

FLOOD HAZARD AREA DEVELOPMENT PERMIT ADMINISTRATIVE CHECKLIST

NOTE: The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:

- An identified floodway.
- Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
- Does the analysis have a certification that flood heights will not be increased Y / N
- Is the analysis certified by a Registered Professional Engineer Y / N
- A flood hazard area where base flood elevations exist with no identified floodway.
- Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
- Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations (in no case will this be more than one foot) Y / N
- Is the analysis certified by a Registered Professional Engineer Y / N
- An area within the floodplain fringe.
- An approximate flood hazard area (Zone A).
- Within the banks of a watercourse.
- Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application Y / N

Base flood elevation (100-year) at proposed site _____ feet m.s.l.

Data source _____

Map effective date _____ Community-Panel No. _____

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?

- Permitted Use.
- Water and wastewater systems standards met.
- Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable).
- Residential/non-residential structures standards met. Lowest floor elevation _____ feet m.s.l.
- Substantial improvement / substantial damage Y / N
- Anchored properly (manufactured home affixed to permanent foundation) Y / N
- Utilities protected against flooding Y / N
- Construction materials below flood protection elevation resistant to flood damage Y / N
- Lowest floor elevated to or above flood protection elevation (BFE + freeboard) Y / N
- Has an enclosure below lowest floor (crawl space, walkout basement)
- Enclosure have proper number and area of openings Y / N
- Enclosure unfinished and only used for parking, materials storage or entry Y / N
- Accessory structure standards met (square footage, use, foundation openings). Y / N
- Recreational vehicle standards met.
- Above ground gas or liquid storage tank anchored.
- Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse.

3. Does proposed development trigger requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision?

Y / N

DECISION RECORD

4. The proposed development is in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON** _____.

5. The proposed development is not in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON** _____ Reason(s):

6. The proposed development is exempt from the floodplain standards per Section _____ of the Flood Damage Prevention Ordinance (Resolution) No. _____.

Administrator's Signature: _____ Date: _____

FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION

Application is hereby made for a DEVELOPMENT PERMIT as required by the Special Purpose Flood Damage Reduction Regulations No. _____ of _____ (village/city/county) for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said regulations. The development to be performed is described below and in attachments hereto. The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the floodplain regulations;
- If issued, the FHA Development Permit form will be posted in a conspicuous place on the premises in plain view, and,
- If issued, the permit will expire if no work is commenced within one year of issuance.

Owner's Name: _____ Builder/Developer: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

LOCATION OF DEVELOPMENT SITE

1. Location of proposed development site address: _____
2. Legal description: _____

Attach a location map showing the location of the development site relative to adjacent sites. A location map may be a copy of the tax or plat map, including scale, showing the parcel where development activity will occur.

DESCRIPTION OF WORK

3a. Kind of development proposed (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Residential structure | <input type="checkbox"/> Non-residential structure |
| <input type="checkbox"/> New structure | <input type="checkbox"/> New structure |
| <input type="checkbox"/> Addition to structure | <input type="checkbox"/> Addition to structure |
| <input type="checkbox"/> Renovations/repairs/maintenance | <input type="checkbox"/> Renovations/repairs/maintenance |
| <input type="checkbox"/> Manufactured home installation | |
- Accessory structure: Dimensions: _____
- Filling or grading
- Dredging or excavation or mining
- Materials/equipment storage: Describe type _____
- Watercourse alteration (any change that occurs within the banks of a watercourse)
- Water supply / sewage disposal
- Bridge or culvert placement / replacement
- Subdivision greater than 50 lots or 5 acres
- Other development greater than 5 acres
- Other: _____

Additional activity description: _____

- 3b. If the proposed construction is an addition, renovation, repair or maintenance to an existing structure, indicate the cost of proposed construction \$ _____. What is the estimated market value of the existing structure \$ _____?