

# **APPENDICES**

# FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

Application # \_\_\_\_\_

Date \_\_\_\_\_

TO THE ADMINISTRATOR: The undersigned hereby makes application for a permit to develop in a floodplain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable county/city ordinances and the laws and regulations of the State of **NEBRASKA**.

Owner or Agent	Date	Builder	Date
Address		Address	
Phone		Phone	

**SITE DATA**

1. Location: \_\_\_\_\_ ¼; \_\_\_\_\_ ¼; \_\_\_\_\_ Section \_\_\_\_\_ ; Range \_\_\_\_\_ ; Township \_\_\_\_\_  
Street Address \_\_\_\_\_
2. Type of Development: Filling \_\_\_\_\_ Grading \_\_\_\_\_ Excavation \_\_\_\_\_ Min Improvmt \_\_\_\_\_  
Routine Maint \_\_\_\_\_ Substantial Improvmt \_\_\_\_\_ New Const \_\_\_\_\_ Other \_\_\_\_\_
3. Description of Development: \_\_\_\_\_
4. Premises: Structure size \_\_\_\_\_ ft. X \_\_\_\_\_ ft. Area of site \_\_\_\_\_ sq. ft.  
Principal use \_\_\_\_\_ Accessory uses (storage, parking, etc.) \_\_\_\_\_
5. Value of Improvement (fair market) \$ \_\_\_\_\_ Pre-Improvement/Assessed value of structure \$ \_\_\_\_\_
6. Property located in a designated **FLOODWAY**? Yes \_\_\_\_\_ No \_\_\_\_\_  
IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP THAT PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE FLOOD (100-YEAR) ELEVATION.
7. Property located in a designated **FLOODPLAIN FRINGE**? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Elevation of the 100-year flood (ID source) \_\_\_\_\_ MSL/NGVD
9. Elevation of the proposed development site \_\_\_\_\_ MSL/NGVD
10. Elevation/floodproofing requirement \_\_\_\_\_ MSL/NGVD
11. Other floodplain elevation information (ID and describe source) \_\_\_\_\_
12. Other permits required? Corps of Engineers 404 Permit: Yes \_\_\_\_\_ No \_\_\_\_\_  
Other \_\_\_\_\_

\_\_\_\_\_ ALL provisions of Ordinance \_\_\_\_\_, Floodplain Management Ordinance shall be in compliance.

**PERMIT APPROVAL/DENIAL**

Plans and Specifications Approved/Denied this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Developer/Owner

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

**THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY-IMPROVED RESIDENTIAL STRUCTURE WILL BE ELEVATED AT LEAST ONE (1) FOOT ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL STRUCTURE, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY-IMPROVED NON-RESIDENTIAL STRUCTURE WILL BE ELEVATED OR FLOODPROOFED AT LEAST ONE (1) FOOT ABOVE THE BASE FLOOD ELEVATION.**

**THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR ELEVATION OF ANY NEW OR SUBSTANTIALLY-IMPROVED STRUCTURE COVERED BY THE PERMIT.**

# FLOODPLAIN MANAGER'S REVIEW CHECKLIST

## COMMUNITY ORDINANCE REQUIREMENTS

\_\_\_\_\_ Proposed development is consistent with:

Community Zoning: Yes \_\_\_\_\_ No \_\_\_\_\_

Special Regulations governing site: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Variances:

\_\_\_\_\_ Floodplain Case Number \_\_\_\_\_ Date Issued \_\_\_\_\_

\_\_\_\_\_ Zoning Case Number \_\_\_\_\_ Date Issued \_\_\_\_\_

\_\_\_\_\_ Proposed development complies with exception granted to community

\_\_\_\_\_ Is the proposed development within a historical district or on a historical site or building?

## FLOODPLAIN REGULATIONS

\_\_\_\_\_ Compared proposed development to all existing flood information, the NFIP maps and record map amendments, and attendant study profiles

\_\_\_\_\_ Meets the NFIP development standards: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Alteration or relocation of watercourse: Yes \_\_\_\_\_ No \_\_\_\_\_

Affected communities: \_\_\_\_\_

Notification Made: \_\_\_\_\_

\_\_\_\_\_ FEMA Region notified of proposed development: Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Conditional NFIP Letter of Map Revision (CLOMR) required: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Official NFIP Letter of Map Amendment (LOMA) required: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Official NFIP Letter of Map Revision (LOMR) required: Yes \_\_\_\_\_ No \_\_\_\_\_

