

Floodplain Development Permit

Prepared by FEMA, Dated: 1/17/2025



Permit

No. _____

Floodplain Development Permit Overview

In accordance with the city of Carlton floodplain management regulations (CMC 17.56.010) Development within the city of Carlton regulatory floodplain must comply with the standards within the aforementioned regulations. The regulatory floodplain is the Special Flood Hazard Area (SFHA) as defined on the currently effective Flood Insurance Rate Maps for the city of Carlton.

Before Requiring this Permit to be Filled Out, Complete the Following Checklist:

Location of Development

1. Is the property that the proposed development activity will occur on at least partially within (horizontally within) the community's regulatory floodplain?
 - ☐ Yes
 - ☐ No, (If the answer is "No" then a floodplain development permit is NOT required)
2. Is the site where the proposed development activity will occur on the property at least partially within (horizontally within) the community's regulatory floodplain?
 - ☐ Yes
 - ☐ No, (If the answer is "No" then a floodplain development permit is NOT required)
3. Has FEMA, through a Letter of Map Change (LOMC) (i.e. LOMA, LOMR-F, LOMR), made a formal determination that this property or proposed development site is out of the regulatory floodplain?
 - ☐ Yes, (If the answer is "Yes" then a floodplain development permit is NOT required but a copy of the LOMC must be kept in the permitting records.)
 - ☐ No

Section I: General Provisions

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the city of Carlton and CMC 17.56.010 and with all other applicable local, state and federal regulations. This application does not create liability on the part of the city of Carlton or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.

1. When the community's regulatory floodplain and no net loss standards apply to a proposed development activity, no work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will expire if no work is commenced within 180 days of the date of issue.
4. The permit will not be issued until any other necessary local, state, or federal permits have been obtained (approved).

Property Owner(s):*

Mailing Address: _____

Phone number: _____

Fax number: _____

Email: _____

☐ **Tick box if Property Owner is Applicant**

Applicant:

Mailing Address: _____

Phone number: _____

Fax number: _____

Email: _____

**All property owners must be listed.*

Section II: Development Proposal Information

PROJECT LOCATION

Address of Property: _____

Lot: _____

Subdivision: _____

Block: _____

Township, Range, Section: _____

(To avoid delay in processing the application, please provide enough information to easily identify the project location. A map or sketch attached to this application showing the project location is required.)

☐ Tick if the proposed development is NOT located horizontally within the Special Flood Hazard Area.*

☐ Tick if the property is partially located horizontally within the Special Flood Hazard Area, but the proposed development activity site is NOT.*

****If this box is ticked then a floodplain development permit may not be required. Speak to community staff before completing the rest of this permit application.***

PROJECT DESCRIPTION

A. Structural Development (Check all that apply)

Activity

- ☐ New Structure
- ☐ Addition*
- ☐ Alteration (includes repairs or improvements)*
- ☐ Relocation**
- ☐ Demolition
- ☐ Replacement

Structure Type

- ☐ Residential:
 - ☐ Single
 - ☐ Two-Family
 - ☐ Multi-Family (3+)
- ☐ Non-Residential:
 - ☐ Elevated
 - ☐ Floodproofed
 - ☐ Combined Use (Residential and Non-Residential)
- ☐ Manufactured Home
- ☐ Recreational Vehicle (RV)
- ☐ Garage:
 - ☐ Attached
 - ☐ Detached
- ☐ Appurtenant/Accessory Structure
- ☐ Other
- ☐ Change to footprint of existing structure

(please specify): _____

**An alternation includes the repair or improvement of a structure. If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated a substantially improved structure.*

***A relocated structure must be treated as new construction.*

B. Other Development (Check all that apply)

Clearing/Tree Removal

Fill

Mining

Drilling

Grading

Dredging

Increased Impervious Surface

Agricultural Activity

Maintenance of Existing Structure or site

Excavation or Removal of Fill (Except for Structural Development Checked Above)

Watercourse Alteration

Drainage Improvement (including culvert work)

Individual water or Sewer System

Road, Street, or Bridge Construction

Fencing

☐ Utilities

☐ Subdivision (New or Expansion) or Partition

☐ Other (Please Specify): _____

C. Brief Project Description

FLOOD HAZARD INFORMATION

1. The proposed development is located on FIRM Panel: _____ (number and suffix), Dated: _____

2. The proposed development is located partially or fully within the horizontal boundaries of the Special Flood Hazard Area, Zone(s): _____ (A, A1 -30, AE, AO, AH, AR, A99, V, V1-30, or VE)

