

**DEVELOPMENT PERMIT  
APPLICATION FORM  
For Proposed Development on  
LANDS LOCATED IN A COMMUNITY WITH FLOODPLAIN AREAS**

Date \_\_\_\_\_ Permit No \_\_\_\_\_

Applicant \_\_\_\_\_

List Type and Purpose of Development \_\_\_\_\_

Located \_\_\_\_\_

Is property to be located in an identified Special Flood Hazard Area (Regulatory Floodplain)? Yes No

If yes, complete the following and require certified elevation of lowest floor (including basement) and lowest adjacent grade.

Engineer \_\_\_\_\_

Contractor \_\_\_\_\_

Name of Community \_\_\_\_\_

NFIP Community No \_\_\_\_\_

Applicant Requests That (To):

- Construct    Mine    Construct Addition    Remodel    Elevate  
 Drilling    Demolish    Add Fill    Manufactured Housing (Placement)  
 Storage (Equipment or Supplies)

Base Flood Elevation \_\_\_\_\_ Proposed Lowest Floor Elevation \_\_\_\_\_

Flood Map Effective Date \_\_\_\_\_

Flood Zone Type:  A    B    C    X    Other \_\_\_\_\_

Community – Panel No. \_\_\_\_\_

Lowest Finished Floor Elevation \_\_\_\_\_ Lowest Adjacent Grade \_\_\_\_\_

Permit Fee \_\_\_\_\_ Has permit fee been collected?  Yes    No

Plans, specifications and application for permit filed by the applicant shall constitute by reference, a part of this permit.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

# **APPLICATION PROCEDURES - FLOOD PLAIN DEVELOPMENT**

## **DO NOT BEGIN CONSTRUCTION OR PALCEMENT OF MANUFACUTRED HOME UNTIL PERMIT IS APPROVED**

1. Complete permit application must be submitted. (Incomplete applications will not be accepted.)
2. Complete application includes:
  - a. Warranty Deed
  - b. Signed and dated Development Permit Application Authorization.
  - c. Development Permit Application Form (Must have completed Elevation Certificate to complete this form)
  - d. Elevation Certificate completed, signed, and certified by Surveyor.
    - If proposed construction is located in an identified special flood hazard area (Regulatory Floodplain), provide name of engineer, contractor, name of community, NFIP Community No, and completed certificate of Elevation of lowest floor (including basement) and lowest grade with your application.
3. Must be accompanied by complete plans in duplicate drawn to scale (Ordinance 41, Article 4, Section C) to determine:
  - Construction materials & method resistant to flood damage
  - Utilities flood proof or flood resistant
  - Anchored properly
  - Manufactured Homes elevated on permanent foundation
  - Subdivisions designed to minimize flood damage
  - Encroachments – proposed action will not obstruct flood waters
  - Not located in floodway
4. Development must be adequately described.
5. Pay application fee \$25.00
6. Obtain approved permit before beginning construction.
7. Final inspection when construction of the building is completed (Item G.5 of elevation certificate instructions).

# DEVELOPMENT PERMIT APPLICATION

## For Proposed Development on LANDS LOCATED IN A COMMUNITY WITH FLOODPLAIN AREAS

### INSTRUCTIONS

*TO COMPLY WITH FLOODPLAIN MANAGEMENT REGULATIONS AND TO MINIMIZE POTENTIAL FLOOD DAMAGE, IF YOU ARE BUILDING WITHIN AN IDENTIFIED FLOOD HAZARD AREA, YOU MUST AGREE TO CONSTRUCT YOUR PROPOSED DEVELOPMENT IN ACCORDANCE WITH THE FOLLOWING SPECIAL PROVISIONS:*

#### SPECIAL FLOODPLAIN PROVISIONS

1. For RESIDENTIAL structures, the lowest floor (including basement) must be elevated to or above the base flood elevation (100-year flood elevation). See provisions for manufactured homes in local regulations.
2. For NON-RESIDENTIAL structures, the lowest floor must be elevated to or above the base flood elevation, or floodproofed to withstand the flood depths, pressures, velocities, impact and uplift forces associated with the 100-year flood.
3. For ALL STRUCTURES, the foundation and the materials used must be constructed to withstand the pressures, velocities, impact and uplift forces associated with the 100-year flood.
4. All utility supply lines, outlets, switches and equipment must be installed and elevated so as to minimize damage from potential flooding. Water and sewer connections must have automatic back flow devices installed.
5. You must submit certification on the attached form(s) from a REGISTERED ENGINEER, ARCHITECT or LAND SURVEYOR, that the floor elevation and/or floodproofing requirements have been met. Failure to provide the required certification is a violation of this permit.
6. Other Provisions ---See attached list \_\_\_\_\_None\_\_\_\_\_

#### AUTHORIZATION

I have read or had explained to me and understand the above special provisions for flood plain development. Authorization is hereby granted the permitting authority and their agents or designees, singularly or jointly, to enter upon the above-described property during daylight hours for the purpose of making inspections or for any reason consistent with the issuing authority's floodplain management regulation. I further verify that the above information is true and accurate to the best of my knowledge and belief.

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*Signature of Applicant*

## **APPLICATION REVIEW CHECK LIST - FLOOD PLAIN DEVELOPMENT**

To comply with Floodplain Management Regulations and to minimize potential flood damage, if you are building within an identified flood hazard area, you must agree to construct your proposed development in accordance with the following special provisions.

1. For RESIDENTIAL structures, the lowest floor (including basement) must be elevated 1 foot above the base flood elevation (100-year flood elevation).
2. For NON-RESIDENTIAL structures, the lowest floor must be elevated 1 foot above the base flood elevation or flood proofed to withstand the flood depths, pressures, velocities, impact, and uplift forces associated with the 100-year flood.
3. For ALL STRUCTURES, the foundation and the materials used must be constructed to withstand the pressures, velocities, impact and uplift forces associated with the 100-year flood.
4. All utility supply lines, outlets, switches, and equipment must be installed and elevated to minimize damage from potential flooding. Water and sewer connections must have automatic back flow devices installed.
5. You must submit certification from a REGISTERED ENGINEER, ARCHITECT, or LAND SURVEYOR, that the floor elevation and/or flood proofing requirements have been met. Failure to provide the required certification is a violation the permit.