



**VILLAGE OF PALOS PARK
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

SECTION 1: GENERAL PROVISIONS

1. No work of any kind 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 Final Approval is issued.
5. The permit will expire if no work is commenced within six (6) months of issuance.
6. The applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. The applicant gives consent to the Floodplain Administrator, or designee, to make reasonable inspections required to verify compliance.
8. For activities requiring plat, site plan, or subdivision approval, the application is submitted to the Planning & Zoning Department.
9. For activities involving single-family or multi-family development on a lot of record, temporary uses, or demolition not requiring a site plan or subdivision plan, the application is submitted to the Building Department.
10. For other activities, this application is submitted to the Village of Palos Park Public Works Department.

SECTION 2: PROJECT INFORMATION (To Be Completed by the Applicant)

SITE INFORMATION

To avoid delay in processing the application, please provide enough information to easily identify the project location. Attach additional sheets if necessary.

STREET ADDRESS _____

PIN _____

FEMA COMMUNITY NUMBER _____

FIRM PANEL NUMBER(S) _____

FIRM EFFECTIVE DATE _____

BASE FLOOD ELEVATION(S) _____ (NAVID 1988)

FLOODPLAIN DEVELOPMENT APPLICATION (Continuation)

The permit application must be accompanied by a certified drawing sealed by a licensed Professional Engineer or Professional Land Surveyor registered with the State of Illinois that shows the location of all FEMA floodplain boundaries, existing structures, water bodies, adjacent roads, lot dimensions, surveyed location of Base Flood Elevations and proposed development.

IS THE DRAWING ATTACHED? ☐ YES ☐ NO

OWNER'S NAME _____

MAILING ADDRESS _____

TELEPHONE / EMAIL ADDRESS _____

BUILDER'S NAME _____

MAILING ADDRESS _____

TELEPHONE / EMAIL ADDRESS _____

ENGINEER'S NAME _____

MAILING ADDRESS _____

TELEPHONE / EMAIL ADDRESS _____

DESCRIPTION OF WORK (check all applicable boxes)

A. STRUCTURAL DEVELOPMENT

ACTIVITY

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

STRUCTURE TYPE

- ☐ Residential (1 – 4 Family)
- ☐ Residential (More than 4 Family)
- ☐ Non-Residential (Floodproofing? ☐ Yes)
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured (Mobile) Home (In a Manufactured Park? ☐ Yes)

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES

- ☐ Clearing ☐ Fill ☐ Mining ☐ Drilling ☐ Grading
- ☐ Excavation (Except for Structural Development Checked Above)

FLOODPLAIN DEVELOPMENT APPLICATION (Continuation)

☐ 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) _____

IS THE DEVELOPMENT LOCATED IN THE FEMA REGULATED FLOODPLAIN? ☐ Yes ☐ No

If yes, complete Section 3.

CERTIFICATION

As the applicant, I certify that I am either the owner or authorized agent of the owner and that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.

PRINT APPLICANT'S NAME _____

APPLICANT'S SIGNATURE _____ DATE _____

SECTION 3: ADDITIONAL INFORMATION (To Be Completed by the Applicant)

If the proposed development is located in a Special Flood Hazard Area, the applicant must submit the documents as noted below before the application can be processed:

☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of the lowest floor (including a 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. (Required for structural development activities.)

☐ Completed Floodplain Building application. (Required for building permit requests involving structures.)

☐ A copy of all data and hydraulic/hydrologic calculations used to determine the base flood elevation and floodway limits. (Required for proposed development of properties that exceed fifty (50) lots or five (5) acres, whichever is the lesser, and there is unnumbered A Zone on the property.)

☐ A copy of all data and hydraulic/hydrologic calculations used to determine the floodway limits. (Required for proposed development in the floodplain where base flood elevations are established, but no floodway or non-encroachment areas are determined.)

☐ Plans showing the extent of watercourse relocation and/or landform alterations. (As applicable.)

☐ Change in water elevation (in feet) _____. Meets ordinance limits on elevation increases: ☐ Yes ☐ No
(Required for proposed encroachments to a floodway or non-encroachment area.)

FLOODPLAIN DEVELOPMENT APPLICATION (Continuation)

☐ Top of new compacted fill elevation _____ feet (NAVD 1988). (Required for development involving fill in the floodplain).

☐ Floodproofing protection level (non-residential only) _____ feet (NAVD 1988). (Required for floodproofed structures.)

☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the regulatory flood event, or conditional approval issued by FEMA via a Conditional Letter of Map Revision (CLOMR) for the proposed activity. A copy of all data and hydraulic/hydrologic calculations supporting this finding must be submitted. (Required for proposed encroachments to a floodway or non-encroachment area.)

SECTION 4: APPLICATION DETERMINATION (To Be Completed by the Floodplain Administrator or Designee):

The Project Site:

☐ 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 partially located in the Special Flood Hazard Area, but building/development is not (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 _____. Regulatory Base Flood Elevation at the site is: _____ feet (NAVD 1988).

☐ Is located in the floodway or non-encroachment area.

SIGNED _____ DATE _____
Name Title

SECTION 5: PERMIT DETERMINATION (To Be Completed by the Floodplain Administrator or Designee)

I have determined that the proposed activity: ☐ Is ☐ Is not in conformance with provisions of the Local Floodplain and Flood Damage Protection Standards. The floodplain development permit is issued subject to the following conditions:

FLOODPLAIN DEVELOPMENT APPLICATION (Continuation)

SIGNED _____ DATE _____
Name Title

If application is approved, the Floodplain Administrator, or designee, may issue a Floodplain Development Permit upon payment of the designated fee.

If application is not approved, the Floodplain Administrator, or designee, will provide a written summary of deficiencies and/or additional information that is required. The Applicant may revise and resubmit an application or may request a meeting with the Floodplain Administrator.

SECTION 6: AS-BUILT ELEVATIONS (To be Submitted by the Applicant before FINAL Approval is issued)

The following information must be provided for structures that are part of this application. This As-Built elevation data must be certified by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below:

1. Actual (As-Built) Elevation of the top of the lowest floor, including a basement, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and column(s) is: _____ feet (NAVD 1988).
2. Actual (As-Built) Elevation of Floodproofing protection is: _____ feet (NAVD 1988).

SECTION 7: COMPLIANCE ACTION (To Be Completed by the Floodplain Administrator or Designee)

The Floodplain Administrator, or designee, will complete this section as applicable based on inspection of the project or evaluation of As-Built conditions 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

INSPECTIONS OR PERMIT CONDITIONS TRACKING NOTES

SECTION 8: FINAL APPROVAL (To Be Completed by the Floodplain Administrator or Designee)

Final Approval Issued:

SIGNED _____ DATE _____
Name Title