



**Floodplain Development Permit**

STORMWATER DIVISION

Date \_\_\_\_\_

**FLOOD PERMIT #** \_\_\_\_\_

**Applicant Information**

Applicant Name \_\_\_\_\_

Company \_\_\_\_\_

Contact information

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

**Project Information**

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Project Number (*capital project*) \_\_\_\_\_

Development Plan/Permit Number (*development/residential project*) \_\_\_\_\_

Other identifiable number if none of the above apply \_\_\_\_\_

Description of Project and Floodplain Impacts \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: All data provided in support of a floodplain development permit application must be certified by a qualified professional.**

*Town Staff use only:*

FEMA Map Panel # \_\_\_\_\_ TCAP (y/n) \_\_\_\_\_ BFE \_\_\_\_\_ RFPE \_\_\_\_\_

Stream Name/Flooding Source \_\_\_\_\_ Floodway Impacts (y/n) \_\_\_\_\_

No-Rise (y/n) \_\_\_\_\_ No Adverse Impact (y/n) \_\_\_\_\_ As-built Submitted (y/n) \_\_\_\_\_

Elevation Certificate (y/n) \_\_\_\_\_ Floodproofing Certificate (y/n) \_\_\_\_\_

Flood Openings (y/n) \_\_\_\_\_ Flood Resistant Materials (y/n) \_\_\_\_\_

**Approved for Construction by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Floodplain Administrator)

**Approved After Construction by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Floodplain Administrator)

# Floodplain Development Permit Submittal Requirements for Residential Projects

***PLEASE NOTE: All data provided in support of a floodplain development permit application must be certified by a qualified professional***

1. Plot plan or survey sealed by a licensed land surveyor and drawn to scale which includes the following:
  - Existing and proposed structures, environmental and drainage features, Riparian Buffer limits, and other built upon areas located on the property.
  - The limits/boundary of the Special Flood Hazard Area or Future Conditions Floodplain Area and the boundary of the floodway or non-encroachment area if applicable
  - The Base Flood Elevation (BFE) if available
  
2. Proposed building elevations: (For new buildings or additions to existing buildings, the lowest floor and all attendant equipment must be 2 ft above the BFE.)
  - Elevation of the existing and proposed lowest finished floor (including basement)
  - Elevation of any proposed utility systems or attendant electrical or mechanical equipment (including ductwork)
  
3. A foundation plan, drawn to scale, which shall include details of how the proposed foundation will be constructed to meet floodplain development requirements. These details include but not limited to:
  - The proposed method of elevation, if applicable (i.e. fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piles/shear walls);
  - Flood vent locations, quantity, and sizing requirements
  - Identify the proposed use for any enclosed areas below the regulatory flood protection elevation (BFE + 2 ft).
  
4. Elevating the ground with fill, new buildings, and/or building additions proposed within the floodplain will require an analysis from a licensed engineer to demonstrate the improvements will have no "adverse impact" in accordance with LDO 14.7.3(B)(1)
  
5. New utility services will require additional design information to address how it will be protected from inundation of floodwaters.
  
6. If working within a Riparian Buffer or within the Town's Urban Transition Buffer, separate approvals for the impacts will need to be provided.
  
7. Documentation for placement of Recreational Vehicles and/or temporary structures, when applicable, to ensure Section 14.7.7 of the ordinance is met.