



Permit No. _____
Date: _____

**FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION**

LOCATION OF JOB \_\_\_\_\_ LOT # \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

CONTRACTOR'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ARCHITECT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

ARCHITECT'S ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

**DESCRIPTION OF WORK**

Kind of development proposed (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Residential structure   | <input type="checkbox"/> Non-residential structure               |
| <input type="checkbox"/> New structure   | <input type="checkbox"/> New Structure                           |
| <input type="checkbox"/> Addition to structure   | <input type="checkbox"/> Addition to structure                   |
| <input type="checkbox"/> Renovations/repairs/maint.  | <input type="checkbox"/> Renovations/repairs/maint.              |
| <input type="checkbox"/> Manufactured Home Installation  |  |
| <br>   |  |
| <input type="checkbox"/> Accessory Structure: Dimensions: _____  |  |
| <input type="checkbox"/> Filling or grading  | <input type="checkbox"/> Dredging or excavation or mining        |
| <input type="checkbox"/> Material/equipment storage: Describe type _____                                   |  |
| <input type="checkbox"/> Watercourse alteration (any change that occurs within the banks of a watercourse) |  |
| <input type="checkbox"/> Water Supply/sewage disposal  | <input type="checkbox"/> Bridge or culvert placement/replacement |
| <input type="checkbox"/> Subdivision greater than 50 lots or 5 acres                                       | <input type="checkbox"/> Other development greater than 5 acres  |
| <input type="checkbox"/> Other: _____  |  |

Additional activity description: \_\_\_\_\_

If the proposed work is an addition, renovation, repair or maintenance to an existing structure, indicate the cost of the proposed construction \$ \_\_\_\_\_. What is the estimated market value of the existing structure \$ \_\_\_\_\_?

## FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION *(Continued)*

### NOTES AND ADDITIONAL SUBMITTAL REQUIREMENTS:

- In addition to completion of this form the applicant agrees to submit any additional information required by the floodplain administrator in order to determine that the proposed development is compliant with the local and federal flood damage prevention criteria of the National Flood Insurance Program. Site plans for all development proposals must:
  - Be drawn to scale with north arrow.
  - Show property boundaries, floodway, and floodplain lines.
  - Show dimensions of the lot.
  - Show dimensions and location of existing and/or proposed development on the site.
  - Show areas to be cut and filled.
- Applications for residential and non-residential structures must also include:
  - The proposed lowest floor elevation based on the datum used on the effective Flood Insurance Rate Map and base flood elevation for the site.
  - Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters.
  - Description of how building utilities will be protected from flood waters including drawings showing locations of such utilities.
  - Detailed description of anchoring system for all mobile and manufactured homes.
  - Description of construction materials that will be used below the flood protection elevation.
- An existing structure must comply with the flood protection standards if it is substantially improved (an improvement equal to or greater than 50% of the market value of the structure). The "substantial improvement" definition applies to existing structures only and that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes "new construction" means structures for which "start of construction" began on or after the effective date of the initial Flood Insurance Rate Map issued by FEMA for the community.
- Any Pre-FIRM structure within the FHA that has sustained damage from any source (flood, fire, etc...) must be evaluated to determine if the structure is "substantially damaged" (damaged to 50% or more of the market value of the structure). If the structure is "substantially damaged, the structure must be brought into compliance with the flood protection standards.
- For subdivision proposals greater than 5 acres or 50 lots, or large-scale developments greater than 5 acres, a hydrologic and hydraulic analysis must be conducted to determine base flood elevations in flood hazard areas where no base flood elevations are provided.
- A Conditional Letter of Map Revision (CLOMR) must be obtained for proposed projects that would result in more than a 1.0 foot increase in BFE on a watercourse that has been studied through detailed hydrologic and hydraulic analyses where BFEs have been specified, but no floodway has been designated **OR** when a project proposed (totally or partially within the floodway) along a watercourse for which detailed analyses have been conducted and BFEs and a floodway have been designated would result in any (greater than 0.0 foot) increase in the BFE.
- Applications for non-residential structures proposed to be floodproofed must have a completed FEMA floodproofing certification form attached (can only be completed by a Registered Professional Engineer or Architect).
- All development proposals determined to be located in a floodway must be accompanied by a hydrologic and hydraulic analysis showing impacts on of the development on flood heights (can only be completed by a Registered Professional Engineer).
- Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.

I AGREE THAT ALL STATEMENTS IN AND ATTACHMENTS TO THIS APPLICATION ARE A TRUE DESCRIPTION OF THE EXISTING PROPERTY AND THE PROPOSED DEVELOPMENT ACTIVITY. I UNDERSTAND THE DEVELOPMENT REQUIREMENTS FOR SPECIAL FLOOD HAZARD AREA ACTIVITIES PER THE APPROPRIATE ORDINANCE OR RESOLUTION AND AGREE TO ABIDE THERETO. I UNDERSTAND IT IS MY RESPONSIBILITY TO OBTAIN ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL PERMITS.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# FLOOD HAZARD AREA DEVELOPMENT PERMIT ADMINISTRATIVE CHECKLIST

NOTE: The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:
- \_\_\_\_\_ An identified floodway.
    - Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
    - Does the analysis have a certification that flood heights will not be increased Y / N
    - Is the analysis certified by a Registered Professional Engineer Y / N
  - \_\_\_\_\_ A flood hazard area where base flood elevations exist with no identified floodway.
    - Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
    - Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations (in no case will this be more than one foot) Y / N
    - Is the analysis certified by a Registered Professional Engineer Y / N
  - \_\_\_\_\_ An area within the floodplain fringe.
  - \_\_\_\_\_ An approximate flood hazard area (Zone A).
  - \_\_\_\_\_ Within the banks of a watercourse.
    - Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application Y / N

Base flood elevation (100-year) at proposed site \_\_\_\_\_ feet m.s.l.

Data source \_\_\_\_\_

Map effective date Community-Panel No. \_\_\_\_\_

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?
- \_\_\_\_\_ Permitted Use.
  - \_\_\_\_\_ Water and wastewater systems standards met.
  - \_\_\_\_\_ Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable).
  - \_\_\_\_\_ Residential/non-residential structures standards met. Lowest floor elevation \_\_\_\_\_ feet m.s.l.
    - Substantial improvement / substantial damage Y / N
    - Anchored properly (manufactured home affixed to permanent foundation) Y / N
    - Utilities protected against flooding Y / N
    - Construction materials below flood protection elevation resistant to flood damage Y / N
    - Lowest floor elevated to or above flood protection elevation (BFE + freeboard) Y / N
    - Has an enclosure below lowest floor (crawl space, walkout basement) Y / N
      - o Enclosure have proper number and area of openings Y / N
      - o Enclosure unfinished and only used for parking, materials storage or entry Y / N
  - \_\_\_\_\_ Accessory structure standards met (square footage, use, foundation openings). Y / N
  - \_\_\_\_\_ Recreational vehicle standards met.
  - \_\_\_\_\_ Above ground gas or liquid storage tank anchored.
  - \_\_\_\_\_ Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse.
3. Does proposed development trigger requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision? Y / N

## DECISION RECORD

4. The proposed development **is** in compliance with applicable floodplain standards.  
**FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON** \_\_\_\_\_.
5. The proposed development **is not** in compliance with applicable floodplain standards.  
**FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON** \_\_\_\_\_.  
Reason(s): \_\_\_\_\_
6. The proposed development **is exempt** from the floodplain standards per Section \_\_\_\_\_ of the City of Miamisburg Planning and Zoning Code.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_