



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
NEW STRUCTURE CONSTRUCTION

Application No.

SECTION 1: GENERAL PROVISIONS:

- 1. Applicant must either be the owner of the property or have written authorization from the owner(s).
2. Applicant must complete Sections 1 & 2. The Engineering Department will complete sections 3 & 4.
3. Applicant must provide additional information in Section 4 prior to permit issuance.
4. For floodproofed structures applicant must submit two complete plan sets (1 for Engineering and 1 for Building Codes).
5. No work of any kind may start until a permit is issued.
6. False statements made in this application may result in permit revocation.
7. If the permit is revoked, all work must cease.
8. Development or structures shall not be used or occupied until a Certificate of Compliance is issued.
9. The permit will expire if no work is commenced within six months of permit issuance.
10. Other permits may be required to fulfill local, state, and federal regulatory requirements.
11. Applicant gives consent to the City Engineer or his/her representatives to make reasonable inspections required to verify compliance.
12. APPLICANT CERTIFICATION: I HEREBY CERTIFY THAT ALL DATA ON THE APPLICATION FORMS, PLANS AND SPECIFICATIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT (printed):

APPLICANT SIGNATURE: DATE:

SECTION 2: PROPOSED DEVELOPMENT (to be completed by applicant):

NAME ADDRESS TELEPHONE

APPLICANT

CONTRACTOR

ENGINEER AND/OR ARCHITECT, IF APPLICABLE

PROJECT ADDRESS: PARCEL NO.:

LEGAL DESCRIPTION:

To avoid delay in processing the application, please provide a map attached to this application showing the project location.

DESCRIPTION OF WORK (check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structure
Addition
Alteration
Repair/Maintenance
Relocation
Demolition
Replacement

STRUCTURE TYPE

- Residential (1-4 family or more than 4 family)
Non-residential, commercial, office, etc. (Floodproofed? Yes)
Warehouse
Combined Use (Residential & Commercial)
Manufactured (Mobile) Home (In mobile home park? Yes)
Shed/Storage
Deck
Porch/3-Season Porch
Garage
Fence
Other:

Estimated Project Cost: \$

**B. OTHER DEVELOPMENT ACTIVITIES**

- Clearing       Grading       Fill       Drilling
- Excavation (other than structural development checked above)
- Subdivision (new or expansion)
- Drainage Improvements (including culvert work)
- Road, Street or Bridge Construction
- Private Well or Septic/Drain Field
- Watercourse Alteration (including dredging & channeling modifications)
- Other (please specify) \_\_\_\_\_

After completing Section 2, Applicant must submit form to the City Engineer for review.

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**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by the City Engineer)**

The proposed development is located on FIRM Panel Number/Suffix. \_\_\_\_\_, Effective Date \_\_\_\_\_ . A copy of the relevant area on the FIRM is attached.

The proposed development:

- Is NOT located in the SFHA. (NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is located in the SFHA as shown on the effective FIRM, but has been removed by a:
  - Letter of Map Revision Based on Fill (LOMR-F)      FEMA Case No. \_\_\_\_\_
  - Letter of Map Amendment (LOMA)      FEMA Case No. \_\_\_\_\_
- Is located in the SFHA as shown on the effective FIRM, and must be removed by a:
  - Letter of Map Revision Based on Fill (LOMR-F)      FEMA Case No. \_\_\_\_\_
- Is partially located in the SFHA, but the building/development is not within the SFHA.
- Is located in the SFHA  
FIRM Zone(s): \_\_\_\_\_ BFE: \_\_\_\_\_ ft. Datum: NAVD 88 or NGVD 29
- Is located in the floodway.
- See section 4 for additional information required for permit issuance.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**SECTION 4: Additional Information Required (to be completed by City Engineer)**

The applicant must submit the documents checked below before a permit can be issued:

- Subdivision or other development plans (including future development master plan).
- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, easements, proposed grading/fill, and proposed development/buildings to the extent known.
- Supplemental Data for Grading/Building Permit in SFHA (Form A).
- Building plans (drawn to scale) (2 sets required if floodproofed) and specifications, including where applicable:
  - floodproofing details per City floodproof construction requirements
  - proposed elevation of the first floor
  - proposed elevation of lowest floor (including basement)
  - proposed lowest adjacent grade to the structure
  - proposed fill elevation 15 ft. from the structure
  - types of water-resistant materials used below the first floor
  - details for floodproofing of utilities located below the first floor
  - details of enclosures below the first floor.
  - details for anchoring structures
- Plans showing the extent of watercourse relocation and/or landform alterations, if applicable.
- LOMR-F and Community Acknowledgement Form upon completion of construction.
- "No-Rise" Certification (Form B). Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in an increase in the BFE. A copy of all data and hydraulic/hydrologic calculations supporting this finding must be submitted.
- Change in BFE (ft.) \_\_\_\_\_  Meets ordinance limits on elevation increases (0.75 ft.).
- Other: A geotechnical review is recommended for slope stability issues. No fill or construction may be placed in the floodway without a conditional use permit.



