



Floodplain Development Permit Screening

Last Revised June 14, 2022

Every incoming permit shall be screened to determine if the scope of work is located within a special flood hazard area. All forms of development in the special flood hazard area require a floodplain development permit. Development includes construction of new structures or additions of any size, mining, filling, grading, paving, excavation, drilling operations or storage of equipment or materials, or a substantial improvement.

An improvement is considered to be a substantial improvement when the proposed addition, or alteration to a structure, equals or exceeds 50% of the value of the structure before addition or alteration.

Is the proposed work within a special flood hazard area?

If 'No', save this form and a copy of the downloaded FIRM map for documentation.

If 'Yes', complete the following Flood Hazard Area Application.

Screening performed by: _____

Date Screened: _____

FIRM Map (attached next page)



Floodplain Development Permit Application

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General Info

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.
 - a. If revoked, all work must cease until a permit is re-issued.
3. The development may not be used or occupied until a Certificate of Compliance is issued.
4. The permit will expire if no work is commenced within 6 months of the date of issue.
5. The permit will not be issued until any other necessary local, state, or federal permits have been obtained.
6. By signing and submitting this application, the Applicant gives consent to the City or their representative to make reasonable inspections prior to the issuance of a Certificate of Compliance. The Applicant also certifies that all statements contained in this application and in any additional attachments are true and accurate.

Note: If the proposed scope of work changes after the Floodplain Development Permit has been issued, an amended Permit shall be submitted before any work can begin.

Applicant shall complete the following.

1. **Permit Number:** _____

2. **Scope of Work:**

3. **Type of Structure**

- ☐ Residential
- ☐ Garage/ Shop
- ☐ Non-Residential
 - ☐ Elevated
 - ☐ Flood-proofed
- ☐ Combined Use (Residential and Non-Residential)
- ☐ Manufactured Home

4. **Type of Structural Activity**

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



Note: Relocation or replacement must be treated as new construction.

5. Substantial Improvement Evaluation

- a. Cost of Improvement: _____
- b. Market Value of Building: _____
- c. Percent of Value Change (a/b) _____

Note: Cost values must be supported by project cost documentation and approved market evaluation. Attach supporting documentation.

6. Other Development Activities

- ☐ Excavation (not related to structural development)
- ☐ Clearing
- ☐ Placement of fill material
- ☐ Grading
- ☐ Mining
- ☐ Drilling
- ☐ Dredging
- ☐ Watercourse alteration
- ☐ Drainage improvement (including culvert work)
- ☐ Individual water or sewer system
- ☐ 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 or Representative

Date



Floodplain Administrator shall document the following.

Location

1. FIRM map ID (number and suffix): _____
2. Effective date of FIRM map: _____
3. Zone: _____
4. Is the proposed development within the regulatory floodway? __ Y __ N

Note: Residential – New, additions, and substantial improvements are prohibited.
Non-Residential – Attach Engineer’s hydraulic analysis for a no-rise certificate.

Structural Development

1. Base Flood Elevation: _____ NAVD 88 __ Unknown (Zone A)
2. Base Flood Depth (Zone AO): _____ (feet above highest adjacent grade)
3. Lowest Floor Elevation for the proposed development: _____
__ NAVD 88 __ Unknown (Zone A)
4. Source of Base Flood Elevation: __ FIRM __ FIS __ Other: _____

Note: 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) (Zone AE); one foot above the depth number (Zone AO); or two feet above highest adjacent grade (Zone A).

Attachments

Always Required

1. Site plan with location of SFHA and development? __ Y __ N
2. Habitat Assessment per FEMA guidance? __ Y __ N
3. Final elevation certificate by a licensed surveyor? __ Y __ N

Sometimes Required

1. Floodproofing certificate by licensed engineer? __ Y __ N
2. No-Rise certificate by licensed engineer? __ Y __ N
3. Elevation study showing BFE on developments/ subdivisions exceeding 50 lots or 5 acres in Zone A __ Y __ N



Permit Determination

I have determined that the proposed development ___ IS ___ IS NOT in conformance with the local Flood Damage Prevention Ordinance.

The Floodplain Development Permit ___ IS ___ IS NOT 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.

Final Documentation

___ Final elevation certificate. Lowest as-built floor elevation ___ NAVD 88
___ Adequate flood venting
___ Adequate utility elevation and floodproofing

Notes: _____

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