

CITY OF HARWOOD

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

APPLICATION # \_\_\_\_\_

SECTION 1. General Provisions (Applicant to read and sign):

- 1. No work of any kind may start until a permit is issued.
- 2. The permit may be revoked if any false statements are made herein.
- 3. If revoked, all work must cease until permit is re-issued.
- 4. Development shall not be used or occupied until a Certificate of Compliance is issued.
- 5. The permit will expire if no work is commenced within six months of issuance.
- 6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
- 7. Applicant hereby gives consent to the Local Administrator or her representative to make reasonable inspections required to verify compliance.
- 8. THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECTION 2. Proposed Development (To be completed by APPLICANT)

NAME	ADDRESS	PHONE
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\_\_\_\_\_

APPLICANT

\_\_\_\_\_

BUILDER

\_\_\_\_\_

ENGINEER

PROJECT LOCATION: (To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE:

- |  |  |
|--|--|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential (1-4 Family)  |
| <input type="checkbox"/> Addition      | <input type="checkbox"/> Residential (More than 4 Family)  |
| <input type="checkbox"/> Alteration    | <input type="checkbox"/> Non-Residential (Floodproofing? <input type="checkbox"/> Yes)                 |
| <input type="checkbox"/> Relocation    | <input type="checkbox"/> Combined Use (Residential & Commercial)                                       |
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Manufactured (Mobile) Home (in Manf. Home Park? <input type="checkbox"/> Yes) |
| <input type="checkbox"/> Replacement   |  |

ESTIMATED COST OF PROJECT: \$ \_\_\_\_\_

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing       Fill       Mining       Drilling       Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please specify) \_\_\_\_\_

After completing SECTION 2, APPLICANT should submit form to the Local Administrator for review.

SECTION 3: Floodplain Determination (To be completed by the Administrator)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_

The proposed Development:

Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).

Is partially located in the SFHA, but building/development is NOT.

Is located in a Special Hazard Area

FIRM zone designation is \_\_\_\_\_

"100 Year flood elevation at the site is \_\_\_\_\_ ft. (NGVD (MSL)  Unavailable

Is located in the floodway. FBFM Panel No. \_\_\_\_\_ Dated \_\_\_\_\_

See Section 4 for additional instructions.

SIGNED: \_\_\_\_\_ DATED \_\_\_\_\_

Sherry Morris, Harwood Floodplain Administrator

SECTION 4: Additional Information Required (To be completed by Local Administrator)

The applicant must submit the documents checked below before the application can be processed:

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
  
- Development plans, drawn to scale, and specifications, include where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below first floor. Also, \_\_\_\_\_
  
- Subdivision or other development plans. (If subdivision or other development exceeds 50 lots or 5 acres, whichever is lesser, the applicant must provide "100-Year" flood elevations if they are not otherwise available).
  
- Plans showing the extent of watercourse relocation and/or landform alterations.
  
- Change in water elevation (in feet) \_\_\_\_\_ Meets ordinance limits on elevation increases  Yes  No
  
- Top of new compacted fill elevation \_\_\_\_\_ ft. NGVD (MSL).
  
- Floodproofing protection level (non-residential only) \_\_\_\_\_ ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
  
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-Year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
  
- Other: \_\_\_\_\_

SECTION 5: PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

I have determined the proposed activity A.  IS B.  IS NOT in conformance with provisions of Local Law Title 5, Chap. 5. The permit is issued subject to the conditions attached to & made part of this permit.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_  
Sherry Morris, Harwood Floodplain Administrator

If Box A is checked: the Local Administrator may issue a Development Permit upon payment of designated fee. If Box B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from Board of Appeals.

APPEALS:

Appealed to Board of Appeals?       Yes       No  
Hearing date: \_\_\_\_\_  
Appeals Board Decision – Approved?       Yes       No

Reasons/Conditions:

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SECTION 6. AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certification of Compliance is issued)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement.
2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ ft. NGVD (MSL).

SECTION 7. COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)

The LOCAL ADMINISTRATOR will complete this section as applicable on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ DEFICIENCIES?     Yes     No  
DATE: \_\_\_\_\_ BY: \_\_\_\_\_ DEFICIENCIES?     Yes     No  
DATE: \_\_\_\_\_ BY: \_\_\_\_\_ DEFICIENCIES?     Yes     No

SECTION 8. CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)

Certificate of Compliance issued: DATE \_\_\_\_\_ BY \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT PERMIT

Specify for what purpose the permit is issued:

- NEW CONSTRUCTION
- ALTERATIONS
- FILL
- EXCAVATION
- OTHER: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_  
(If different from permittee's address)

ISSUED BY: \_\_\_\_\_  
Floodplain Management Administrator

DATE: \_\_\_\_\_  
(This permit expires 180 days from this date)

*THIS PERMIT MUST BE POSTED ON THE PREMISES IN A CONSPICUOUSE PLACE SO AS TO BE CLEARLY  
VISIBLE FROM THE STREET.*