, shown and identified.
 - D. Inundation Area boundary
 - E. Structure Area boundary (if applicable)
 - F. Colored Cut/Fill areas in different colors and hatching
 - i. Limits of proposed fill areas (**hatch 1**)
 - ii. Limits of proposed cut area (**hatch 2**), if any
 - G. Table summarizing total fill and total cut volume calculations (in cubic yards).
 - H. Relevant Exhibit and/or Figures showing dimensions and calculations to support Cut/Fill volumes
 - i. Dimensions, measurements, and volume calculations shall demonstrate improvements within the District's inundation area are equal to or less than 100 CY of **total** permanent fill.
- 4. Complete Construction Plans (signed and sealed) required for:**
 - A. Water, Wastewater, other Utility Installations
 - B. Trails and other Park Improvements
- 5. Project Schedule highlighting the following dates:**
 - A. Date(s) proposed activity within District Inundation Area will begin.
 - B. Date(s) proposed activity within District Inundation Area will end.
- 6. Plat(s) of the property (existing and/or proposed).** If the property is not platted, a recorded deed shall be submitted instead.

*Samples and Templates from the Encroachment Permit Application may be used to streamline permitting reviews. Sample UBCWCID Site Plan and sample Inundation Area/Easement Exhibit are available on the District's website: www.ubcdams.org. A CAD template file for the Inundation Easement Exhibit is also available.