



# Floodplain Development Permit Checklist

*In order to comply with National Flood Insurance Program (NFIP) regulations, a permit is required for almost any development-related change to the floodplain, including but not limited to: construction of new structures, improvements or modifications to existing structures, excavation, filling, paving, drilling, dredging, land clearing, and grading, and/or permanent storage of materials and/or equipment. (Reference: FEMA Publication IS-9)*

## General Requirements Prior to Issuance of a Floodplain Development Permit (FDP)

- 1) The applicant and his/her engineer are encouraged to review the city's ordinance for construction in a Special Flood Hazard Area (SFHA) and any applicable National Flood Insurance Program (NFIP) and Federal Emergency Management Agency (FEMA) building requirements. These standards will be addressed by the Building Department during the plan check process. All applicable standards need to be satisfactorily incorporated in the project building plans prior to the Floodplain Administrator issuing a FDP.
- 2) The applicant shall submit one (1) complete set of building plans to the city's Floodplain Administrator for plan check and approval at the time of submitting the FDP application. **This set of plans is completely independent of plans submitted to the Building Department.** Plans must show the following:
  - a. A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
  - b. Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, types of water resistant materials used below the first floor, details of flood proofing of utilities located below the first floor, elevations for mechanical equipment (must be one foot above BFE), and details of enclosures below the first floor.
  - c. 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.
  - d. Plans must clearly illustrate the first floor elevation of the proposed building to be one foot above the Base Flood Elevation (BFE) of the city. An elevation certificate will be required before pour and after finished construction. All elevations are to be shown in NAVD 1988 datum.
- 3) For non-residential structures, plans must show flood proofing protection to city's BFE, plus one foot. Applicant must attach certification from registered engineer or architect.
- 4) In proposed activity is within the boundaries of a regulatory floodway, a "No-Rise" Certification from a registered engineer is required.
- 5) Prior to issuance of a Floodplain Permit, the applicant shall obtain all required Federal and State Permits that may be pertinent to the proposed development (Example: Department of Fish & Wildlife Services, and/or Army Corp of Engineers). Copies of these permits shall be submitted to the Floodplain Administrator.
- 6) If applicant is submitting a CLOMR or LOMR to FEMA, the city must sign a Community Acknowledgment Form acknowledging the project's compliance with Section 9 and 10 of the ESA.
- 7) Other: \_\_\_\_\_

**This permit is completely separate from any building permit that may be issued for this project. Construction within a SFHA may NOT begin without the issuance of a FDP.**