NATIONAL FLOOD INSURANCE PROGRAM

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 SECTION IV 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"

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.



Floodplain Development Permit Application

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	1
Property Owner:	Mailing Address:
Telephone	
Email Address:	
Signature:	Date:
Applicant Informat	ion
Applicant:	Notes:
Telephone	
Fax Number:	
Signature:	
Project Information	n
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 O Elevated O Floodproofed Combined Use (Residential and Non-Residential) Manufactured Home O Located INSIDE a Manufactured Home Park O Located OUTSIDE a Manufactured Home Park Type of Structural Activity: New Structure Addition to 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 Property Owner Signature	 □ 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:
I certify that to the best of my knowledge the informat	ion contained in the application is true and accurate. 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 SFH/	۹.			
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, if the flood protection elevation.	including utilities, be elevated at or above			
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 decomposite are required.	an manufacida			
The following documents are required: The following documents may be a followed by the followed by the following documents may be a followed by the followed by the followed by the following documents may be a followed by the followed by	requirea:			
Site Plan (Showing location of SFHA residential structure	required if noodproofing a non-			
	ny of the proposed development is in a			
	BFEs on developments/ subdivisions			
exceeding 50 lots or 5 acres in	•			
* 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 ☐ IS NOT in conforman Prevention Ordinance. Prevention Ordinance	ce with the local Flood Damage 2.			
	escribed in separate document)			
The Floodplain Development Permit:				
IS issued subject to any conditions attached to IS NOT (denials are d and made part of this permit.	escribed in separate document)			
Signature of Floodplain Administrator	Date			
SECTION IV: (To be completed by Floodplain Administrator)	Bute			
Certificate of Compliance				
	ce with all applicable ordinances			
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.				