

**VILLAGE OF OTTAWA**  
**SPECIAL FLOOD HAZARD AREA (SFHA) DEVELOPMENT PERMIT APPLICATION**

1. Date of Application: \_\_\_\_\_

2. Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*If applicant is not owner, please provide the name, address and phone # of owner:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Development Site \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

5. Legal Description: \_\_\_\_\_  
\_\_\_\_\_

6. Proposed Development is: (check ALL that apply)

|                          |                         |
|--------------------------|-------------------------|
| _____ New Building       | _____ Mfg. Home         |
| _____ Existing Structure | _____ Installation      |
| _____ Residential        | _____ Materials Storage |
| _____ Non-Residential    | _____ Filling/Grading   |
| _____ Alteration         | _____ Mining/Dredging   |
| _____ Addition           | _____ Watercourse       |
| _____ Accessory          | _____ Alteration        |
| _____ Other (Describe)   | _____                   |

7. Is proposed development an **Alteration**, **Addition**, or **Improvement** to an existing structure? ☐ Yes \* ☐ No

If "yes", what is the:

Total cost of development? \_\_\_\_\_

Estimated Market Value of the  
Existing Structure? \_\_\_\_\_

8. Does proposed development involve a subdivision or other development containing at least 50 lots or 5 acres? (whichever is less) ☐ Yes \*\* ☐ No

**IMPORTANT INFORMATION:**

Application is hereby made for a development permit as required by the Flood Damage Prevention Ordinance No. 04-13 of the Village of Ottawa for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said Ordinance No. 04-13.

The development to be performed is described on this form and in attachments hereto. The applicant understands and agrees that:

-This permit is issued on the conditions and facts described;

-Any permit may be repealed if conditions or facts change;

-Permit is void if the activity has not begun within 180 days of issuance date;

-The permit will remain valid for one year from date of issuance.

*In addition to completion of this form the applicant agrees to submit any additional information required by the administrator in order to determine that the proposed development is compliant with the local and federal flood damage prevention criteria of the National Flood Insurance Program.*

*Additional information may include but is not limited to: site specific plans to scale showing the nature, location, dimensions and elevations of the area and structure(s) in question.*

\*An existing structure must comply with the flood protection standards if it is improved (an improvement equal to or greater than 50% of the market value of the structure). FEMA maintains that the "substantial improvement" definition applies to existing structures only and that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes "new construction" means structures for which "start of construction" began on or after the effective date of the initial Flood Insurance Rate Map (FIRM) issued by FEMA for the community. For the Village of Ottawa this date is January 3, 1986.

*\*\* Developments involving 50 lots or 5 acres are required to provide base flood elevation data if it has not been provided by FEMA.*

**I agree that all statements in and attachments to this application are a true description of the existing property and the proposed development activity. I understand the development requirements for special flood hazard area activities per the appropriate Ordinance 04-13 and agree to abide thereto. I understand it is my responsibility to obtain all applicable federal, state and local permits.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_