



Guidelines for Submitting Flood Plain Permit Application

(Procedural Package)

Instructions:

Submit the completed application with relevant drawings and supportive narrative. It is important to work with the Building Inspector and the Planning Board to submit any additional information required by Section 4 of the application form.

Flood Plain Administrator:

Town of Campbell Planning Board
Town Hall
8529 Main Street
Campbell, NY 14821

APPLICATION # _____
PAGE 1 of 4

TOWN OF CAMPBELL

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Tax Map # _____

Property Address: _____

This form is to be filled out in duplicate.

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

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
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	TELEPHONE
APPLICANT	_____	_____
BUILDER	_____	_____
ENGINEER	_____	_____

PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban 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 boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE

- | | |
|--|--|
| ☐ New Structure | ☐ Residential (1-4 Family) |
| ☐ Addition | ☐ Residential (More than 4 Family) |
| ☐ Alteration | ☐ Non-residential (Floodproofing? ☐ Yes) |
| ☐ Relocation | ☐ Combined Use (Residential & Commercial) |
| ☐ Demolition | ☐ Manufactured (Mobile) Home |
| ☐ Replacement | (In Manufactured Home Park? ☐ Yes) |

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 _____
100-Year flood elevation at the site is:
_____ Ft. NGVD (MSL)
☐ Unavailable
- ☐ The proposed development is located in a floodway.
FBFM Panel No. _____ Dated _____
- ☐ See Section 4 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 can 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 the 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 100-year 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 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 100-year 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
B. ☐ Is not
in conformance with provisions of Local Law # _____, 19 _____. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED _____, DATE _____

If BOX A is checked, the Local Administrator may issue a 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 request a hearing from the Board of Appeals.

APPEALS: Appealed to Board of Appeals? ☐ Yes ☐ No
Hearing date: _____
Appeals Board Decision --- Approved? ☐ Yes ☐ No

Conditions _____

SECTION 6: AS-BUILT ELEVATIONS (To be submitted 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 a licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is: _____ FT. NGVD (MSL).
2. 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 damage 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 issued: DATE: _____ BY: _____

7/25/2001.

GENERAL INFORMATION ON
FLOODPLAIN DEVELOPMENT
IN THE TOWN OF CAMPBELL

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Since much of the buildable area of the Town of Campbell is located in the floodplain, Town officials see it as an important factor for the Town residents to be able to procure flood insurance. Otherwise, no one could get financing on homes which are in the floodplain and it would have a detrimental effect on the Town's economy.

In order for our Town to be eligible for flood insurance, we must have a local law whereby the Town regulates and monitors construction which happens in the floodplain. The Town Board has enacted a local law entitled "Flood Damage Prevention", the current revision of which became effective on June 2, 1998. It is Article 6 of the current Zoning Law. It is an updated version of the floodplain ordinance that was originally adopted with the 1987 Zoning Law; a copy is available from the Town Clerk at a cost of \$4.00.

The Administrator of the floodplain development is the Town Planning Board. Application forms are available from the Town Clerk's Office at the Campbell Town Hall and should be submitted by the agenda deadline to be on the agenda for the next regular Planning Board meeting.

Flood Maps prepared by FEMA covering the Town are on file at the Town Clerk's Office. These are the FIRM (Flood Insurance Rate Map) and the Floodway Maps and even though they are dated June 11, 1982, these are the maps which the Town is required to follow.

Any new development located in an area shown on the FIRM map as a special flood hazard area needs a Floodplain Development Permit. No development is permitted in the area shown as floodway.

There is ^{a \$25.00} ~~no~~ application fee for the Floodplain Development Application, ~~and~~ the applicant is responsible for up to \$500.00 of any costs which the Town might incur to review, inspect or approve the project.

CAMPBELL TOWN CLERK
8529 Main Street
Campbell, NY 14821
(607) 527-8280