



# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY	
Date Received:	_____
File Number:	_____

## SECTION I: Applicant and Project Information

### GENERAL INFORMATION

- No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued.
- The permit may be revoked if any false statements are made in this application.
- If revoked, all work must cease until a permit is re-issued.
- The development may not be used or occupied until a **Certificate of Compliance** is issued.
- The permit will expire if no work is commenced within 6 months of the date of issue.
- The permit will not be issued until any other necessary local, state or federal permits have been obtained.
- By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
- By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

### OWNER INFORMATION

Property owner(s): \_\_\_\_\_ Mailing address: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Fax number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>1</sup>Attached forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Notes:  
 Telephone number: \_\_\_\_\_  
 Fax number: \_\_\_\_\_

Signature of applicant listed above  
 \_\_\_\_\_

**PROJECT INFORMATION**

Project _____	Lot _____	Block _____
Address _____	Subdivision _____	
_____	Legal Description <i>(Attach to this document)</i> _____	

**A. Structural development** (Please check all that apply.)

Type of Structure

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
  - Elevated
  - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured (mobile) Home
  - Located within a Manufactured Home Park
  - Located outside a Manufactured Home Park

Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Estimate Cost of Project \_\_\_\_\_

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of fill material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify) \_\_\_\_\_

<sup>2</sup>If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

**SIGNATURE**

*I certify that to the best of my knowledge the information contained in this application is true and accurate.*

\_\_\_\_\_  
(PRINTED name)

\_\_\_\_\_  
(SIGNED name)

\_\_\_\_\_  
(Date)

**SECTION II: (To be completed by Floodplain Manager)**

**FLOOD INFORMATION**

1. The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
2. The date on the FIRM is \_\_\_\_\_
3. The proposed development is located in Zone: \_\_\_\_\_ (A, A1-30, AE, AO, AH, B, C, D, or X)
4. Is the proposed development located in either of the following zones? A, A1-30, AE, AO, AH, B, or shaded X  
 YES     NO    *If NO, no permit floodplain development is required.*

5. If the proposed development is located in Zone B or shaded Zone X, a floodplain development permit is only required if the Development is a “critical facility” as defined in the Flood Damage Prevention Ordinance.  
*Otherwise, no floodplain development permit is required in Zone B or shaded Zone X.*

6. If the proposed development is located within either Zone A1-30 or Zone AE, is it also located within a Regulatory floodway?  
 YES     NO
7. If YES, a **No Rise Certificate** is necessary before proceeding.
8. If NO, continue.

***If the proposed development is located within Zones A, A1-30, AE, AO, AH, B or shaded X (critical facilities only), apply the criteria of the Flood Damage Prevention Ordinance to minimize flood damages to the proposed Development and to adjacent properties as well.***

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated 2 feet above the base flood elevation. Therefore, it is necessary that the following information be provided:

1. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_
3. Source of the base flood elevation (BFE)     FIRM (flood map)  
 Flood Insurance Study Profile # \_\_\_\_\_  
 Other sources of the BFE (specify): \_\_\_\_\_
4. Proposed lowest floor elevation (including utilities):  
 This elevation must be 2 feet greater than the BFE. For non-residential structures, floodproofing may be used for protection in the floodplain areas, but not in the floodways:

- The following documents may be required.                      ***Check applicable.***
- Maps and plans of the development
  - An **Elevation Certificate**<sup>3</sup> – required for all structures
  - A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
  - A **No-Rise Certificate**<sup>3</sup> – if the proposed development is in a “regulatory floodway”
  - An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
  - A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits:

<sup>3</sup>Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

**SECTION III : (Forms which may be required by the Floodplain Administrator)**

**ELEVATION CERTIFICATE**

*Attach. Submit only if required to do so by the Floodplain Administrator.*

**FLOODPROOFING CERTIFICATE**

*Attach. Submit only if required to do so by the Floodplain Administrator.*

**NO-RISE / NO-IMPACT CERTIFICATE**

*Attach. Submit only if required to do so by the Floodplain Administrator.*

*If filed separately prior to application for building permit.*

*Three (3) complete sets of plans, sealed by a Texas registered engineer, architect or land surveyor are needed.*

