

**FLOOD PLAIN
PERMIT PROCEDURE & CHECKLIST**

- A. An applicant for a flood plain permit shall submit the attached application to the flood plain administrator of the Highland Park.
- B. An applicant for a flood plain permit shall request a pre- application Conference with the Town's flood plain administrator to determine what information is necessary for a complete evaluation of the proposed project. The applicant may be required to submit necessary information including, but not limited to the following:

- _____ 1) Vicinity Map/overall map of the project area.
- _____ 2) Improvement plan to scale showing dimensions of proposed and existing improvements.
- _____ 3) Acreage figures for the entire tract, the area located in the special flood hazard area, and the proposed to be improved/alterd.
- _____ 4) Hydrologic and Hydraulic Analysis.
- _____ 5) Water Surface profile.
- _____ 6) Plotted Cross Sections.
- _____ 7) Erosion Control/Sedimentation Plan.
- _____ 8) Landscape plan.
- _____ 9) List of materials to be used for the improvements and method of work.
- _____ 10)

Other.....
.....
.....
.....

NOTE

All of the submitted information must be performed by a Licensed Professional Engineer in the State of Texas; with the seal of the engineer affixed with signature to same submittal.

Approval or denial of a fill permit by the Town Engineer Shall be Based on all of the Town of Highland Park Ordinance No. 1471.

*** PROPERTY OWNER**

Name:.....

Address:.....

Telephone No.....

*** ENGINEER/CONTRACTOR**

Name:.....

Address:.....

Telephone No:.....

*** PROPERTY LOCATION**

Subdivision:.....

Block No.:.....

Lot No.....

Acreage.....

Address.....

*** PROPERTY USAGE**

.....R.O.W.

.....Easement

.....Park

.....Other

*** DESCRIPTION OF PROPOSED WORK**

.....

TOTAL ESTIMATED MATERIAL TO BE PLACED / REMOVED IN FLOOD PLAIN:.....

*** TOTAL EVALUATION OF ALL WORK TO BE DONE UNDER THIS PERMIT:**

\$.....

* **PLEASE READ AND ACKNOWLEDGE:**

- A. The flood hazard boundary maps and other flood data used by the flood plain administrator in evaluating flood hazard to proposed development are considered reasonable and accurate for regulating purposes and are based on the best available scientific information. Greater floods can and will occur by manmade or natural causes. Issuance of this permit shall not create liability on the part of the Town of Highland Park or any administrative decision lawfully made there under. The owner is aware of the above facts and does hereby agree to indemnify or hold harmless the Town of Highland Park from any suits, Judgment claims, or demands which might occur as a result of the contractor and issuance of Flood Plain Permit.
- * B. Construction shall conform to the standard methods of construction of the Town of Highland Park.
- * C. This permit becomes null and void if work is not commenced within 180 days, or if construction or work is suspended or abandoned for 90 days after work is commenced.
- * D. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The Granting of a permit does not violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
- * E. I am the owner of the above described property or his dully authorized agent. Permission is hereby granted to enter the premise and make all inspection.

SIGNATURE OF OWNER.....

NOTARY SEAL

State of.....
County of.....
Before me this.....day
of..... 20__ Personally
appeared.....
known to me to be the person who executed this
document.
My commission expires.....

FOR USE BY FLOODPLAIN ADMINISTRATOR

- 1) The proposed work is.....is not.....in conformance with the standards and regulations of the Town of Highland Park.
- 2) Other agencies approval (Corp., FEMA, TNRCC).....
- 3) Council approval is.....is not.....required. Date approved.....
- 4) For residential and non-residential, the lowest floor(including basement) must be elevated or flood proofed to.....feet mean sea level. The existing base flood elevation is.....
- 5) Permittee must submit a certification from a licensed professional engineer, or registered public land surveyor that the finished floor level of the structure has been constructed at the specified elevation.
- 6) A certified as-built drawing shall be provided to Flood plain Administrator.
- 7) Other Provisions.....
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- 8) Reason for Rejection.....
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Floodplain Administrator**Date:**