

*Floodplain Development Permit  
Application for «Community»*

**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 Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_ Brief project description:

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

**PROJECT INFORMATION (continued)**

**Type of Structure:**

- Residential
- Garage/Shop
- Non-Residential
  - Elevated
  - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured Home

**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 fair market 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 the 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 \_\_\_\_\_
4. Is the proposed development located within the regulatory floodway:  No  Yes  
*(New residential structures, additions, and substantial improvements prohibited;  
Non-residential: Attach Completed Engineer's Hydraulic Analysis for a No-Rise Certificate)*

**Structural Development**

*For structures, the provisions of the flood ordinance specify that the lowest floor be elevated one foot or more above the base flood elevation (BFE).*

Base Flood Elevation: \_\_\_\_\_  NGVD 29  NAVD 88  Unknown (Zone A)

Lowest Floor Elevation for the proposed development is: \_\_\_\_\_  NGVD 29  NAVD 88

Source of Base Flood Elevation:  FIRM  FIS or  other: \_\_\_\_\_

*The following documents are required:*

- An Elevation Certificate (Finished Construction) \*
- 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 non-residential 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  IS NOT (non-conformance described in separate document) in conformance with the local Flood Damage Prevention Ordinance.

The Floodplain Development Permit:  IS  IS NOT (denials are described in separate document) issued subject to any conditions attached to and made part of this permit.

Signature of Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS:**

1. All enclosures below the BFE shall have a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area. The bottom of all openings shall be no higher than one foot above grade.
2. All mechanical devices, plumbing, and electrical systems shall be installed above the BFE.
3. An updated Elevation Certificate with the as-built elevations is required upon project completion.
4. Enclosures below the BFE shall be used only for parking, building access, and limited storage.
- 5.
- 6.

**SECTION IV: (To be completed by Floodplain Administrator)**

**Administrative**

*Final documentation verifying compliance with ordinance*

Elevation Certificate attached (Finished Construction)

As-Built lowest floor elevation: \_\_\_\_\_  NGVD 29  NAVD 88

Work Inspected by: \_\_\_\_\_

**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