



DBA

Floodplain Management Program

**FLOODPLAIN DEVELOPMENT PERMIT
APPLICATION**

AND

INSTRUCTIONS

FIGURE 4-1A

**APPLICATION AND PERMIT FORM
TO DEVELOP IN A FLOOD HAZARD AREA**

1. Application No.: _____ Date: _____
2. Address of Development Site: _____
3. Type of Development: _____
4. Subdivision: _____ Mobile Home Park or Mobile Home Subdivision: _____
Residential Structure: _____ Mobile Home: _____
Non-residential Structure: _____
Alteration or Relocation of Watercourse: _____
Non-structural Activity (filling, dredging, etc.): _____
5. Briefly describe the development. If additional space is needed, attach to this form:

6. Is the proposed development site in a "FLOODWAY?" ☐ YES ☐ NO

If YES, attach a "Certification of No Increase in the Base Flood Elevation" before proceeding.
7. The Base Flood Elevation (BFE) at the development site is _____ feet above MSL (mean sea level).
8. The elevation of the first floor of the proposed structure is above _____ feet above MSL. **NOTE: This number must be equal to or greater than the BFE.** Attach Elevation Certificate.
9. Option for Nonresidential Structure: The elevation of floodproofing of the proposed structure is _____ feet above MSL. **NOTE: This number must be equal to or greater than the BFE.** Attach Floodproofing Certificate.
10. I, the undersigned, agree to comply with all provisions of community ordinances.

Signature of Developer: _____ Date: _____

PERMIT APPROVAL

ITEM	DATE OF APPROVAL or CERTIFICATION	SIGNATURE or INITIAL OF OFFICIAL
1. "Certification of No Increase in the Base Flood Elevation"		
2. Subdivision Standards		
3. Mobile Home Park / Subdivision Standards		
4. "Elevation Certificate"		
5. Floodproofing Certificate		
6. Mobile Home Tie-downs		
7. Other Permits:		
Section 404		
EPA Stormwater		
8. Water Supply System		
9. Sanitary and on site waste disposal system		
10. Alteration or relocation of a watercourse:		
a. Notification of adjacent communities, ASWCC, FEMA		
b. Assurance of carrying capacity		
11. Other		

12. Application Number _____ ☐ Approved ☐ Disapproved

13. Signature of Floodplain Administrator _____ Date: _____

14. Site Review Conducted by: _____ Date: _____

15. Development: ☐ Complies ☐ Does not comply with permit.

16. Signature of Floodplain Administrator: _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND PERMIT FORM TO DEVELOP IN A FLOOD HAZARD AREA

The Application and Permit Form (Figure 4-1A) is to be completed by the Agency and submitted with the first plan review submittal to DBA Design Review Section. Applications are required for all projects located in FEMA Special Flood Hazard Areas Zones A1-A30, AE, AH, A (with or without BFE) AR, AR/A, AR/E, AR/A1-A30, AR/AH or AR/AO. Projects involving interior renovations only which are less than 50% of the current fair market value of the structure and renovations of structures or sites listed on the Historic Register are exempt from permit requirements.

DBA Design Review Section will complete Figure 4-1B and return the approved permit to the Agency Project Coordinator

- Line 1: Enter the DBA assigned project number for the project and date of submittal.
- Line 2: Enter street address, legal description, or latitude and longitude coordinates.
- Line 3: Briefly describe the type of development (i.e. New Construction, Addition, Renovation, Site Utilities, Park and Recreational, etc.).
- Line 4: Check all classifications that best describes the project.
- Line 5: Provide a brief description of the development (i.e. 4000 SF addition to Building 21 with 10 additional parking spaces and exterior sidewalks and landscaping).
- Line 6: If any part of the development including site work or utilities are located in a designated Floodway, check yes. Floodways are defined on FEMA maps and may appear on maps labeled as a FIRM or a FLOODWAY map.
- Line 7: Enter the Base Flood Elevation as shown on the FEMA map or Flood Insurance Study (FIS). If taken from an FIS, attach an excerpt from the FIS showing how the elevation was determined.
- Line 8: Enter the design elevation of the lowest floor level (including basement or sublevels).
- Line 9: If floodproofing is proposed, enter the lowest level to which the floodproofing will be applied.
- Line 10: The Agency Director or responsible official must sign and date the application.