



Flood Variance Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

PROJECT INFORMATION

Project Name: _____
Project Address: _____
Legal Description: _____
Project Description: _____

APPLICANT & OWNER INFORMATION

Applicant Name#: _____ Phone: _____
Company Name: _____ Fax #: _____
Mailing Address: _____
Email: _____

Property Owner: _____ Phone: _____
Mailing Address: _____
Email: _____

FLOOD VARIANCE PROCESS TYPE

Select the type of project that applies to your submittal:

- ☐ Chapter 50 FLOODS – Variance for in-habitable structures. **Approval authority - Planning & Zoning Commission Board (P&Z meeting)**
- ☐ Chapter 50 FLOODS – Variance for non-habitable structures. **Approval authority – Director of Development Services**



Floods Variance Letter of Authorization

Have property owner complete and sign if applicant differs from property owner.

If a company or organization is the owner of a property, proof of signatory authority must be provided with this Letter of Authorization.

Property Owner / Lienholder Name

Property Owner / Lienholder Address

City, ST

Zip

Dear City of League City Floodplain team:

I, _____, certify that I am the owner of the project property located at _____, and that the forgoing statements and answer herein made and all data, information and evidence herewith submitted are in all respect to the best of my knowledge and beliefs, true and correct. I appoint _____ company _____ to act as my representative for this project. Furthermore, I authorize employees, and representatives of the City of League City to enter and inspect the subject premises to evaluate existing and proposed conditions as they relate to the submitted application. I understand that any material misrepresentation of this application, failure to comply with ordinances, and/or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Signature _____

Date: _____

Document must be dated less than 60 days prior to submittal date.

Floods VARIANCE CHECKLIST

Project Name: _____

Permit Application No: _____

This checklist is provided to assist you in addressing the minimum requirements for a Flood Variance submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial Flood variance applications shall be accompanied by the following materials:

- ☐ A Letter of Authorization from the owner, indicating who is the authorized signatory authority **for the company (signed and dated not more than 60 days prior to the submittal date).**
- ☐ Flood Variance request letter. This letter should have a detailed description of the variance request with attached documents, illustrations, or examples supporting the request.
- ☐ Set of drawings/exhibits including SWPPP exhibits.
- ☐ A Title Report of the lot or home **(dated no more than 6 months prior to the submittal date).**
- ☐ Elevation certificate(s), pre-construction (EC-CD) and/or final EC (EC-FC) depend on the project. Please use the FEMA Elevation Certificate and Instructions 2022 Edition.
- ☐ ICC-ES report if engineered flood openings are used.
- ☐ Topographic survey.
- ☐ Appraisal value. Recommend visiting GCAD to obtain a free appraisal.
- ☐ Breakdown construction cost estimate.
- ☐ An electronic copy of all documents in PDF format.

A completed Flood Variance Application with all required documentation checked off **(signed and dated no more than 60 days prior to the submittal date).**

NOTES:

1. **All Submittals / Resubmittals shall be made via e-mail to donna.ofsanko@leaguecitytx.gov. All of the required documents must be provided in a single email and be accessible either as attachments, or a link from a file sharing service such as Dropbox. Be mindful, there is an 8 mb limit on the size of files that we can receive via email, so a file sharing service link is the preferred method of delivery.**
2. **All responses to flood variance application Comments Letters shall include a written response to floodplain teams' comments, with each comment followed by a response. Resubmittals will not be accepted without the written response.**

DISCLAIMER & SIGNATURE

I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HERewith SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AND REPRESENTATIVES, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE REVIEWED THE SUBMITTAL CHECKLIST AND HAVE INCLUDED THE REQUIRED SUBMITTAL ITEMS AND REVIEWED THEM FOR COMPLETENESS AND ACCURACY. I ALSO ACKNOWLEDGE THAT MY FLOOD VARIANCE APPLICATION WILL BE REJECTED IF IT IS DEEMED INCOMPLETE.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

