



CITY OF LONG BRANCH, MUNICIPAL BUILDING, 344 BROADWAY, LONG BRANCH, N.J. 07740 (732)222-7000

Procedure for Development within a Floodplain

1. Application for Local Floodplain Development Permit: Development plans (including Peak Flow Volume Run Off), a Flood Zone Certification Form, Certificate of Compliance, and finally an Elevation Certificate for step 1 of 3 (Construction Design) to be submitted and reviewed by all local offices:
 - a. Zoning Department
 - b. Planning/Code Enforcement Department
 - c. Flood Plain Administrator
 - d. Public Works Department (According to location)
 - e. Building Department
2. Assess the need for further local, state or federal permits and if applicable advise applicant which agency they need to contact for approval. **If proposed development includes alteration or relocation of a watercourse, adjacent community must be notified prior to commencement of development.**
3. **Flood Zone Building Review Form (Signed by Floodplain Manager, and Building Department Head).**
4. Once all permits are approved and issued including Elevation Certificate for construction, and construction begins, there will be no less than 3 site inspections to be conducted at the following intervals:
 - a. **Foundation inspection – once foundation is framed**
 - b. **Framing, mechanical and delivery systems inspection, once foundation is poured**
 - c. **Final inspection**
5. **Final Elevation Certificate to be submitted**
(note* CO will not be issued without the final EC)

Long Branch, New Jersey

OFFICE OF CONSTRUCTION

INSTRUCTIONS TO DESIGNERS/BUILDERS ON THE FLOODPLAIN MANAGEMENT POLICY

The following items pertain to the permitting process:

Initiate the Flood Zone Building Review Form

1. Floodplain Development Permit/Application
2. Flood Zone Certification Form
3. Certificate of Compliance
4. Elevation Certificate (step 1 of 3 Construction Drawings)

Steps in The Process

- I. Before or with the design development stage submittal, the designer shall submit Items 1 and 2 (above) with all supporting data to the Long Branch Building Department. The supporting data shall include copies of all floodplain and floodway maps used, and a copy of the site plan with both the 100-year floodplain and floodway limits (if any) shown on the plan. The required note shall appear on the site plan.
- II. When a copy of Item 1 is returned to the designer, it shall serve as the temporary permit, allowing the applicant to proceed with the development of detailed plans and specifications.
- III. In accordance with the Floodplain Management Ordinance, the permit will be granted or denied. It is the applicant's responsibility to ensure that all of the requirements of the ordinance have been met.
- IV. Upon final approval of the project working drawings, the City Construction Office shall issue the permit to the designer.
- V. **Every** project requiring a permit also requires a Certificate of Compliance (Item 3).
- VI. The project final report shall contain all permits and certificates when the report is issued by the designer.

*Some projects will require, in accordance with the Executive Order, a "No-Rise Certification", an "Elevation Certificate" or a "Flood proofing Certificate". Copies of these certificates are available via links on the State Construction Office website.

*All project within a Flood Zone must preform a **Peak Flow Volume Run Off** calculaion: (The "Peak Flow Run-Off" equation that is the centerpiece of the Rational Method is: $q = CiA$, where q is the peak surface runoff rate in cfs, from a watershed of area, A acres, and runoff coefficient, C , due to a storm of intensity, i in/hr.



FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

Application No.: _____

Date: _____

TO THE ADMINISTRATOR: The undersigned hereby makes application for a permit to develop in the Special Flood Hazard Area (SFHA) or "floodplain." The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable county/city ordinances, federal programs, and the laws and regulations of the State of New Jersey.