## BUILDING INFORMATION

\_\_\_\_\_ Residential Structure: Elevated Yes \_\_\_\_\_ No \_\_\_\_\_

\*Height to which a structure is Elevated: \_\_\_\_\_

\_\_\_\_\_ Commercial Structure: Elevated Yes \_\_\_\_\_ No \_\_\_\_\_ Floodproofed Yes \_\_\_\_\_ No \_\_\_\_\_

\*Height to which a structure is Elevated: \_\_\_\_\_ Floodproofed: \_\_\_\_\_

\_\_\_\_\_ Industrial Structure: Elevated Yes \_\_\_\_\_ No \_\_\_\_\_ Floodproofed Yes \_\_\_\_\_ No \_\_\_\_\_

\*Height to which a structure is Elevated: \_\_\_\_\_ Floodproofed: \_\_\_\_\_

\_\_\_\_\_ Auxiliary/Accessory

\_\_\_\_\_ Other [Specify] \_\_\_\_\_

\_\_\_\_\_ Type of foundation system proposed:

\_\_\_\_\_ Special anchoring requirements: \_\_\_\_\_

FLOODPLAIN MANAGER'S REVIEW CHECK LIST – Page 2

**ENGINEERING DATA**

Required \_\_\_\_\_ Submitted \_\_\_\_\_ Hydrologic and hydraulic calculations  
Required \_\_\_\_\_ Submitted \_\_\_\_\_ Loading calculations and methods of construction  
Required \_\_\_\_\_ Submitted \_\_\_\_\_ Alternative designs for meeting minimum opening requirements  
Required \_\_\_\_\_ Submitted \_\_\_\_\_ Design and methods of construction for break-away walls

**PERMIT INFORMATION**

\_\_\_\_\_ Development Permit Application submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Other **permits** required:

\_\_\_\_\_ Federal: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Community: \_\_\_\_\_

*[Have applicant provide copy, if already obtained or when permits are available]*

\_\_\_\_\_ Other **reviews** required:

\_\_\_\_\_ Public Works \_\_\_\_\_ Community Engineer

\_\_\_\_\_ Planning and Zoning \_\_\_\_\_ Highway Department

\_\_\_\_\_ Building Review \_\_\_\_\_ Other: \_\_\_\_\_

**TECHNICAL CERTIFICATIONS**

\_\_\_\_\_ NFIP Elevation Certificate: Provided \_\_\_\_\_ Not Required \_\_\_\_\_

\_\_\_\_\_ NFIP Floodproofing Certificate: Provided \_\_\_\_\_ Not Required \_\_\_\_\_

\_\_\_\_\_ Enclosures below Base Flood Elevation (BFE): Provided \_\_\_\_\_ Not Required \_\_\_\_\_

\_\_\_\_\_ "No-Rise" Certification: Provided \_\_\_\_\_ Not Required \_\_\_\_\_

**PERMIT ISSUANCE**

Permit Issued: \_\_\_\_\_

Permit Conditions: \_\_\_\_\_

Issued by: \_\_\_\_\_

*[signature of authorizing official required]*

**FEE(S)**

Permit Application: \_\_\_\_\_

Plan Review: \_\_\_\_\_

Inspections: \_\_\_\_\_

Additional Fees *[Specify]*: \_\_\_\_\_

Type	Amount
_____	_____

## COMPONENTS SUGGESTED TO ASSIST THE FLOODPLAIN MANAGER IN LEARNING THE COMMUNITY'S FLOODPLAIN CHARACTERISTICS

- ☞ Learn what floodplain resource information is available
  - Perform a detailed search of all existing flood information, including any recent flooding events
  - Obtain copies of all panels of the NFIP maps and attendant study profiles
  - Obtain copies of any resources: studies, maps, plans
  - Keep records of any changes
  - Review any map amendments that may have occurred subsequent to the map's publication date
  - Flooding history of community
    - ◆ Dates and trends
    - ◆ Extent of damage
      - 0 How many buildings were substantially-damaged?
      - 0 How many were residential? Commercial?
      - 0 How many were elevated?
      - 0 How may less damaged structures were mitigated?
      - 0 Have any of the structures/properties been acquired by the community?
      - 0 Are any **structural** flood mitigation projects planned?
      - 0 Are any **non-structural** flood mitigation projects planned?
- ☞ Know the community's statistics
  - Total population (census data or updates)
  - Population located in special flood hazard areas (100-year floodplain)
  - Number of structures in special flood hazard areas (100-year floodplain)
    - ◆ 1-4 family structures
    - ◆ Multiple family structures
    - ◆ Other structures
      - 0 Commercial
      - 0 Industrial
  - Number of Permits issued for new structures or substantial improvements in the special flood hazard area (100-year floodplain)
  - Total number of flood variances granted/issued
    - ◆ Type of floodplain management standards varied
      - 0 Base Flood Elevations (BFEs)
      - 0 Floodway standards
      - 0 Basement standards
      - 0 Others [*explain*]
  - Have there been any changes to the community's territorial or extra-territorial boundaries since the effective date of the last map revision?
  - Have there been any bridges or culverts constructed since the last map revision?

