



# **SUBMITTAL CHECKLIST**

## **For 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](mailto:permitting@UBCdams.org).

### **Submittal Requirements:**

#### **1. Encroachment Permit Application Form**

#### **2. Proof of Ownership from Landowner**

#### **3. UBCWCID Site Plan\***

- 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.

#### **4. Inundation Area Exhibit\***

- A. Inundation Area boundary
- B. Structure Area boundary (if applicable)
- C. Colored and Different Hatched Cut/Fill areas
  - i. Limits of proposed fill areas (**red hatch 1**) with dimensions and
  - ii. Limits of proposed compensatory cut (**green hatch 2**), with dimensions
- D. Cross sections of all cut and fill areas
- E. Tables summarizing total fill and compensatory cut volume calculations (in cubic yards). Use table format provided in template exhibit.

#### **5. Civil 3D CAD File\***

- A. Provide one (1) Civil 3D file that includes the pre-project and post-project surfaces. The surfaces must have appropriate trimming (only showing data between Normal Pool and Inundation Easement elevations).
- B. A volumetric (Cut/Fill) analysis must be included in the Civil 3D file.
- C. 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 post-project surfaces. The Applicant must provide a separate volumetric analysis report (in PDF format) and/or any applicable documentation that summarizes the Cut/Fill volumes.

#### **6. Complete Construction Plans (signed and sealed).**

#### **7. 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.
- C. Expected date of completion for entire project, including revegetation.

#### **8. Plat(s) of the property (existing and/or proposed).** If the property is not platted, a recorded deed shall be submitted instead.

\*Sample UBCWCID Site Plan and sample Inundation Area/Easement Exhibit are available on the District's website: [www.ubcdams.org](http://www.ubcdams.org). A CAD template file for the Inundation Easement Exhibit is also available.