



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.

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 Elevation 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. A CAD template file for the Inundation Easement Exhibit is also available.