- ☞ Become familiar with the physical characteristics of the floodplain area within your community
  - Take pictures or obtain aerial photos for future reference
  - Does the community's Flood Insurance Study (FIS) or floodplain maps need revision?
    - ◆ Additional area to be included
    - ◆ Deletion of area in floodplain
- ☞ Get acquainted with the floodplain managers of adjacent communities, counties, state, and federal agencies
- ☞ Establish the community's floodplain management reference tools
  - Collect any existing information delineating any channel and floodplain cross sections
  - Identification or establishment of elevation reference marks
  - Physical dimensions of hydraulic structures
  - Various stream data: flow data, gage data, flooding heights, flood histories, basin patterns, discharge rates and patterns, bridges or other structures with the stream bed
- ☞ Have your local officials been educated in the basic aspects of floodplain management concepts

## GENERAL GUIDANCE FOR UNNUMBERED A ZONES

In dealing with Flood Hazard Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM), floodplain areas designated simply as "Zone A" may be shown. The floodplain map (FHBM or FIRM) for the community shows these floodplain areas without any assigned base flood (1% chance any year) elevations.

The lack of elevations on the floodplain map does not remove the requirement for elevating structures. The community is required under their adopted ordinance to obtain, review, and reasonably use any base flood elevation (BFE), flooding, or floodway data available from a Federal, State or other source. All new construction and substantial-improvements of residential structures are required to have their lowest floor (including basements) elevated to or above the BFE and nonresidential structures (including basements) must be elevated or floodproofed to that elevation.

The sources provided below are some ideas for developing your community's BFE information:

- 1) The Federal Emergency Management Agency's (FEMA) guide *Managing Floodplain Development in Approximate Zone A Areas* [FEMA publication 265 (July 1995)]. This guide is primarily intended to assist local community officials in administering and enforcing the floodplain management requirements of the NFIP. This manual provides guidance for determining base flood elevations in floodplain areas.
- 2) Contour interpolation can be used if the criteria established in the *Approximate Zone A Areas* guide are met.
- 3) Preliminary, draft, or final Flood Insurance Studies for your community or adjacent communities.
- 4) Other sources of flood information are:
  - U.S. Army Corps of Engineers District Office
  - U.S.D.A Soil Conservation Service
  - U.S. Geological Survey
  - State agencies (State NFIP Coordinating Agency, Department of Transportation, Natural Resources, Emergency Management, Division of Water Resources, etc.)
  - Local sources (Department of Public Works, Street/Bridge Department, Planning and Zoning, etc.)
  - Historical data such as high water marks
  - Private engineering firms through contracted survey work

*General Guidance for Unnumbered A Zones*

Base flood elevations and floodway data are required for all subdivision proposals and other proposed new developments greater than 50 lots or five acres, whichever is less. In these cases, the developer is required to perform an engineering study to provide BFEs and floodway information. This is routinely considered the best available information.

It should be noted that post-FIRM structures using an estimated BFE and elevating at or above the BFE qualifies the structure for a substantial savings in flood insurance premiums. Also remember that final, as-built elevation certificates are required for all new floodplain developments and should be kept with the floodplain development permit.

When a BFE cannot be determined through any of the sources of information listed above, you should consult with your State NFIP Coordinating Agency or FEMA Region VII Office in Kansas City, Missouri to review the sources contacted and determine an alternate process for establishing a BFE.

**THIS GUIDANCE IS INCLUDED FOR REFERENCE ONLY AND DOES NOT  
TAKE THE PLACE OF FEMA 265 - *MANAGING FLOODPLAIN  
DEVELOPMENT IN APPROXIMATE ZONE A AREAS.***