

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal monies available to local communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so.

Floodplain Development Permits are ONLY required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FPA, or online at the FEMA website ([www.FEMA.gov](http://www.FEMA.gov)).

If you are proposing a development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to your local FPA. Depending upon the type of development you are proposing, additional forms *may* be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The **Elevation Certificate and other forms** are provided in Section III of this application packet, ***but should only be completed if they are required by the FPA for the proposed development.***

Typically, the Applicant completes Section I of this packet and submits the information to the local FPA. The FPA reviews the submission and determines whether or not additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the local Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development. It is a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system or grade a parcel of land. Before the house can actually be occupied, or the developed land used, a Compliance Certificate must be issued by the local FPA. The FPA will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been completed.

For developments (See **Other Development Activities** under **PROJECT INFORMATION** on the following form) other than buildings/structures, applicants may be required to furnish details regarding the location, areal extent, depth/height (of fill or dredging, for example), and other descriptive information. An engineering study may be required to determine the impact of any development which may change the area, depth and velocity of flooding.

# INSTRUCTIONS FOR COMPLETION

## SECTION I

### General Information

Self-explanatory. Note items 7 and 8 under this heading.

### Owner Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

### Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

### Project Information

Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether or not the improvement is a "substantial improvement."

### Signature

Print your name, sign your name, and date the application.

## SECTION II

### Floodplain Information

The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

If an item on the form is not applicable, such as for **Other Development Activities**, put **NA** in the blank.

## SECTION III

### Forms

The Elevation Certificate and Floodproofing Certificate are FEMA documents. Periodically, they expire and are replaced by new forms which must be used by surveyors and engineers which complete these documents. Therefore, they are separate documents.

## SECTION IV

### Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

## SECTION V

### Certificate of Compliance

The FPA will indicate the "As-Built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

OFFICE USE ONLY	
Date Received:	_____
File Number:	_____

## SECTION I: Applicant and Project Information

### GENERAL INFORMATION

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

### OWNER INFORMATION

Property owner(s): \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
e-mail address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> *Attach forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.*

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

Notes:

Signature of applicant listed above

\_\_\_\_\_  
\_\_\_\_\_

Section I continued on back

**PROJECT INFORMATION**

Project \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
Address \_\_\_\_\_ Subdivision \_\_\_\_\_  
Legal Description (Attach to this document) \_\_\_\_\_

**A. Structural Development** (Please check all that apply.)

Type of Structure

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
  - Elevated
  - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured (mobile) Home
  - Located within a Manufactured Home Park
  - Located outside a Manufactured Home Park

Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Estimate Cost of Project \_\_\_\_\_

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of fill material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify) \_\_\_\_\_

<sup>2</sup> If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

**SIGNATURE**

I certify that to the best of my knowledge the information contained in this application is true and accurate.

\_\_\_\_\_  
(PRINTED NAME) (SIGNED NAME) (DATE)

**SECTION II: (To be completed by Floodplain Administrator)**

**FLOOD INFORMATION**

1. The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
2. The date on the FIRM is \_\_\_\_\_
3. The proposed development is located in Zone: \_\_\_\_\_ (A, A1-30, AE, AO, AH, B, C, D, or X)
4. Is the proposed development located in either of the following zones? A, A1-30, AE, AO, AH, B, or shaded X  
 YES     NO    **If NO, no permit floodplain development is required.**

5. If the proposed development is located in Zone B or shaded Zone X, a floodplain development permit is only required if the Development is a "critical facility" as defined in the Flood Damage Prevention Ordinance. **Otherwise, no floodplain development permit is required in Zone B or shaded Zone X.**

6. If the proposed development is located within either Zone A1-30 or Zone AE, is it also located within a "regulatory floodway"?  YES     NO
7. If YES, a **No Rise Certificate** is necessary before proceeding. If NO, continue

***If the proposed development is located within Zones A, A1-30, AE, AO, AH, B or shaded X (critical facilities only), apply the criteria of the Flood Damage Prevention Ordinance to minimize flood damages to the proposed Development and to adjacent properties as well.***

For structures, the provisions of the ordinance specify that the lowest floor, **including utilities**, be elevated \_\_\_\_\_ feet above the base flood elevation. Therefore, it is necessary that the following information be provided:

8. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
9. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is: \_\_\_\_\_
10. Source of the base flood elevation (BFE)
  - FIRM (flood map)
  - Flood Insurance Study Profile #
  - Other sources of the BFE (specify): \_\_\_\_\_
11. Proposed lowest floor elevation (including utilities): \_\_\_\_\_ feet above MSL  
**(This elevation must be greater than the BFE. For non-residential structures, floodproofing may be used in lieu of elevation. See ordinance for details, including freeboard, flood vents and other requirements.)**

12. The following documents may be required. **Check applicable.**
  - Maps and plans of the development, including non-buildings/structures
  - An **Elevation Certificate**<sup>3</sup> – required for all structures
  - A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
  - A **No-Rise Certificate**<sup>3</sup> – if the proposed development is in a "regulatory floodway"
  - An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
  - An engineering study to determine impacts of a development.
  - A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits: \_\_\_\_\_

<sup>3</sup> Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

File Number: \_\_\_\_\_

**SECTION III : (Forms which may be required by the Floodplain Administrator)**

**ELEVATION CERTIFICATE (with Instructions)**

Separate Attachment. *Submit only if required to do so by the Floodplain Administrator.*

**FLOODPROOFING CERTIFICATE**

Separate Attachment. *Submit only if required to do so by the Floodplain Administrator.*

**NO-RISE CERTIFICATE**

Attached. *Submit only if required to do so by the Floodplain Administrator.*

File Number: \_\_\_\_\_

# FLOODPLAIN DEVELOPMENT PERMIT

## OFFICE USE ONLY

Date Issued:

File Number:

### SECTION IV : *(To be completed by the Floodplain Administrator)*

#### PERMIT DETERMINATION

I have determined that the proposed development

IS  IS NOT

in conformance with local Flood Damage Prevention Ordinance Number \_\_\_\_\_,  
dated: \_\_\_\_\_

Reasons for non-conformance are contained in a separate document.

