



Gateway to the Redwoods

CITY OF WILLITS

COMMUNITY DEVELOPMENT DEPARTMENT

111 E COMMERCIAL STREET, WILLITS CA 95490 • PHONE: (707) 459-7112 • FAX: (707) 459-1562

FLOOD HAZARD ZONE DEVELOPMENT INFORMATION

APPLICATION INSTRUCTIONS

THE APPLICANT MUST SUBMIT TO THE WILLITS COMMUNITY DEVELOPMENT DEPARTMENT:

1. Two copies of the application form through Section I (2 copies of Section II to be submitted after completion of construction).
2. Two copies of the Plot Plan.
3. Two copies of a report prepared by a registered engineer, surveyor or architect describing the methods for determining elevations, flood proofing, and related construction standards required by this application and the Willits Municipal Code.
4. Two copies of a FEMA Elevation Certificate if project is a building.
5. Written documentation demonstrating that all required clearances from the Department of Fish and Game and Army Corps of Engineers have been obtained for the proposed work.
6. Filing Fee (Check with planner prior to submitting this application). All fees are collected by the Community Development Department. Checks should be made payable to the City of Willits.

PLEASE TAKE NOTE

All application material must be collated into individual application packets.

All maps, plans, etc. (except reproducibles) larger than 8 ½ x 11 inches shall be folded to a maximum size of 8 ½ x 11 inches.

One 8 ½ x 11 inch reproducible plot plan shall be submitted with the application.

ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.

DEFINITIONS

Flood Hazard Zone Development Permit: A special type of permit required for development within areas of special flood hazard to insure compliance with the City of Willits flood hazard zoning regulations.

Areas of Special Flood Hazard: Land in the flood plain which is subject to a 1% or greater chance of flooding in any given year as identified by the Federal Emergency Management Agency (FEMA) in a study entitled "The Flood Insurance Study for Mendocino County", dated June 16, 1992, with accompanying Flood Insurance Rate Map (FIRM) and subsequent amendments.

Base Flood Elevation (BFE): The elevation of floodwaters for flood events, which have a 1% chance of being equaled or exceeded in any given year.

FACTS TO KNOW

Flood Hazard Development Permits are required for development within areas of special flood hazard. Applications for Flood Hazard Development Permits should be submitted to the Community Development Department in conjunction with a building permit or other development permit (i.e. use permit), which proposes development within an Area of Special Flood Hazard.

The first portion of the application packet (through Section I) must be submitted prior to commencing construction. Upon completion of construction (or, for buildings, before or at the time of under floor inspection), Section II with post construction certification must be submitted to the Community Development Department for final approval.

These permits can be administratively approved by the Community Development Department staff but only after the following certifications are provided by a registered engineer, surveyor or architect.

1. For Residential Construction in Flood Plain:

New construction and substantial improvements of any structure shall have the lowest floor, including basement, elevated to or above the base flood elevation. Upon completion of the structure, the elevation of the lowest floor including basement shall be certified by a registered professional engineer or surveyor and provided to the Community Development Department.

2. For Nonresidential Construction in Flood Plain:

Either the structure must be elevated according to the above residential standard or the structure together with attendant utility and sanitary facilities must:

- A. Be flood proofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
- B. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects on buoyancy; and
- C. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certification shall be provided to the Community Development Department.

3. For the Placement of all Utilities in all Areas of Special Flood Hazard:

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharge from systems into flood waters;
- B. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with requirements of the North Coast Regional Water Quality Control Board's Basin Plan.
- C. Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

4. For All Development in Floodways:

Encroachments, including fill, new construction, substantial improvements, and other development is prohibited unless certification by a registered professional engineer or architect is provided to the Community Development Department demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

5. Other Permits Required:

Work within a stream channel may require permits from other agencies such as the California Department of Fish and Game and the U. S. Army Corps of Engineers. Prior to issuance of this permit and prior to the commencement of any work within a stream channel, clearances from these agencies must be obtained and written documentation must be submitted to the Community Development Department.

CITY OF WILLITS
COMMUNITY DEVELOPMENT DEPARTMENT
111 EAST COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
Telephone: (707) 459-4601

Case No(s) _____
Date Filed _____
Fee \$ _____
Receipt No. _____
Received By _____
(Office Use Only)

FLOOD HAZARD ZONE DEVELOPMENT PERMIT APPLICATION FORM

Name of Applicant

Name of Owner(s)

Name of Agent

Mailing Address

Mailing Address

Mailing Address

Telephone Number

Telephone Number

Telephone Number

Assessor's Parcel Number(s)

Parcel Size

☐ Square feet

☐ Acres

Street Address of Project

I certify that the information submitted with this application is true and accurate.

Signature of Applicant/Agent

Date

Signature of Owner

Date