

Floodplain Permit Addendum Review Checklist

Building Permit Number: _____

Zoning Permit Number: _____

Applicant's Name:	Owner's Name:
Site Address, Tax#, Parcel #:	Address:
Telephone:	Telephone:

I. All development -Base Flood Elevation Data Provided.

- A. The as-built Elevation Certification from a registered land surveyor or Professional engineer has been submitted? Yes No
- B. The lowest floor elevation is at or above the required lowest floor elevation? Yes No
- C. Electrical, heating, ventilation, plumbing, air conditioning equipment (including duct work), and other service facilities are located above BFE or Floodproofed? Yes No

II. Development in Zones A, AE, A1-A30, and AH.

- A. Solid foundation perimeter walls located below BFE:
 - 1. There are at least two (2) openings? Yes No
 - 2. Square footage of enclosed area subject to flooding _____
 - 3. Square inches of venting required. _____
 - 4. Square inches per opening (multiply 1 by W) _____
 - 5. Number of required vents (3 above divided by 4 above) _____
 - 6. Foundation contains the minimum number of vents? Yes No
 - 7. The bottom of each opening is no higher than one (1) foot above grade? Yes No
 - 8. Any cover on openings will permit the automatic flow of floodwaters In both directions? Yes No
- B. Base Flood Elevation and/or floodway data not available or AO Zones:
 - 1. The lowest floor is at least three (3) feet above the highest adjacent grade? Yes No
 - 2. The development meets the setback requirements of the ordinance? Yes No
 - 3. If 2 above was "no", has a No-Rise Certification been submitted? Yes No
 Reviewer's Name: _____ Date reviewed: _____
- C. Floodway data are provided.
 - 1. Did this development encroach in the floodway? Yes No
 - 2. Do the actual field conditions meet the proposed actions and technical data requirements? Yes No
 - 3. If C1 was "yes", has a No-Rise Certification been submitted? Yes No
 Reviewer's Name: _____ Date reviewed: _____

III. Development in Zones V, VE, VI-V30, and VO (Coastal High Hazard Areas).

- A. Development location complies with all coastal setback requirements? Yes No
- B. Structure is securely anchored to pilings or columns and certification by a registered, professional architect or engineer has been submitted? Yes No
 Reviewer's Name: _____ Date reviewed: _____
- C. Walls permitted below the Base Flood Elevation consist of decorative lattice work or, where permitted, are breakaway and have been certified by a registered, professional architect or engineer? Yes No
 Reviewer's Name: _____ Date reviewed: _____

Local Administrator's Signature: _____ Date: _____

Floodplain Development Permit Application Form

Floodplain Development Permit Application

This form is to be filled out in duplicate.

Application # _____

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SECTION I: General Provisions (APPLICANT to read and sign):

1. No work of any kind may start until a permit is issued.
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 will expire if no work is commenced within six months of issuance. (180 days)
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 Floodplain Administrator or his/her representative to make Reasonable inspections required to verify compliance.
8. THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(APPLICANTS'S SIGNATURE) _____ DATE _____

SECTION 2: Proposed Development (To be completed by APPLICANT)

NAME

ADDRESS

TELEPHONE

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 of legal description (attach) and, outside urban areas, the Distance to the nearest intersecting road or well-known landmark. A sketch attached to this application Showing the project location would be helpful.

Floodplain Development Permit Application Form (Continued)

DESCRIPTION OF WORK (Check all applicable boxes):

Application # _____

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A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE

- Activity and Structure Type checkboxes: New Structure, Addition, Alteration, Relocation, Demolition, Replacement, Residential (1-4 Family), Residential (More than 4 Family), Non-residential (Floodproofing?), Combined Use (Residential & Commercial), Manufactured (Mobile) Home (In Manufactured Home Park?)

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES

- Other Development Activities checkboxes: Clearing, Fill, Mining, Drilling, Grading, Excavation, Watercourse Alteration, Drainage Improvements, Road, Street or Bridge Construction, Subdivision, Individual Water or Sewer System, Other

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

SECTION 3: Floodplain Determination (To be completed by the Administrator)

The Proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

- Floodplain Determination checkboxes: Is NOT located in a Special Flood Hazard Area, Is partially located in the SFHA, Is located in a Special Flood Hazard Area (with FIRM zone designation and flood elevation), Is located in the floodway (with BBFM Panel NO. and date), See Section 4 for additional instructions.

SIGNED _____ DATE _____

Floodplain Development Permit Application Form (Continued)

Application # _____

SECTION 4: Additional Information Required (To be completed by Local Administrator)

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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, and proposed development.
- Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.

Also, _____

- Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide "100-year" flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Change in water elevation (in feet) _____ Meets ordinance limits on elevation increases
 YES NO
- Top of new compacted fill elevation _____ ft. NGVD (MSL)
- Floodproofing structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- Other: _____

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

- I have determined that the proposed activity: A. IS
B. Is not

In conformance with provisions of Local Law # _____, 19____. The permit is issued subject to the conditions Attached to and made part of this permit.

SIGNED _____ DATE _____

If Box A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee. If Box B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may Revise and resubmit an application to the Local Administrator or may request a hearing from Board of Appeals.

Application # _____

Floodplain Development Permit Application Form (Continued)

APPEALS: Appealed to Board of Appeals? Yes No
Hearing date: _____
Appeals Board Decision – Approved? Yes No

Reasons/Conditions: _____

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certification of Compliance is issued)

The following information must be provided for structures that are part of this application. This section must Be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard areas, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is _____ ft. NGVD (MSL)
2. Actual (As-Built) Elevation of floodproofing protection is _____ ft. NGVD (MSL)

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

The LOCAL 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 ADMINISTRATOR)

Certificate of Compliance issued: DATE _____ BY _____