Owner or Agent _____

Date _____

Builder _____

Address _____

Address _____

Telephone Number _____

Telephone Number _____

SITE DATA

1. Location: Block: _____ Lot: _____ City: Long Branch
Street Address: _____
2. Type of Development: Filling ☐ Grading ☐ Excavation ☐ Minimum Improvement ☐
Routine Maintenance ☐ Substantial Improvement ☐ New Construction ☐ Other ☐
3. Description of Development: _____
4. Premises: Structure Size _____ ft. By _____ ft. Area of Site _____ Sq. Ft.
Principal Use: _____ Accessory Uses (storage, parking, etc.): _____
5. Value of Improvement (fair market): \$ _____ Pre-Improvement/Assessed Value of Structure: \$ _____
6. Is the Property Located in a Designated FLOODWAY? Yes ☐ No ☐
IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP, THAT THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE (1%) FLOOD ELEVATIONS.
7. Is the Property Located in a Designated Floodplain FRINGE or a Floodplain (SFHA) without a Designated FLOODWAY? Yes ☐ No ☐
8. Elevation of the 1% Base Flood (ID source) _____ NGVD/NAVD
9. Elevation of the Proposed Development Site _____ NGVD/NAVD
10. Community Ordinance Elevation/Floodproofing Requirement _____ NGVD/NAVD
11. NFIP Flood Insurance Rate Map Panel(s) Number(s) _____
12. Other Permits Required?
Corps of Engineer 404 Permit: Yes ☐ No ☐ Provided ☐
State Department of Natural Resources 401 Permit: Yes ☐ No ☐ Provided ☐
Environmental Protection Agency NPDES Permit: Yes ☐ No ☐ Provided ☐
NJ Department of Health Permit: Yes ☐ No ☐ Provided ☐

All Provisions of Ordinance Number **177-1 thru 5**, the "Flood Damage Prevention Ordinance", shall be in Compliance.

PERMIT APPROVAL/DENIAL

Plans and Specifications Approved/Denied this _____ Day of _____, 20 _____

Signature of Property Owner or Agent _____

Authorizing Official _____

Print Name and Title _____

Print Name and Title _____

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED _____ FOOT/FEET ABOVE THE BASE FLOOD ELEVATION.

THIS PERMIT IS USED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT.



CITY OF LONG BRANCH/

344 BROADWAY
LONG BRANCH, NJ 07740

Flood Zone Certification Form

This form shall be filled out and certified for all projects in flood zones at the time of application for a zoning permit and at submittal of a foundation as-built for release to frame.

Street Address: _____

Block: _____

Lot: _____

Project Name: _____

Base Flood Elevation:.....

Base Flood Zone (A/V).....

Description

Design

Foundation As-Built

Note to surveyor – proposed finished floor shall be top of block plus approved framing height.

Existing Finished Floor Elevation.....

Proposed Finished Floor Elevation (note if addition is different)

Crawl Space Elevation.....

Garage Floor Elevation

Garage – Lowest Horizontal Member.....

A Zone only:

Square Footage of Enclosed Area in Flood Zone

Number of Flood Vents

(1 Sq. In. per Sq. Ft. Required)

Lowest Elevation of Flood Vent

(Max 12" Above LAG).....

Square Inches of Flood Vents.....

Lowest Adjacent Grade (LAG).....

Highest Adjacent Grade (HAG).....

Lowest Elevation Mechanical Equipment.....

V Zone Only:

Lowest Horizontal Member.....

SEAL

SEAL

Signature of New Jersey
Professional Engineer/
Registered Architect

Signature of New Jersey
Professional Land
Surveyor



Certificate of Compliance of Submitted Data for FEMA-funded Flood Risk Projects

Project Name	
Statement of Work No.:	
Interagency Agreement No.:	
Cooperating Technical Partners (CTP) Agreement No.:	
Mapping Activity Statement (MAS) No.:	
Statement/Agreement Date:	
Certification Date:	

Tasks/Activities Covered by This Certification

(Put an "V" in the box to the left of each item that applies. Add items as needed.)