The Floodplain Development Permit

IS  IS NOT

issued, subject to any conditions attached to and made part of this permit.

Reasons for denial are contained in a separate document.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.

#### APPEALS

The decision of the Floodplain Administrator to approve or deny the issuance of a development permit is subject to appeal to the Appeal Board.

Is the denial of the permit appealed to the Appeal Board?  Yes  No

Hearing date: \_\_\_\_\_

Appeal Decision Approved?  Yes  No

Reasons/Conditions of Decision:  
\_\_\_\_\_  
\_\_\_\_\_

File Number: \_\_\_\_\_

# CERTIFICATE OF COMPLIANCE

**OFFICE USE ONLY**  
Date Issued:  
File Number:

## SECTION V : CERTIFICATE OF COMPLIANCE

### “AS-BUILT” ELEVATION *(to be completed by the applicant after construction)*

*The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).*

1. The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ feet above MSL (vertical datum: \_\_\_\_\_ ).
2. The Actual (“As-Built”) elevation of floodproofing protection is \_\_\_\_\_ feet above MSL (vertical datum: \_\_\_\_\_ ).

### OTHER DEVELOPMENT ACTIVITIES (non-buildings/structures)

Provide documentation that the development has satisfied the conditions of granting the permit. This may include documentation provided by a surveyor, engineer or other professional.

### COMPLIANCE ACTION *(to be completed by the Local Floodplain Administrator)*

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community’s local flood damage prevention ordinance.*

Inspections:	Date:	By:	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date:	By:	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date:	By:	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date:	By:	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date:	By:	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### CERTIFICATE OF COMPLIANCE ACTION *(to be completed by the Local Floodplain Administrator)*

Certificate of Compliance issued.

SIGNATURE

DATE

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*



NATIONAL FLOOD INSURANCE PROGRAM  
**ENGINEERING "NO-RISE" CERTIFICATE**  
FOR ARKANSAS COMMUNITIES

**SITE INFORMATION**

<p><b>Date</b> _____</p> <p><b>Community</b> _____</p> <p><b>County</b> _____</p> <p><b>Applicant</b></p> <p style="padding-left: 20px;"><i>Name</i> _____</p> <p style="padding-left: 20px;"><i>Address</i> _____</p> <p style="padding-left: 20px;"><i>Telephone</i> _____</p> <p><b>Engineer</b></p> <p style="padding-left: 20px;"><i>Name</i> _____</p> <p style="padding-left: 20px;"><i>Address</i> _____</p> <p style="padding-left: 20px;"><i>Telephone</i> _____</p>	<p><b>Project</b></p> <p style="padding-left: 20px;"><i>Address</i> _____</p> <p>_____</p> <p>_____</p> <p style="padding-left: 20px;"><i>Lot</i> _____ <i>Block</i> _____</p> <p style="padding-left: 20px;"><i>Subdivision</i> _____</p> <p style="padding-left: 20px;"><i>Legal Description</i> _____</p> <p>_____</p> <p>_____</p>
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**PROJECT INFORMATION**

Description of Development: \_\_\_\_\_

Principal Use of Premises: \_\_\_\_\_

**FLOOD INSURANCE RATE MAP (FIRM) INFORMATION**

NFIP map(s) and panel(s) affected: \_\_\_\_\_

Effective date of map: \_\_\_\_\_

Base Flood Elevation on FIRM: \_\_\_\_\_

Name of flooding source: \_\_\_\_\_

**CERTIFICATION**

This is to certify that I am a duly qualified Professional Engineer licensed to practice in the State of Arkansas. I further certify that the attached engineering data supports the fact the proposed development would not result in any increase in flood levels within the community during the occurrence of a base flood event.

\_\_\_\_\_  
CERTIFIER'S NAME

\_\_\_\_\_  
LICENSE NUMBER

\_\_\_\_\_  
COMPANY NAME

(embossed seal)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

# FLOODPLAIN DEVELOPMENT PERMIT

## OFFICE USE ONLY

Date Issued: \_\_\_\_\_

File Number: \_\_\_\_\_

### SECTION IV : *(To be completed by the Floodplain Administrator)*

#### PERMIT DETERMINATION

I have determined that the proposed development

- IS
- IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance Number: \_\_\_\_\_,  
dated: \_\_\_\_\_ .

The Floodplain Development Permit

- IS
- IS NOT *(reasons for denial to be described in a separate document)*

issued, subject to any conditions attached to and made part of this permit.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.

# CERTIFICATE OF COMPLIANCE

## OFFICE USE ONLY

Date Issued: \_\_\_\_\_  
File Number: \_\_\_\_\_

### SECTION V : CERTIFICATE OF COMPLIANCE

#### “AS-BUILT” ELEVATION *(to be completed by the applicant after construction)*

*The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).*

1. The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ feet above MSL (vertical datum: \_\_\_\_\_).
2. The Actual (“As-Built”) elevation of floodproofing protection is \_\_\_\_\_ feet above MSL (vertical datum: \_\_\_\_\_).

#### COMPLIANCE ACTION *(to be completed by the Local Floodplain Administrator)*

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community’s local flood damage prevention ordinance.*

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### CERTIFICATE OF COMPLIANCE ACTION *(to be completed by the Local Floodplain Administrator)*

Certificate of Compliance issued.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*