



**FLOODPLAIN DEVELOPMENT
PERMIT APPLICATION**
(This form to be filled out in duplicate in ink.)

Application
Number

Page 1 of 4

SECTION 1: GENERAL PROVISIONS (Applicant to read and sign)

1. No work may start until a Floodplain Development Permit and Location Improvement Permit have been issued.
2. The permits may be revoked if any false statements are made herein.
3. If revoked, all work must cease until a permit is reissued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. ***I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.***

Applicant's Signature

Date

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

Name: _____

Address: _____

Phone: (Home) _____ (Bus) _____

(Fax) _____ (Cell) _____

Email Address: _____

Builder: _____

Engineer: _____

Project Location:

To avoid delay in processing the application, please attach sufficient information to easily identify the project location, providing the street address, Tax Map Parcel and Lot information or legal description and, if outside urbanized areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

DESCRIPTION OF WORK (check all applicable lines):**A. Structural Development****Activity****Structure Type**

- ☐ New Structure
☐ Addition
☐ Alteration
☐ Relocation
☐ Demolition
☐ Replacement

- ☐ Residential (1-4 Family)
☐ Residential (more than 4 Family)
☐ Non-Residential—Floodproofing:
☐ Combined Use (Residential & Commercial)
☐ Manufactured (Mobile) Home
In Manufactured Home Park?

☐ Yes ☐ No☐ Yes ☐ No**Estimated Cost of Project:** \$ _____**B. Other Development Activities**

- ☐ Fill ☐ Mining ☐ Drilling ☐ Grading
☐ Excavation (Except for Structural Development Checked Above)
☐ Watercourse Alteration (Including Dredging and Channel Modifications)
☐ Drainage Improvements (Including Culvert Work)
☐ Road, Street or Bridge Construction
☐ Subdivision (New or Expansion)
☐ Individual Water or Sewer System
☐ Other (please specify) _____

After completing SECTION 2, APPLICANT should submit form to Local Administrator for review.

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

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

The proposed development:

- ☐ Is **NOT** located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

- ☐ **IS** located in a Special Flood Hazard Area
FIRM zone designation is: _____

Base Flood Elevation at the site is: _____ Ft. NGVD (MSL)

- ☐ Unavailable
☐ The proposed development **IS** located in a floodway.

FIRM Panel No.: _____ Dated: _____

- ☐ See SECTION 4A for additional instructions.

Signed_____
Date

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by LOCAL ADMINISTRATOR)

The APPLICANT must submit the documents checked below before the application may be processed:

- ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- ☐ 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 first floor and details of enclosures below the first floor.
Also: _____
- ☐ Subdivision or other development plans (if the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 1% annual chance flood elevations if they are not otherwise available).
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
- ☐ Top of new fill elevation _____ Ft. NGVD (MSL).
- ☐ Floodproofing protection level (non-residential only) _____ Ft. NGVD (MSL).
For floodproofed structures, Applicant must attach certification from a registered engineer or architect.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 1% annual chance flood. A copy of all data and calculations supporting this finding must also be submitted.
- ☐ Other _____

SECTION 5: PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

I have determined that the proposed activity

- A. ☐ Is In conformance with the provisions of Article 1349 of the City of Huntington Zoning Ordinance. The permit is issued subject to the conditions attached to and made part of this
- B. ☐ Is Not permit.

Signed

Date

If Box A is checked, the Local Administrator may issue a Floodplain Development Permit upon payment of designated fee.

If Box B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may appeal a decision to the Board of Zoning Appeals.

APPEALS

Appealed to the Board of Zoning Appeals? ☐ Yes ☐ No Hearing Dates: _____

Board of Zoning Appeals Decision Approved? ☐ Yes ☐ No _____

Conditions: _____

SECTION 6: AS-BUILT ELEVATIONS (To be completed by APPLICANT before Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application).

- A. Actual (As-Built) Elevation of the top of the lowest floor, including basement, bottom of lowest structural member of the lowest floor, excluding piling and columns.
- B. Actual (As-Built) Elevation of floodproofing protection is _____ FT. NGVD (MSL).

NOTE: Any work performed prior to submittal of the above information is at the risk of the APPLICANT.

SECTION 7: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood prevention.

INSPECTIONS: Date: _____ By: _____ Deficiencies? ☐ Yes ☐ No

Date: _____ By: _____ Deficiencies? ☐ Yes ☐ No

Date: _____ By: _____ Deficiencies? ☐ Yes ☐ No

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)

Certificate of Compliance/Occupancy issued:

DATE: _____ **BY:** _____