3. The one-percent-annual chance (100 year) flood elevation at this site is: _____ ft NGVD 29 / NAVD 88 (circle the correct datum),

source: _____

☐ None Available

4. Is the proposed development located partially or fully within a designated Floodway:

- ☐ Yes
- ☐ No

If "Yes", then is this proposal for:

- ☐ Temporary encroachment (less than 30 days – outside of flood season (DEFINE FLOOD SEASON FOR COMMUNITY BASED ON LOCAL KNOWLEDGE))
- ☐ Fish habitat restoration or enhancement*
- ☐ Fence (type and material: _____)

*For habitat restoration projects a rise in elevation may be allowed if a CLOMR is approved by FEMA. Permit shall not be issued, until FEMA approval is received.

5. If "Yes" was answered to (4.) above, then is a "No Rise Certification" with supporting engineering hydrologic and hydraulic data attached?

- ☐ Yes
- ☐ No

6. The proposed project is located partially or fully within the Riparian Buffer Zone (RBZ):

- ☐ Yes
- ☐ No

7. The proposed project is located partially or fully within the RBZ Fringe:

- ☐ Yes
- ☐ No

8. Are other federal, state, or local permits required?

- ☐ Yes
- ☐ No

If yes, which ones: _____

Section III. Additional Information Required *(Complete all that apply)*

1. Complete for Proposed Structures and Building Sites:

- A. Base Flood Elevation at this site: _____ ft (NGVD 29/NAVD 88).
- B. Elevation of highest adjacent grade: _____ ft (NGVD 29/NAVD 88).
- C. Required Elevation of lowest floor* (including basement): _____ ft (NGVD 29/NAVD 88).
- D. Proposed Elevation of lowest floor* (including basement): _____ ft (NGVD 29/NAVD 88).
- E. Elevation of next highest floor: _____ ft (NGVD 29/NAVD 88).
- F. Elevation of top of proposed garage slab, if any: _____ ft (NGVD 29/NAVD 88).
- G. Details for anchoring structures (type of anchoring used and location of anchoring):

- H. Details of floodproofing or elevation of utilities. Provide the elevation of the utilities or the elevation to which the utilities were floodproofed. If floodproofed, provide details regarding how

the utilities were floodproofed (describe the type of floodproofing used or manner in which the utilities were floodproofed):

- I. Exact location(s) on structure of all flood openings, if required. Include the elevation of the bottom of the flood opening(s), the size of the openings, and note if engineered flood opening(s) will be used. (Provide a reference diagram, in site plan or drawings):
-

- J. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:
-

- L. Is this project exempt from meeting no net loss requirements?

☐ Yes

☐ No

If Yes, please indicate which exemption: -

If exempt, please disregard M-R below and section 6. Planned Mitigation Measures.

M. Location coordinates, address, or parcel number where project occurring: _____

N. Total Size of Project Area (ft²): _____

SFHA (ft² or acres): _____ RBZ (ft² or acres): _____ RBZ Fringe (ft² or acres): _____

O. Amount of developed space added as volume: _____

SFHA (ft³): _____ RBZ (ft³): _____ RBZ Fringe (ft³): _____

P. Area disconnected from floodplain (if applicable) (acres): _____

Q. Amount of new impervious surface created in SFHA (ft²): _____

R. Total Number of Trees Removed: _____

a. Number of Trees Removed in the RBZ:

i. Number of **small trees** removed: 6 < dbh ≤ 20": _____

ii. Number of **medium trees** Removed: 20" < dbh ≤ 39": _____

iii. Number of **large trees** removed: dbh > 39": _____

b. Number of Trees Removed in the RBZ Fringe:

i. Number of **small trees** removed: 6 < dbh ≤ 20": _____

ii. Number of **medium trees** Removed: 20" < dbh ≤ 39": _____

iii. Number of **large trees** removed: dbh > 39": _____

**lowest floor is defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements.*

2. Complete for Alterations or Additions to Existing Structures:

Please complete **Appendix A** to the city of Carlton floodplain development permit and enter the cost of the proposed construction* here: \$ _____

