



Application No. _____

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION SUBSTANTIAL IMPROVEMENTS

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
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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 (Improvements)
- 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.

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: _____

Property Value

Land Value = \$ _____
Structure Value = \$ _____
Improvement Cost = \$ _____

Do the improvements to the structure of the property equal or exceed 50% of the structures value?

- Yes
- No

Comments: _____

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.

Application No. _____

Substantial Improvement 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 PREMISIES 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