

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

This form is to be filled out in duplicate.

Section I. General Provisions (APPLICANT must 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. Building shall not be used or occupied until a Certificate of occupancy is issued.
5. The permit will be void if no work is commenced within six months of issuance, and will expire 1 year from date 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 his/her representative to make reasonable inspections required to verify compliance.
8. THE APPLICANT, STATES "I CERTIFY 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 (Building) to be completed by APPLICANT

APPLICANT'S NAME TELEPHONE NUMBER

BUILDER OR SELF IF BUILDER THEIR TELEPHONE NUMBER

ENGINEER TELEPHONE NUMBER

PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, or legal description including lot number. Also, include a sketch of where on the property the development will be located.

DESCRIPTION OF WORK (CHECK ALL BOXES THAT APPLY)**A. STRUCTURAL DEVELOPMENT**

- | | |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Non-residential (Flood proofing? <input type="checkbox"/> Yes) |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Combined use (Residential & Commercial) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Manufactured (Mobile) Home |

ESTIMATED COST OF PROJECT \$ _____

DESCRIPTION OF CONSTRUCTION: _____

B. OTHER DEVELOPEMENTACTIVITIES

- Clearing Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Water Course Alteration (Including Dredging and Lake/Creek Modifications)
- Drainage Improvements (Including Culvert Work)
- 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, ONLY BUILDING PERMIT).
- Is partially located in the SFHA, but building/development is not.
- Is located in a Special Flood 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 _____
 (If different from the FIRM panel and date)
- See Section 4 for additional instructions.

Signed _____ DATE _____

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

The applicant must submit 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, including where applicable; details for anchoring structures, proposed elevation of lowest floor, type of water resistant materials used below the first floor, details of flood proofing of utilities located below the first floor, and details of enclosures below the first floor. Also, _____
- Plans showing the extent or watercourse relocation and/or land form alterations.
- Change in elevation (in feet) _____ Meets Ordinance limits on elevation increases
 Yes No
- Top of new compacted fill elevation _____ ft. NGVD (MSL).
- Flood proofing protection level (non-residential only) _____ ft. NGVD (MSL). For flood proofed 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.
- Other: _____

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

I HAVE DETERMINED THAT THE PROPOSED ACTIVITY: **A. Is** **B. Is Not**
 In conformance with provisions of Local Law (Ordinance # _____)
 The permit can be issued subject to the conditions attached to and made part of this permit.

SIGNED _____ DATE _____

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 City Council who acts as the Board of Appeals.

Appealed to Board of Appeals (City Council)? YES NO

Hearing Date _____

Appeals Board Decision – Approved? YES NO

Reasons/Conditions: _____

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by **APPLICANT** before Certificate 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 is: _____ ft. NGVD (MSL).
2. Actual (As-Built) Elevation of flood proofing protection is _____ ft. NGVD (MSL).

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

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

INSPECTIONS	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Certificate of Occupancy issued: DATE: _____ BY: _____