

Community Name, Mississippi Floodplain Development Permit

Floodplain Administrator
Address of Floodplain Administrator
Phone number of Floodplain Administrator

	Issue Date:
Permit #:	Expiration Date:

The **Floodplain Development Permit** is the mechanism by which the **Community** evaluates any and all impacts of activities proposed within our regulated floodplains. All activities must be in compliance with the **Community** Flood Damage Prevention Ordinance. The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal funds available to communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal funds, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the activities in the community comply with the **Community** Flood Damage Prevention Ordinance.

Any party undertaking development within a designated floodplain must obtain a floodplain development permit prior to the work commencing. FEMA defines development in Title 44 of the Code of Federal Regulations part 59.1 as: *Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.* Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining wall, moving/placement of manufactured or mobile homes, campgrounds, storage of equipment, vehicles or materials (storage yards or salvage yards).

1 General Provisions of the Floodplain Permit Terms

PLEASE READ

1. No work may start until a permit has been issued.
2. The permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate map has been revised;
 - c. The work is not done in accordance with the **Community** Flood Damage Prevention Ordinance;
 - d. The work is different than what is described and submitted to the community as part of the Floodplain Development Permit application.
3. If revoked, all work must cease until permit is reissued.
 - a. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development shall not be used or occupied until the project has received final inspection, a final elevation and approval by the **Community** Floodplain Administrator.
5. The permit will expire if no work has commenced within six (6) months of issuance and by the expiration date noted on the permit.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
 - a. This includes but is not limited to documents showing compliance with any endangered species act.
7. Applicant hereby gives consent to the **Community** Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
8. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise.
9. I, the applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the relevant Flood Damage Prevention Ordinance for my **county** and will adhere to the ordinance and will or have already obtained all necessary state, federal and local permits for the proposed development.

PLEASE SIGN

Applicant's Name: (Please Print)

Date:

Applicant's Signature:

Company Represented: (If Applicable)

2 Owner/Applicant Information

PLEASE FILL OUT

Owner/Applicant:		
Address:		
City:	State:	Zip Code:
Telephone #		
Email:		
Emergency Contact Name: (If different)		
Emergency Contact Telephone #:		

Contractor/Developer Information

Contractor/Developer:		
Address:		
City:	State:	Zip Code:
Telephone #:		
Email:		
Contact Name: (If different)		
Contact Telephone #:		

3 Project Overview

PLEASE FILL OUT

Project Address:		
Legal Description of Property:		
Estimated Cost of Project:	Size of Development:	
If work is on, within, or connected to an existing structure:		
Valuation of Existing Structure:	Source of Valuation:	When was the Existing Structure Built:

*If the value of an addition, remodel or alteration to a structure equals or exceeds 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure and is required to comply with the relevant Flood Damage Prevention Ordinance. A relocated structure, including mobile homes, manufactured homes or cabins, must be treated as a new construction.

Description of Work: (Check all applicable boxes)

Structural Development

- New Construction
- Addition
- Alteration
- Relocation
- Demolition
- Residential Building
- Non-Residential
- Manufactured/Mobile Home

Other Improvements

- Drainage Improvements
- Bank Stabilization
- Water Course Alteration
- Clearing
- Drilling
- Floodproofing
- Excavation (Other than for new construction)

Type

- Fill
- Bridge
- Culvert
- Road/Street
- Subdivision
- Grading
- Other _____
- Temporary
- Permanent

After completing the above sections, Applicant should submit the form to the **Community Floodplain Administrator** for review.

4 Flood Hazard Data (To be completed by the Floodplain Administrator)

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

- Is **NOT** located in a Special Flood Hazard Area (Notify the applicant that the application review is complete.)
- Property is partially located in the Special Flood Hazard Area, but the building/development is not.
- Is located in a Special Flood Hazard Area and the FIRM zone designation is _____.
100 Year Base Flood Elevation is: _____ MSL (NAVD) Unavailable
- Is located in the floodway

Development Standards Data

Required lowest floor elevation _____ MSL (NAVD)

Actual (as built) lowest floor elevation _____ MSL (NAVD) (Attach survey certification as required)

5 Additional Information Required (To be completed by the Floodplain Administrator). The applicant must submit the documents checked below before the application can be processed further.

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Elevation Certificate issued by a certified Engineer or Surveyor with Section C completed.
- 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.
- Subdivision or other development plans.
- 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 _____ feet NAVD (MSL).
- Floodproofing protection level (non-residential only) _____ feet NAVD (MSL).
For floodproofed structures, applicant must attach certification from a registered engineer or architect.
- Other documents deemed necessary by the Floodplain Administrator. _____

6 Permit Determination (To be completed by the Floodplain Administrator)

PERMIT APPROVED: The information submitted for the proposed project was reviewed and is in compliance with the **Community** Flood Damage Prevention Ordinance.

PERMIT APPROVED WITH CONDITIONS: The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.

PERMIT DENIED: The proposed project does not meet the **Community** Flood Damage Prevention Ordinance. The applicant may apply again once the necessary corrections can be made.

Floodplain Administrator: _____ Date: _____

If the proposed development activity is determined to be in compliance, a Development Permit may be issued by the Floodplain Administrator.

If the proposed development activity is determined not to be in compliance, the Floodplain Administrator will provide a written summary of deficiencies. Applicant may revise the proposed activity and resubmit an application to the Floodplain Administrator or may request a hearing from the **Governing Body of Community**.

AS-BUILT ELEVATIONS (To be submitted by applicant before Certification of Compliance is issued.)

Elevation Certificate issued by a certified Engineer or Surveyor with Section C completed showing as-built elevations. **18 inches of freeboard above BFE is required.**

8 Compliance Action (To be completed by the Floodplain Administrator)

The Floodplain Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the **Community** Damage Prevention Ordinance.

Inspections:

Date: _____ By: _____ Deficiencies Yes No

Date: _____ By: _____ Deficiencies Yes No

Date: _____ By: _____ Deficiencies Yes No

9 Certificate of Compliance (To be completed by the Floodplain Administrator)

Certificate of Compliance Issued: Date: _____

By: _____