***PLEASE NOTE:** Cost of construction estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.

3. Complete for Non-Residential Floodproofed Construction:

- A. Type of floodproofing method: _____
- B. Required floodproofing elevation is: _____ feet NGVD.
- C. Floodproofing certification by a registered engineer attached?
 - ☐ Yes
 - ☐ No

4. Complete for Partitions and Subdivisions

- A. Will the subdivision or other development contain 50 lots or 5 acres?
 - ☐ Yes
 - ☐ No
- B. If "Yes", does the plat or proposal clearly identify base flood elevations?
 - ☐ Yes
 - ☐ No
- C. Are the 100 year Floodplain and Floodway delineated on the site plan?
 - ☐ Yes
 - ☐ No

5. Complete for Proposals NOT Included in 1-4 Above:

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
- B. If the proposed development activity will result in a change in water elevation, then what is the change in water elevation (in feet) _____ increase/decrease (circle whichever applies).
- C. For stream habitat restoration that impacts a mapped floodway, provide copy of "no-rise certification" from registered professional engineer or a FEMA approved CLOMR.
- D. Amount of fill to be placed _____.
 - i. Top of new compacted fill elevation _____ ft. (NGVD29/NAVD 88)

6. Planned Mitigation Measures:

Please document planned ESA compliance that adheres to no net loss standards that must be implemented to avoid or offset adverse impacts on threatened and endangered species and their critical habitat.

- A. Location coordinates, address, or parcel number where mitigation occurring:

- B. Will mitigation efforts be completed within same reach as development?
 - ☐ Yes
 - ☐ No
- C. Amount of undeveloped space added as volume total (ft³): _____
SFHA (ft³): _____ RBZ (ft³): _____ RBZ Fringe (ft³): _____
- D. Area reconnected to the SFHA (if applicable) (acres): _____
- E. Type of water quality mitigation used:
 - ☐ Pervious Surface Added (ft²)
 - ☐ Low Impact Development/Green Infrastructure (LID/GI)
 - ☐ Stormwater Management
- F. Amount of water quality mitigation provided (if adding Pervious Surface (ft²)): _____
If using LID/GI or Stormwater Management to mitigate, please attach a description if not already included in Habitat Assessment.
- G. Total Number of Trees Planted: _____
 - i. Number of Trees Planted in the RBZ: _____
 - ii. Number of Trees Planted in the RBZ Fringe: _____
- H. Area of Native Herbaceous and Shrub Vegetation Planted (ft² or acres)*: _____

Under FEMA's beneficial gain standard, an area within the same reach of the project and equivalent to 5% of the total project area **within the RBZ, shall be planted with native herbaceous, shrub, and tree vegetation.*

7. Required Attachments:

- A. A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities. Plans shall include location of all water bodies, adjacent roads, lot dimensions, as well as, delineation of Special Flood Hazard Areas, regulatory Floodway boundaries including Base Flood Elevations (when available), or flood depth in AO zones.
- B. Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved before the floodplain development permit is approved.
- C. (OPTIONAL) A complete pre-construction Elevation Certificate signed and sealed by a registered professional surveyor.
- D. Certification from a registered professional engineer that any proposed non-residential floodproofed structure will meet the floodproofing criteria of the (CMC 17.56.010)

and Oregon Specialty Code requirements, if applicable.

- E. Floodplain Habitat Assessment (if required).
- F. LID/GI Plan (if required).
- G. Stormwater Management Plan (if required).
- H. Other documentation as required per the above sections.

Section IV: Property Owner and Applicant Signatures

I/We hereby request a Floodplain Development Permit on the above described real property, located within the city of Carlton, Oregon. I/We hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

Property Owner(s)*

Signature(s): _____,
Name(s) (print): _____,
Date: _____

Tick box if the Property Owner is the Applicant.

Applicant

Signature: _____
Name (print): _____
Date: _____

This application is only for Floodplain Development Permit. Building Permits and any other permits require separate applications.