☐	Base Map	☐	Alluvial Fan Analysis
☐	Survey	☐	Coastal Analysis
☐	Hydrologic Analysis	☐	Floodplain Mapping
☐	Hydraulic Analysis	☐	Produce Preliminary Maps
☐	Levee Analysis	☐	Develop Flood Insurance Rate Map (FIRM) Database
		☐	Flood Risk Assessment

Exceptions Approved on this Project

Standard ID	Date Approved	Approver	Reason

FEMA Standards for Flood Risk Analysis and Mapping

Certification

I certify that the work summarized above was completed in accordance with the statement/agreement cited above and all amendments thereto. The work complies with direction received from the Regional Project Officer and/or Assistance Officer or their representative and the applicable Standards for Flood Risk Analysis and Mapping except for the standards exceptions documented above. All the exceptions were approved by the appropriate program official, logged in the exception tracker, and documented fully in the project documentation.

I also certify that the work summarized above was completed in accordance with sound and accepted engineering practices within the contract provisions for respective phases of the work, and that data files submitted for the work summarized above are complete and final. Any revisions made to the already submitted data have been submitted in accordance with the Data Capture Technical Reference and associated guidance. The content of the files submitted is sufficient for subsequent users with appropriate professional expertise to be able to understand the scientific and technical basis of the analysis and reproduce the findings.

Name:

Title:

Firm/Agency Represented:

Registration No.:

Signature:

This form must be signed by a representative of the firm or agency contracted to perform the work, who must be a registered or certified professional in the area of work performed, in compliance with Federal and State regulations.



Note: The V Zone design certificate is not a substitute for the NFIP Elevation Certificate (see Fact Sheet No. 1.4, *Lowest Floor Elevation*), which is required to certify as-built elevations needed for flood

V ZONE DESIGN CERTIFICATE

Name _____ Policy Number (Insurance Co. Use) _____

Building Address of Other Description _____

Permit No. _____ City _____ State _____ Zip Code _____

SECTION I: Flood Insurance Rate Map (FIRM) Information

Community No. _____ Panel No. _____ Suffix _____ FIRM Date _____ FIRM Zone(s) _____

SECTION II: Elevation Information Used for Design

[NOTE: This section documents the elevations/depths used or specified in the design – it does not document surveyed elevations and is not equivalent to the as-built elevations required to be submitted during or after construction.]

1. FIRM Base Flood Elevation (BFE) _____ feet*
2. Community's Design Flood Elevation (DFE) _____ feet*
3. Elevation of the Bottom of Lowest Horizontal Structure Member _____ feet*
4. Elevation of Lowest Adjacent Grade _____ feet*
5. Depth of Anticipated Scour/Erosion used for Foundation Design _____ feet
6. Embedment Depth of Pilings of Foundation Below Lowest Adjacent Grade _____ feet

* Indicate elevation datum used in 1-4: ☐ NGVD29 ☐ NAVD88 ☐ Other _____

SECTION III: V Zone Design Certification Statement

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE.
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood***. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

SECTION IV: Breakaway Wall Design Certification Statement

[NOTE. This section must be certified by a registered engineer or architect when breakaway walls are designed to have a resistance of more than 20 psf (0.96 kN/m²) determined using allowable stress design]

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of breakaway walls to be constructed under the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice** for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less than that which would occur during the base flood***.
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (see Section III).

SECTION V: Certification and Seal

This certification is to be signed and sealed by a registered professional engineer or architect authorized by law to certify structural designs. I certify the V Zone Design Certification Statement (Section III) and _____ the Breakaway Wall Design Certification Statement (Section IV, check if applicable).

Certifier's Name _____ License Number _____

Title _____ Company Name _____

Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____ Telephone _____

Place Seal Here



Flood Zone Building Review Form

Date Initiated:

Site address:

Project Name:

Engineer's Name:		Surveyor's Name:	
Engineer's Address:		Surveyor's Address:	
Engineer's Phone:		Surveyor's Phone:	
Engineer's Email:		Surveyor's Email:	
Internal Signatures			
Floodplain Manager			
Name:		Signature	
Building Department			
Name:		Signature	
Permit Number:			

All signatures must be obtained prior to issuing a building permit and or CO