**SUPPLEMENTAL DATA FOR GRADING/BUILDING PERMIT IN SFHA (FORM A)**

<b>Parcel #</b>	<b>Application #</b>
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**A. General Information**

Applicant's Name (Last, First, M.I.):	
Address:	Project Location:
Phone:	Email:

**B. Project Information**

<b>Floodplain District</b> <input type="checkbox"/> Floodway <input type="checkbox"/> Flood Fringe	<b>Type of Structure</b> <input type="checkbox"/> Residential ( <input type="checkbox"/> 1-4 family or <input type="checkbox"/> more than 4) <input type="checkbox"/> Non-residential, commercial, office, etc. (Floodproofed? <input type="checkbox"/> Yes) <input type="checkbox"/> Warehouse <input type="checkbox"/> Combined Use (Residential & Commercial) <input type="checkbox"/> Manufactured (Mobile) Home (In mobile home park? <input type="checkbox"/> Yes) <input type="checkbox"/> Shed/Storage <input type="checkbox"/> Deck <input type="checkbox"/> Porch/3-Season Porch <input type="checkbox"/> Garage <input type="checkbox"/> Fence <input type="checkbox"/> Other: _____	<b>Floodproofing Design Level (FDL) (to the nearest one-tenth foot):</b>  A. Base Flood Elevation (BFE)* = _____ ft. B. Freeboard required by ordinance = <u>2.0</u> ft.  <b>FDL (A + B) = _____ ft.</b>  *Datum: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 **From effective Flood Insurance Study (FIS)
<b>Type of Project</b> <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition <input type="checkbox"/> Replacement		
<b>Zoning Determination</b> <input type="checkbox"/> Permitted Use ----- <input type="checkbox"/> CUP <input type="checkbox"/> Provisional Use (LOMR-F) Hearing date: _____ DNR Notified: _____		

**B. Construction Information**

Structure Elevation Requirements	Proposed	Required
a. Top of bottom flooring (including basement or crawl space)		>BFE - 5 ft. =
b. Top of next higher floor		> FDL =
c. Attached garage (top of slab)		> FDL =
d. Lowest elevation of machinery or equipment servicing the building (describe equipment _____)		> BFE - 5 ft. =
e. Lowest adjacent (finished) grade (LAG)		BFE + 1.5 =
f. Lowest compacted fill elevation at 15 ft. from building		> BFE + 0.75 =

**Project Cost Factors for additions, improvements or repairs/maintenance (for nonconforming structures)**

a. Cost of improvements (including cost of labor and all supplies)	\$
b. Cost of repairs/maintenance (including cost of labor and all supplies)	\$
c. Cost of previous improvements (in current \$) after date of first Flood Insurance Rate Map (FIRM)	\$
d. Total cost of improvements plus current repairs/maintenance (a + b + c)	\$
e. Estimated market value of existing structure (not including land value) without any improvements done after the date of the first FIRM:	\$
f. Percentage cost of improvements (c ÷ e), (must be < 50% for approval).	%

**All floodproof construction inspections must be completed. At the conclusion of construction, a City As-Built Elevation Certificate (Form B), Property Flood Survey (asblt), inspection certification form and a FEMA elevation certificate must be completed.**

**I hereby certify that all data on the application forms, plans and specifications are true and correct to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**

Application No. \_\_\_\_\_

New Home  
Construction



# FLOODPLAIN DEVELOPMENT PERMIT

**ISSUED TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_  
(if different from permittee's address)

**PARCEL NUMBER:** \_\_\_\_\_

**ISSUED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
(This permit expires 180 days from this date)

- THIS PERMIT MUST BE POSTED ON THE PREMISES IN A CONSPICUOUS PLACE SO AS TO BE CLEARLY VISIBLE FROM THE STREET.
- PERMITTEE MUST COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND PERMITS.
- PERMITTEE MUST CONSTRUCT THE IMPROVEMENT IN ACCORDANCE WITH THE FLOODPLAIN DEVELOPMENT PERMIT APPLICATION AND RELATED PLANS AND SPECIFICATIONS.

**SPECIAL CONDITIONS:**

April 12, 2012