

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

APPLICATION # \_\_\_\_\_  
PAGE 1 OF 4

This form is to be filled out duplicate.

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

1. No work 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.
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 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)**

NAME	ADDRESS	TELEPHONE
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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 sketch attached to this application showing the project location would be helpful.

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DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential (1-4 Family)                                       |
| <input type="checkbox"/> Addition      | <input type="checkbox"/> Residential (More than 4 Family)                               |
| <input type="checkbox"/> Alteration    | <input type="checkbox"/> Non-residential (Flood proofing? <input type="checkbox"/> Yes) |
| <input type="checkbox"/> Relocation    | <input type="checkbox"/> Combined Use (Residential & Commercial)                        |
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Manufactured (Mobile) Home                                     |
| <input type="checkbox"/> Replacement   | (In Manufactured Home Park? <input type="checkbox"/> Yes)                               |

Estimated Cost of Project \$ \_\_\_\_\_

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill             Mining             Drilling             Grading
- Excavation (Except for Structured Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify): \_\_\_\_\_

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

**Section 3: Floodplain Determination (To be completed by LOCAL ADMINISTRATOR)**

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_

The Proposed Development:

- Is **NOT** located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED)
- Is located in a Special Flood Hazard Area.  
FIRM zone designation is \_\_\_\_\_.  
100-Year flood elevation at the site is: \_\_\_\_\_ Ft. NGVD (MSL)  
 Unavailable
- The proposed development is located in a floodway.  
FBFM Panel No.: \_\_\_\_\_ Dated: \_\_\_\_\_
- See Section 4 for additional instructions.

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

The applicant must sign 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 flood and details of enclosures below the first flood.  
Also: \_\_\_\_\_
- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 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.
- Top of new fill elevation \_\_\_\_\_ Ft. NGVD (MSL)
- Floodproofing protection level (non-residential only) \_\_\_\_\_ Ft. NGVD (MSL). For floodproofed 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 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 # \_\_\_\_\_, 20\_\_\_\_\_, 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.

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

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

**Section 6: As-built elevations (To be submitted by APPLICANT before Certificate of Compliance is issued)**

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

1.     Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas) bottom of lowest structural member of the lowest floor, excluding piling and columns) is: \_\_\_\_\_ FT. NGVD (MSL).
  
2.     Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ FT. NGVD (MSL).

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

**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: \_\_\_\_\_