(This section to be completed by Municipal Official)

Date: \_\_\_\_\_; Fee Paid \_\_\_\_\_; Received: by \_\_\_\_\_;

Process by \_\_\_\_\_ Date \_\_\_\_\_

FEDERAL EMERGENCY MANAGEMENT AGENCY  
NATIONAL FLOOD INSURANCE PROGRAM

# FLOODPROOFING CERTIFICATE

## FOR NON-RESIDENTIAL STRUCTURES

The floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation; however, a floodproofing design certification is required. This form is to be used for that certification. Floodproofing of a residential building does not alter a community's floodplain management elevation requirements or affect the insurance rating unless the community has been issued an exception by FEMA to allow floodproofed residential basements. The permitting of a floodproofed residential basement requires a separate certification specifying that the design complies with the local floodplain management ordinance.

BUILDING OWNER'S NAME  
STREET ADDRESS (Including Apt., Unit, Suite and/or Bldg number) OR P.O. ROUTE AND BOX NUMBER  
OTHER DESCRIPTION (lot and Block Numbers, etc)  
CITY

FOR INSURANCE COMPANY USE  
POLICY NUMBER  
COMPANY NAIC NUMBER  
STATE  
ZIP CODE

### SECTION I – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Provide the following from the proper FIRM:

COMMUNITY NUMBER	PANEL NUMBER	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE	BASE FLOOD ELEVATION (In AO Zones, Use Depth)
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### SECTION II – FLOODPROOFING INFORMATION (By a Registered Professional Engineer or Architect)

Floodproofing Design Elevation Information:

Building is floodproofed to an elevation of \_\_\_\_\_ Feet NGVD. (Elevation datum used must be the same as that on the FIRM)

Height of floodproofing on the building above the lowest adjacent grade is \_\_\_\_\_ feet.

*(NOTE: for insurance rating purposes, the building's floodproofed design elevation must be at least one foot above the Base Flood Elevation to receive rating credit. If the building is floodproofed only to the Base Flood Elevation, then the building's insurance rating will result in a higher premium.)*

### SECTION III – CERTIFICATION (By a Registered Professional Engineer or Architect)

Non-Residential Floodproofed Construction Certification:

*I certify that, based upon development and/or review of structural design, specifications, and plans for construction, the design and methods of construction are in accordance with accepted standards of practice for meeting the following provisions:*

The structure, together with attendant utilities and sanitary facilities, is watertight to the floodproofed design elevation indicated above, with walls that are substantially impermeable to the passage of water.

All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces.

*I certify that the information on this certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.*

CERTIFIER'S NAME	LICENSE NUMBER (or Affix Seal)		
TITLE	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	PHONE	

Copies should be made of this Certificate for : 1) community official, 2) Insurance agent/company, and 3) building owner.

## SECTION IV : (To be completed by the Floodplain Administrator)

### PERMIT DETERMINATION

I have determined that the proposed development

- IS
- IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance Number \_\_\_\_\_ ,  
dated \_\_\_\_\_

The Floodplain Development Permit

- IS
- IS NOT *(reasons for denial to be described in a separate document)*

issued, subject to any conditions attached to and made part of this permit.

\_\_\_\_\_  
FLOODPLAIN ADMINISTRATOR

\_\_\_\_\_  
DATE

*The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.*

## SECTION V : CERTIFICATE OF COMPLIANCE

### “AS-BUILT” ELEVATION (to be completed by the applicant after construction)

*The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).*

- (1) The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).
- (2) The Actual (“As-Built”) elevation of floodproofing protection is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).

### COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community’s local flood damage prevention ordinance.*

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### CERTIFICATE OF COMPLIANCE (to be completed by the Local Floodplain Administrator)

Certificate of Compliance issued.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*