



Floodplain Development Permit Application

This application packet is for a Floodplain Development Permit. Section I is to be completed by the applicant; the local Floodplain Administrator (FPA) will help fill in any missing information. Local participation in the National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers. In order to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet certain floodplain development standards. This application packet is a tool to ensure those standards are met. Please keep in mind that depending on the type of development, *you may be required to hire a surveyor or engineer to help complete required forms.*

NFIP policies can be purchased from most insurance agents at the national NFIP rate in participating communities. The rates are determined by the flood risk zone in which you live, by the elevation of the lowest floor of your home, and other determining factors. The rate should be the same regardless of which agent or agency sells you the insurance policy.

If the property you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so, including high insurance rates.

If you are proposing development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit this application to your local FPA. Depending upon the type of development you are proposing, additional forms may be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated at or above the base flood elevation (BFE). Your local FPA will help you determine the BFE.

Typically, the Applicant completes Section I of this packet and submits the information to the local FPA. The FPA reviews the submission and determines, then notifies whether or not additional information is needed. Once all required materials have been submitted, the FPA will make a permitting decision and either issue (and may include conditions of approval) or deny the requested permit.

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development; for example, a permit to build a house, small accessory structures, construct a park, storage of materials/cars/misc. items, installing pools or ditches, or to grade a parcel of land. A community official, or the FPA, will perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the local ordinance.

INSTRUCTIONS FOR COMPLETION

SECTION I

Complete General Information and Owner Information

Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

Project Information

Check the box(es) beside the type of development that is being proposed.

SECTION II

Floodplain Information

The FPA will determine the position of the proposed development relative to community floodplains and floodways. This determination is used to determine

whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

SECTION III

Additional Forms that May Be Required

- Elevation Certificate
- Substantial Improvement Determination
- Floodproofing Certificate
- H&H Analysis and "No-Rise Certification"

SECTION IV

Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

SECTION V

Certificate of Compliance

The FPA will indicate the "As-Built" lowest floor elevation for structural developments, list inspections which have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.



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OFFICE USE ONLY

Date Received:

File Number:

SECTION I: Applicant and Project Information

General Information

1. No work of any kind may begin in a floodplain until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.

By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.

By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

Owner Information

Property Owner: _____	Mailing Address: _____
Telephone _____	_____
Email Address: _____	_____
Signature: _____	Date: _____

Applicant Information

Applicant: _____

Telephone _____

Fax Number: _____

Signature: _____

Notes:

Project Information

Project Address: _____

Subdivision: _____

Lot: _____

Block: _____

Attach Legal Description to application.

Project Information (continued)

Type of Structure:

- ☐ Residential (1 to 4 families)
- ☐ Residential (More than 4 families)
- ☐ Non-Residential
 - ☐ Elevated
 - ☐ Floodproofed
- ☐ Combined Use (Residential and Non-Residential)
- ☐ Manufactured Home
 - ☐ Located **INSIDE** a Manufactured Home Park
 - ☐ Located **OUTSIDE** a Manufactured Home Park

Type of Structural Activity:

- ☐ New Structure
- ☐ Addition to Existing Structure*
- ☐ Alteration of Existing Structure*
- ☐ Relocation of Existing Structure **
- ☐ Demolition of Existing Structure
- ☐ Replacement of Existing Structure

* Substantial Improvement

If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure.

Substantial Improvement Evaluation:

Cost of Improvement (a): \$ _____

Market Value of Building (b): \$: _____

Percent of Value Change (a/b): _____

Disclaimer: Substantial Improvement Evaluation must be supported by project cost documentation and approved market evaluation. Attach supporting documentation.

** Relocation or Replacement

A relocated structure or a structure being replaced must be treated as new construction.

Other Development Activities

- ☐ Excavation (not related to a structural development)
- ☐ Clearing
- ☐ Placement of Fill Material
- ☐ Grading
- ☐ Mining
- ☐ Drilling
- ☐ Dredging
- ☐ Watercourse alteration
- ☐ Drainage improvement (including culvert work)
- ☐ Individual water or sewer system (not included to a structural development listed above)
- ☐ Roadway or bridge construction
- ☐ Specify other development not listed above: _____

Property Owner Signature

I certify that to the best of my knowledge the information contained in the application is true and accurate.

Signature of Property Owner

Date

SECTION II: (To be completed by Floodplain Administrator)

Flood Information

1. The proposed development is located on FIRM map panel: _____ (number and suffix)
2. Effective date on the FIRM: _____
3. The proposed development is located in Zone _____ of the SFHA.
4. Is the proposed development located within the regulatory floodway: ☐ No ☐ Yes *(If YES, attach completed H&H analysis for a No-Rise Certificate)*

Structural Development

For structures, the provisions of the flood ordinance specify that the lowest floor, including utilities, be elevated at or above the flood protection elevation.

The minimum required elevation for the proposed development is: _____

The Base Flood Elevation at the site of the proposed development is: _____

Source of Base Flood Elevation: ☐ FIRM ☐ FIS or ☐ other: _____

The following documents are required:

- ☐ An Elevation Certificate *
- ☐ Site Plan (Showing location of SFHA and development)

The following documents may be required:

- ☐ Floodproofing Certificate * – required if floodproofing a non-residential structure
- ☐ A No-Rise Certificate * – if any of the proposed development is in a “regulatory floodway”
- ☐ An elevation study showing BFEs on developments/ subdivisions exceeding 50 lots or 5 acres in Zone A

** Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer as indicated.*

SECTION III: (To be completed by Floodplain Administrator)

Permit Determination

I have determined that the proposed development:

- ☐ IS in conformance with the local Flood Damage Prevention Ordinance.
- ☐ IS NOT in conformance with the local Flood Damage Prevention Ordinance.
(non-conformance described in separate document)

The Floodplain Development Permit:

- ☐ IS issued subject to any conditions attached to and made part of this permit.
- ☐ IS NOT (denials are described in separate document)

Signature of Floodplain Administrator

Date

SECTION IV: (To be completed by Floodplain Administrator)

Certificate of Compliance

Certificate of Compliance is issued, and the development is found to be in compliance with all applicable ordinances.

Signature of Floodplain Administrator

Date

This Certificate of Compliance indicates that structures may now be occupied, and non-structural developments may be utilized.