Applicant's name: ______________________________ Application #: __________

Project Location:
Name of stream/water body at location of activity ______________________________
Location __1/4__ __1/4__ __1/4__ Section _____ Township _____ Range _____

The proposed development is in ____ Floodway ____ Floodway Fringe ____ Floodplain with no elevations

The base flood elevation at the project site is ______ Required Lowest Floor Elevation is ______

PART A CHECKLIST FOR APPLICATION

1. ______ Plans in duplicate drawn to scale (including dimensions) showing the nature, location, and elev
   of the lot: existing and proposed structure locations; fill, storage, or materials site; flood-proofing
   measures; mean sea level elevation of lowest floor including basement or crawl space of prop
   structures; location of the channel.

2. ______ A plan view of the proposed development indicating external dimensions of structures, street, c
   finished grade elevations, well locations, individual sewage treatment and disposal sites, excav
   and/or fill quantity estimates, and site plan and/or construction plans.

3. ______ Specifications for floodproofing, filling, excavating, grading, riprapping, storage of materials, an
   location of utilities.

4. ______ A professional engineer's or registered architect's design calculations and certification that the
   proposed activity has been designed to be in compliance with these regulations.

5. ______ ___________________ (Date) complete application was received.

6. ______ Notice has been sent by first class mail to adjacent property owners providing a reasonable pe
   of time for comments to be submitted (15 days), if fill is required.

PART B REVIEW OF APPLICATION

According to floodplain regulations, several criteria must be considered in deciding whether or
permit is issued. They are listed below for your convenience.

______ a. proposed project meets minimum floodplain development criteria as outlined in the Flood Dam
   Prevention Ordinance

______ b. the danger to life and property due to increased flood heights, increased flood water velocities, c
   alterations in the pattern or flow caused by encroachments

______ c. the proposed water supply and sanitation systems, if any, and the ability of these systems to
   prevent disease, contamination, and unsanitary conditions
The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual owner

The likelihood that the structure of building will be threatened due to its proximity to the stream or potential lateral movement of the stream

The importance of the services provided by the facility to the community

The requirement of the facility for waterfront location

The availability of alternative locations not subject to flooding for the proposed use

The compatibility of the proposed use with existing development and anticipated development foreseeable future

The relationship of the proposed use to the floodplain management program for the area

The safety of access to property in times of flooding for ordinary and emergency services

Effect of the project on other properties

The effects on water right

The cumulative effect of the proposed project along with other existing projects

The construction will not cause undue constriction on the channel

The material on grade on watercourse banks will not cause erosion

Once the application has been reviewed and the above criteria has been considered, the application should either approved or denied within 60 days of receipt of completed application.

**IF PERMIT IS DENIED:**

- Letter of explanation has been provided to the applicant stating reasons for denial.
- Applicant has been notified of the following options:
  - Proposed development may be redesigned to meet required floodplain standard
  - Applicant may appeal the administrator's decision to the local governing body.
  - If you feel the ordinance places an undue hardship on your property, you may request a variance to the ordinance.

**IF PERMIT IS ISSUED:**

7. Permit is issued with list of conditions included or attached.

8. For residential/commercial structures, a completed Elevation Certificate (FEMA Form #81-31) received.

9. The completed project has been inspected for compliance. Date __________________

10. A complete set of documents pertaining to this development will be attached to the permit and file.
Plans in duplicate drawn to scale (including dimensions) showing the nature, location, and elevation of the lot: existing and proposed structure locations; fill, storage, or materials site; flood-proofing measures; mean sea level elevation of lowest floor including basement or crawl space of proposed structure.

A plan view of the proposed development indicating external dimensions of structures, street, or road finished grade elevations, well locations, individual sewage treatment and disposal sites, excavation.

Specifications for floodproofing, filling, excavating, grading, riprapping, storage of materials, and notice has been sent by first class mail to adjacent property owners providing a reasonable period.

According to floodplain regulations, several criteria must be considered in deciding whether or not a proposed project meets minimum floodplain development criteria as outlined in the Flood Damage Prevention Act.
the susceptibility of the proposed facility and its contents to flood damage and the effects of such

the likelihood that the structure of building will be threatened due to its proximity to the stream or

the compatibility of the proposed use with existing development and anticipated development in the

Once the application has been reviewed and the above criteria has been considered, the application should be

Proposed development may be redesigned to meet required floodplain standards

If you feel the ordinance places an undue hardship on your property, you may request a

For residential/commercial structures, a completed Elevation Certificate (FEMA Form #81-31) has been

A complete set of documents pertaining to this development will be attached to the permit and kept on