



# Village of Mount Morris

117 Main Street, Mount Morris, NY 14510  
Building Zoning Permits/Code Enforcement  
Phone (585)741-4021 codeenforcement@mountmorrisny.us

## FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION

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

1. No work may start until a permit is issued by the floodplain administrator.
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. Floodplain Development Permits become invalid if no work is commenced within one hundred twenty (120) days of the date of issuance and expires twelve (12) months from date 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 Code Enforcement Officer 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: \_\_\_\_\_  
(I certify that all information is true and correct.)

N.Y. Penal Law 210.45 – Making a Punishable False Written Statement. A person is guilty of making a punishable false written statement when he knowingly makes a false statement, which he does not believe to be true, in a written instrument bearing a legally authorized form notice to the effect that false statements made therein are punishable.

Making a punishable false written statement is a class A misdemeanor. Upon conviction of a Class "A" misdemeanor, a court may sentence an individual to a maximum of one year in jail or three (3) years probation. In addition, a fine of up to \$1,000 or twice the amount of the individual's gain from the crime may be imposed.

### SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER/BUILDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ENGINEER/ARCHITECT/LAND SURVEYOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT LOCATION ADDRESS:** \_\_\_\_\_

**TAX MAP NUMBER:** \_\_\_\_\_

**NAME OF, DISTANCE AND DIRECTION FROM NEAREST INTERSECTION OR OTHER LANDMARK:**  
\_\_\_\_\_

**NAME OF WATERWAY:** \_\_\_\_\_

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 map attached to this application, and a sketch showing the project layout would be helpful.

**DESCRIPTION OF WORK (Check all applicable boxes):**

**A. STRUCTURAL DEVELOPMENT**

| <u>ACTIVITY</u>                        | <u>STRUCTURE/TYPE</u>                                                                                              |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential (1-4 Family)                                                                  |
| <input type="checkbox"/> Addition      | <input type="checkbox"/> Residential (More than 4 Family)                                                          |
| <input type="checkbox"/> Alteration    | <input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes <input type="checkbox"/> No) |
| <input type="checkbox"/> Relocation    | <input type="checkbox"/> Combined Use (Residential & Commercial)                                                   |
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Manufactured (Mobile) Home                                                                |
| <input type="checkbox"/> Replacement   | <input type="checkbox"/> In Manufactured Home Park? <input type="checkbox"/> Yes <input type="checkbox"/> No       |

ESTIMATED COST OF IMPROVEMENTS/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), Stormwater Control Structures or Ponds  
☐ Road, Street or Bridge Construction  
☐ Subdivision (New or Expansion)  
☐ Individual Water or Sewer Systems  
☐ Other (Please Specify) \_\_\_\_\_

After completing SECTION 2, APPLICANT should submit form to the Code Enforcement Officer for review.

**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by the Code Enforcement Officer)**

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.  
The Proposed Development:

- ☐ The proposed development is reasonably safe from flooding. Entire property is in Zone B, C or X.
- ☐ The proposed development is in adjacent to a flood prone area.  
100-Year flood elevation at the site is:  
\_\_\_\_\_ Ft. ☐ NGVD 1929/ ☐ NAVD 1988 (MSL)
- ☐ Unavailable
- ☐ See Section 4 for additional instructions for development that is or may be in a flood prone area.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by the Code Enforcement Officer)**

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 and specifications, drawn to scale, 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, details of enclosures below the first floor, openings in foundation for entry and exit of floodwaters.  
Other \_\_\_\_\_
- ☐ Elevation Certificate provided.
- ☐ 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 watercourse location, proposed relocations, floodway location.
- ☐ Topographic information showing existing and proposed grades, location of all proposed fill.
- ☐ Top of new fill elevation \_\_\_\_\_. Ft. ☐ NGVD 1929/ ☐ NAVD 1988 (MSL)
- ☐ PE Certification of Soil Compaction
- ☐ Floodproofing protection level (non-residential only) ☐ NGVD 1929/ ☐ NAVD 1988 (MSL)  
For floodproofed structures, applicant must attach certification from registered engineer or architect.
- ☐ Other: \_\_\_\_\_

**SECTION 5: PERMIT DETERMINATION (To be completed by the Code Enforcement Officer)**

I have determined that the proposed activity: A. ☐ Is B. ☐ Is not  
in conformance with provisions of Local Law Chapter 106. Flood Damage Prevention.

\_\_\_\_\_ This permit is hereby issued subject to the conditions attached to and made part of this permit.

\_\_\_\_\_ Permit is denied. Proposed development not in conformance with applicable floodplain management standards.  
Explanation attached. The variance, subject to Public Notice and Hearing, is required to continue project.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

If BOX A is checked, the Code Enforcement Officer may issue a Floodplain Development Permit upon payment of designated fee.

If BOX B is checked, the Code Enforcement Officer will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Code Enforcement Officer or may request a hearing from the Board of Appeals.

Expiration Date: \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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 1929/

☐ NAVD 1988 (mean sea level). **Attach Elevation Certificate FEMA Form 81-31**

2.      Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ FT. ☐ NGVD 1929/ G ☐ NAVD 1988 (mean sea level).

**Attach Floodproofing Certificate FEMA Form 81-65**

Certification of registered professional engineer, land surveyor or other recognized agent, documenting their elevations is attached.

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 the Code Enforcement Officer)**

The **Code Enforcement Officer** 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 the Code Enforcement Officer)**

Certificate of Compliance issued: ☐ Yes ☐ No

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**OFFICE USE ONLY:**

Zoning Officer: \_\_\_\_\_

Insurance certificate received: \_\_\_\_\_ ATTACH CERTIFICATE OF LIABILITY

(Non-refundable) Fee Due: \_\_\_\_\_ Check: \_\_\_\_\_ Cash: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Permit No: \_\_\_\_\_