

Flood Plain Development Permit Application & Review Check List

- ☐ **FILES ONLY ACCEPTED ELECTRONICALLY** - One (1) complete set of drawings, in PDF format, uploaded to the City's MyGovernmentOnline site
- ☐ Permit Fee: \$750.00 is due at time of submittal (includes completion + 3 plan reviews)
- ☐ No work may start until a permit is issued
- ☐ The permit may be revoked if any false statements are made herein
- ☐ If revoked, all work must cease until permit is re-issued
- ☐ Development shall not be used until Engineer's certificate of compliance is provided
- ☐ The permit will expire if no work is commenced within six (6) months of issuance
- ☐ Applicant hereby gives consent to the Floodplain Administrator or a duly designated representative to make reasonable inspections to verify compliance

PROJECT INFORMATION:		
Project Street Address:		Zip Code:
Legal Description:	Lot:	Block:
☐ To avoid delay in processing, please provide a sketch of the property with the following information: Street address, lot number or legal description & outside urban areas, the distance to the nearest intersecting road or well-known landmarks		
DESCRIPTION OF WORK: CHECK ALL THAT APPLY		
Type of Activity: ☐ New Structure ☐ Addition ☐ Alteration ☐ Relocation ☐ Demolition ☐ Replacement		
Type of Structure: ☐ Residential (1-4 Family) ☐ Residential (More than 4 family) ☐ Non-Residential ☐ Flood Proofing ☐ Combined Use (Residential & Commercial) ☐ Manufactured Home (Mobile)		
Other Development ☐ Fill ☐ Mining ☐ Drilling ☐ Grading ☐ Excavation (Except for Structural Development) Activities ☐ Watercourse alteration (Including dredging & channel modifications) ☐ Drainage Improvements (including Culvert Work) ☐ Road, Street, or Bridge Construction ☐ Subdivision – New ☐ Subdivision – Expansion ☐ Water System ☐ Wastewater System		
APPLICANT CONTACT INFORMATION		
Applicant Last Name:		Applicant First Name:
Applicant Address:		State: Zip:
Phone#:		Email Address:
BUILDER CONTACT INFORMATION:		
Builder Company Name:		Builder Contact:
Builder Address:		State: Zip:
Phone#:		Email Address:
ENGINEER CONTACT INFORMATION:		
Engineer Last Name:		Engineer First Name:
Engineer Address:		State: Zip:
Phone#:		Email Address:
I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN THE ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.		
Applicant Signature:		Date:

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FLOOD PLAIN DETERMINATION		
Project Address:		
The proposed development is located on FIRM Panel Number:	Dated:	
THE PROPOSED DEVELOPMENT		
☐ is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOOD PLAIN DEVELOPMENT PERMIT IS REQUIRED)		
☒ is Located in a Special Flood Hazard area		
☐ FIRM ZONE designation is:		
☐ 100 Year Flood Elevation is: _____ Ft. NGVD (MSL) ☐ Unavailable		
☐ The proposed development is located in a floodway	Number: _____	Date: _____
ADDITIONAL INFORMATION REQUIRED		
☐ 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 flood proofing of utilities located below the first floor and details of enclosures below the first floor. Additional Information:		
☐ Subdivision or other development plans (If the subdivision or other developments 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)		
☐ Flood proofing protection level (non-residential only): _____ Ft. MGVD (MSL). For flood proofed 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.		
☐ No-risk certification		
☐ Other: _____		
PERMIT DETERMINATION		
I have determined that the proposed activity:		
☐ IS in conformance with provisions of Ordinance # _____ The permit is subject to the conditions attached to and made part of this permit		
☐ IS NOT in conformance with provisions of Ordinance# _____ The permit is subject to the conditions attached to and made part of this permit.		
Signature of Administrator:		Date:
If (IS) is checked, the Floodplain Administrator may issue a Floodplain Development permit upon payment of designated fee. If (IS NOT) is checked, the Floodplain Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Floodplain Administrator or may request an appeal.		
APPEALS		
Appeal Date: _____: ☐ Yes ☐ No	Hearing Date: _____	Decision: ☐ Approved ☐ Denied
Conditions: _____		

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AS BUILT ELEVATIONS (to be submitted by Applicant before Certificate of Compliance is issued)		
The following information must be provided for project structures. The section must be completed by a registered professional engineer or a licensed land surveyor with the State of Texas (or attach a certification to this application).		
☐	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).
☐	Actual (As-Built) Elevation of flood proofing protection is:	FT. NGVD (MSL).
☐	Elevation Certificate required.	
☐	NOTE: Any work performed prior to submittal of the above information is at risk of the Applicant	
COMPLIANCE ACTION		
The Floodplain 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:	Deficiencies: ☐ Yes ☐ No	Inspected By:
Comments:		
Date:	Deficiencies: ☐ Yes ☐ No	Inspected By:
Comments:		
CERTIFICATE OF COMPLIANCE		
Certificate of Compliance Issued By:		
Signature of Administrator:		Date: