

PERMIT REQUIRED: If you are proposing development of any kind, any man-made change to improved or unimproved real estate, including but not limited to the construction, reconstruction, renovation, repair, expansion, or alteration of buildings, accessory structures, or other structures; the placement of manufactured homes; mining; dredging; streets and other paving; docks; utilities; filling, grading and excavation, clearing of trees and other vegetation; drilling operations; constructing or moving fences; storage of equipment or materials, and formation of manufactured home, recreational vehicle, or trailer parks in a floodplain, you MUST submit Section 1 of this application for a Floodplain Development Permit to your local FPA/Building Department. Depending upon the type of development you are proposing, additional forms may be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided in Section III of this application packet, but should only be completed if they are required by the FPA (Building Official) for the proposed development.

Typically, the Applicant completes Section I of this packet and submits the information to the FPA (Building Official). The FPA (Building Official) reviews the submission and determines whether or not additional information is needed. The FPA (Building Official) may request additional information from the Applicant. Once all required materials have been submitted, the FPA (Building Official) will make a permitting decision and either issue or deny the requested Floodplain Development Permit.

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development. It is a permit to, for example, build a house, construct a baseball field, install a drainage ditch or grade a parcel of land. Before the house can actually be occupied, or the developed land used, a Compliance Certificate must be issued by the local FPA (Building Official). The FPA (Building Official) will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been completed.

APPLICATION INSTRUCTIONS

SECTION I:

General Information: Self-explanatory. Note item numbers 7 & 8 under General Information in Section I.

Owner Information: List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

Applicant Information: If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

Project Information: Check the box(is) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether or not the improvement is a "substantial improvement"

Signature: Print your name, sign your name, and date the application.

SECTION II:

Floodplain Information: The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA is to notify the applicant, allow reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

SECTION III:

Forms: Templates for forms that may be required are provided in this Section.

SECTION IV:

Permit Determination: The FPA will indicate whether or not the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

SECTION V:

Certificate of Compliance: The FPA will indicate the "as-Built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.