



## **PERMIT CLOSE-OUT CHECKLIST**

### **Encroachment Permits**

**(more than 100 CY of fill)\***

The following are required to be provided when intending to **close out the Encroachment Permit** within District Inundation Easements and Property. All submittal items shall be electronic. Send all required documents to [permitting@UBCdams.org](mailto:permitting@UBCdams.org).

1. Provide at least three (3) photographs that demonstrate the land affected by construction has been restored and revegetated, and vegetation coverage has reached at least 80%.
2. Provide "Record Drawings" of the work performed; PDF format acceptable.
3. Provide a digital "As-Built" survey files and revised calculations of all of the cut/fill areas covered by the Encroachment Permit.
  - a. Provide a colored exhibit for Cut/Fill areas. See Sample in **Appendix B**.
  - b. Provide one (1) Civil 3D file that includes the pre-project surface and final as-built surveyed surface. A volumetric (Cut/Fill) analysis must be included in the Civil 3D file. In lieu of a Civil 3D file, the District can also accept one (1) MicroStation file that includes all the surfaces referenced and two separate ".tin" files that represent pre-project and As-built surveyed surfaces. Since MicroStation does not store any volume reports, it will be the responsibility of the Applicant to provide a separate volumetric analysis report and/or any applicable documentation that summarizes the Cut/Fill volumes.
  - c. The Applicant shall ensure all surfaces represent the correct information. The as-built surveyed surface must be clipped/trimmed to only include the volume within the Normal Pool and Inundation Area elevations. Cut and Fill final volumes must match across all documentation and digital files submitted to the District.
  - d. Even though an anticipated fill and cut volume was approved initially during the permit application, the final compensatory cut required must be provided against final as-built conditions (i.e. actual fill on site).

**\*Projects with less than 100 CY of fill (Minor Permit Projects) are not required to provide requirements listed in item 3 above (as-built survey files).**