**All property owners must sign. The signature is an acknowledgement and consent to this floodplain development permit application.*

Section V: OFFICE USE ONLY

APPLICATION PROCESSING

Date Application Received: _____ Initials: _____

Date Application Complete: _____ Initials: _____

Applicant Notified of Completeness: _____ Initials: _____

Fee Paid: _____ Receipt No. _____ Initials: _____

SUBSTANTIAL IMPROVEMENT REVIEW

The formula for substantial improvement threshold is as follows:

Market Value X 50% (.50) = Substantial Improvement Threshold

1. What is the market value (based on current Assessor data) of the existing structure prior to damage/improvement? \$ _____
2. What is 50% of the estimated market value of the existing structure prior to damage/improvement (use the formula provided above) \$ _____
3. Has Appendix A been completed?
☐ Yes
☐ No
4. Does the total cost of the proposed construction noted in Appendix A match the cost of the proposed construction provided in Section III.(2.)(A.)?
☐ Yes
☐ No
5. What is the cost of the proposed construction* (provided in both Section III.(2.)(A.) and Appendix A)? \$ _____
6. Is the value listed in line "3." of this section, equal to or greater than the value listed in line "2."?
☐ Yes, (If "Yes", then the proposed development activity qualifies as a substantial improvement*).
☐ No
7. Does the proposed development activity qualify as a substantial improvement*?
☐ Yes
☐ No

**Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

APPLICATION DETERMINATION

☐ YES

☐ NO

[illegible]

Date Applicant Notified of Application Determination:_____ Initials:_____

APPENDIX A

To be completed for alterations, additions, rehabilitations, repairs, or improvements to existing structures.

Section I.

COSTS TO BE INCLUDED

1. Material and labor for all structural elements, “including”:
 - ✓ Spread or continuous foundation footings and pilings
 - ✓ Monolithic or other types of concrete slabs
 - ✓ Bearing walls, tie beams and trusses
 - ✓ Floors and ceilings
 - ✓ Attached decks and porches
 - ✓ Interior partition walls
 - ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
 - ✓ Windows and doors
 - ✓ Re-shingling or re-tiling a roof
 - ✓ Hardware
2. All interior finishing elements, “including”:
 - ✓ Tiling, linoleum, stone, or carpet over subflooring
 - ✓ Bathroom tiling and fixtures
 - ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
 - ✓ Kitchen, utility and bathroom cabinets
 - ✓ Built-in bookcases, cabinets, and furniture
 - ✓ Hardware
3. All utility and service equipment, “including”:
 - ✓ HVAC equipment
 - ✓ Plumbing and electrical services
 - ✓ Light fixtures and ceiling fans
 - ✓ Security systems
 - ✓ Built-in kitchen appliances
 - ✓ Central vacuum systems
 - ✓ Water filtration, conditioning, or recirculation systems
4. Cost to demolish storm-damaged building components
5. Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions

6. Overhead and profits

ITEMS TO BE EXCLUDED:

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Post-storm debris removal and clean up
5. Outside improvements, including:
 - Landscaping
 - Sidewalks
 - Fences
 - Swimming pools
 - Screened pool enclosures
 - Detached structures (including garages, sheds, and gazebos)
 - Landscape irrigation systems

Source: FEMA Publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)

Section II.

ITEMIZATION OF CONSTRUCTION COSTS TO COMPLETE PROJECT

	Work Description	Cost of Materials	Cost of Labor	Comments
1	Foundation/ Footings/ Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/ Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished Carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/ Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-in Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			

20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			

Section III. (OPTIONAL)

CONSTRUCTION COST AFFIDAVITS FROM FEMA PUBLICATION [P-758, Substantial Improvement/Substantial Damage Desk Reference](#) (OPTIONAL)

Affidavit (OPTIONAL)

Completed by (select one) **Architect** or **Contractor** or **Property Owner**

Project Address: _____

Architect/Contractor/Property Owner Name: _____

Company Name (if applicable): _____

Address: _____

Phone: _____ Email: _____

I hereby attest to the following:

- I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- I have personally reviewed the Itemization of Costs to Complete Project listed in Section II above.
- The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project constitute the entire scope of work to be done in accordance with plans and specifications prepared by or supervised by me.

Additionally, I understand:

- I will not be held responsible for actions taken by the contractor, architect, or property owner without my knowledge or approval.
- I am subject to enforcement actions and/or fines if I subsequently alter the approved plans without prior approval by the city of Carlton.
- The grade of materials may vary as to the manufacturer, but may not exceed the costs stated on the Itemization of Costs to Complete Project.
- Any permit issued by the City of Carlton for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor and Materials \$ _____

Overhead & Profit \$ _____

Total Cost \$ _____

Signature: _____ Date: _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of 20____, by _____

Personally known _____ or produced identification _____

Notary Public

My commission expires: _____