

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

### **SECTION 1: GENERAL PROVISIONS** (APPLICANT to read and sign)

1. No work may start until a permit is issued. This includes grading.
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. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit is invalid if no work is commenced within six months of issuance, and expires 2 years 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 Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, 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** (To be completed by APPLICANT)

	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
APPLICANT	_____	_____	_____
BUILDER	_____	_____	_____
ENGINEER	_____	_____	_____

#### **PROJECT LOCATION:**

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A map attached to this application, and a sketch showing the project layout would be helpful.

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**DESCRIPTION OF WORK** (Check all applicable boxes):

**A. STRUCTURAL DEVELOPMENT:**

ACTIVITY

STRUCTURE TYPE

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Dry Floodproofing?  Yes)
- Combined Use (Residential & Commercial)
- Manufactured Home (In a Manufactured Home Park?  Yes  No)
- Accessory Structure

**B. OTHER DEVELOPMENT ACTIVITIES:**

- Fill  Mining  Drilling  Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work), Stormwater Control Structures or Ponds
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)  Manufactured Home, Recreational Vehicle or Trailer Park
- Individual Water or Sewer System
- Other (Please Specify) \_\_\_\_\_

**C. ESTIMATED COST OF PROJECT:** \$ \_\_\_\_\_

After completing SECTION 2, APPLICANT should submit form to Local Floodplain Administrator for review.

**SECTION 3: FLOODPLAIN DETERMINATION** (To be completed by **LOCAL FLOODPLAIN ADMINISTRATOR**)

The proposed development is located in the Town / Village / City of \_\_\_\_\_  
on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

- The proposed development site is reasonably safe from flooding (in Zone B, C or X).  
(Notify the applicant that NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.)
- The proposed development is located partially or completely in a “special flood hazard area.”

Base flood elevation at the site is: \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum  
(describe) \_\_\_\_\_  
 Unavailable

Required flood protection level is: \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum  
(describe) \_\_\_\_\_  
\_\_\_\_\_ Ft. above the highest adjacent grade

- The proposed development is located in a regulatory floodway.  
FBFM or FIRM Panel No. \_\_\_\_\_ Dated \_\_\_\_\_
- See Section 4 for additional instructions for development that is or may be in a flood prone area.

SIGNED (by LOCAL ADMINISTRATOR) \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED** (To be completed by **LOCAL FLOODPLAIN ADMINISTRATOR**)

The applicant must submit the 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, flood zone boundaries, and proposed development.
- Development plans and specifications**, drawn to scale, including where applicable: details for anchoring structures, proposed elevation of the top of the lowest floor (including basement), types of water resistant materials used below the flood protection level, details of floodproofing of utilities located below the flood protection level, and details of flood vents for enclosures below the flood protection level.  
Other \_\_\_\_\_
- If flood vents for enclosures below the flood protection level do not meet the minimum design criteria specified in the Local Law for Flood Damage Prevention, provide certification by a Professional Engineer or architect specifying that the proposed design will provide for equalization of hydrostatic flood forces.
- Certification by a Professional Engineer or architect that proposed utilities located below the flood protection level are resistant to flood damage.
- Elevation Certificate** for proposed building.
- Subdivision or other development plans. If the subdivision or development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide base flood elevations determined using detailed methods if they are not otherwise available.
- Plans showing the watercourse location, proposed relocations, technical evaluation by a licensed professional engineer demonstrating that the conveyance capacity will be maintained, application materials for FIRM revision, and maintenance plan for the relocated portion of the watercourse.
- Topographic information** showing existing and proposed grades and the location of all proposed fill.
- Top of new fill elevation \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum (describe) \_\_\_\_\_
- Dry floodproofing protection level (non-residential only) \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum (describe) \_\_\_\_\_. For dry floodproofed structures, applicant must attach a FEMA Floodproofing Certificate signed by a registered engineer or architect.
- Certification from a Professional Engineer that the proposed activity in a **regulatory floodway** will not result in any increase in the height of the base flood. A copy of all data and calculations supporting this finding must also be submitted.
- Technical analysis by a Professional Engineer showing that the proposed development will not result in physical damage to any other property
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Any work performed prior to submittal of the above information and completion of Section 5 is at the risk of the Applicant.

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

I have determined that the proposed activity: A.  Is

B.  Is not

in conformance with provisions of Local Law # \_\_\_\_\_, (yr) \_\_\_\_\_. This permit is hereby issued subject to the conditions attached to and made part of this permit.

SIGNED \_\_\_\_\_, DATE \_\_\_\_\_

If **BOX A is checked**, the Local Floodplain Administrator may issue a Development Permit upon payment of designated fee.

If **BOX B is checked**, the Local Floodplain Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Floodplain Administrator or may request a hearing from the Board of Appeals.

APPEALS: Appealed to Board of Appeals?  Yes  No

Hearing date: \_\_\_\_\_

Appeals Board Decision: Approved?  Yes  No

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: AS-BUILT ELEVATIONS AND CERTIFICATIONS** (To be submitted by **APPLICANT** before Certificate of Compliance is issued)

Certification of as-built elevations must be provided for project structures. Attach an Elevation Certificate or Floodproofing Certificate completed by an authorized professional or official and complete 1 or 2 below.

1. Actual (as-built) elevation of the top of the lowest floor, including basement, is: \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum (describe) \_\_\_\_\_  
or \_\_\_\_\_ Ft. above highest adjacent grade. **Attach FEMA Elevation Certificate.**

2. Actual (as-built) elevation of dry floodproofing protection is \_\_\_\_\_ Ft.  NGVD 1929 /  NAVD 1988 /  other datum (describe) \_\_\_\_\_.  
**Attach FEMA Floodproofing Certificate.**

Attach any additional certifications that are required to document compliance. These may include: "no-rise" certification, certification of flood resistant design, certification of soil compaction, non-conversion agreement, etc.

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

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

INSPECTIONS: DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES?  YES  NO  
DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES?  YES  NO  
DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES?  YES  NO

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

Certificate of Compliance issued: DATE: \_\_\_\_\_ BY: \_\_\_\_\_