SUBMITTAL REQUIREMENTS
FOR FLOODPLAIN PERMIT APPLICATION

To initiate the permit process, you will need to submit a copy of the following information to this office. These instructions apply to all construction/projects within any designated 100-year floodplain as delineated on the FHMB, FIRM, SCS/NRCS floodplain maps, COE floodplain maps, etc. You will need to submit a number of items listed below at a minimum.

1. **A list of adjacent property owners and their mailing addresses** *(You can get this information from the County GIS office or through a title company).*

2. **A letter from each property owner where the project will be completed authorizing the proposed work.**

3. **A detailed site plan, drawn to scale, showing the following:**
   - Property boundary lines of the subject property and those in the immediate vicinity of the project.
   - Approximate location of all floodplain boundaries in the vicinity of the project as depicted on the floodplain maps.
   - Location of existing improvements in the vicinity of the project, including driveways, roads, culverts, bridges, buildings, wells, septic systems, and other improvements
   - Location of all existing physical features in the vicinity of the project, including ponds, swales, streams, and irrigation ditches.
   - Location and dimensions of all proposed improvements, including driveways, roads, culverts, bridges, ponds, buildings, wells, and other structures
   - Location for all fill that will be brought into the floodplain

4. **A statement specifying the amount of fill that will be placed within the floodplain and supporting calculations.**

5. **For a house submit:**
   - The existing ground elevation at the location of the proposed house and the calculated height of the 100-year floodplain (will need to work with a surveyor to obtain this information)

   - Calculations for the amount of fill (in cubic yards) to be placed in the floodplain:
     Residential structures shall be constructed on suitable fill with a permanent foundation such that the lowest floor (including basement) level is two or more feet above the base flood elevation. The suitable fill shall be at a level no lower than the base flood elevation extending 15 feet at that elevation beyond the structure in all directions.

   - Specifications for the fill material (type, size, etc.)

6. **For any other building submit:**
   - Drawing of the building
   - Statement indicating which of the two development standards will apply:

     (a) If the structure is designed to allow internal flooding of the lowest floor, use of the floor shall be limited to such uses as parking, loading areas, and storage of equipment or materials not appreciably affected by flood water. Further, the floors and walls shall be designed and constructed of materials resistant to flooding up to an elevation of 2 or more feet above the elevation of the base flood. Structures designed to allow internal flooding shall be designed to equalize hydrostatic flood forces on exterior walls by allowing for the exit and entry of flood waters.

     (b) Structures whose lowest floors are used for purposes other than parking, loading or storage of materials resistant to flooding shall be flood proofed up to an elevation no lower than 2 feet above the elevation of the base flood. Flood proofing shall include impermeable membranes or materials

for floors and walls and watertight enclosures for all windows, doors, and other openings. These structures shall be designed to withstand the hydrostatic pressures and hydrodynamic forces resulting from the base flood.

7. For bank stabilization submit:

- Description of existing conditions
- Historical overview of trends in the river movement; if any
- Description of the problem
- Description of the objectives of the project
- Short description of design alternatives that were considered, if any, but rejected, and an explanation of why each was rejected
- Typical cross-section (based on survey data) of the river from bank to bank, which shows the existing condition and proposed treatment and the height of the 100-year flood event, the base flow elevation, and the bank full elevation
- Longitudinal profile of the river surface and bed in the project area
- Plan view (using an aerial photograph as a base) of the project are which shows the beginning and ending points of the treatment and the various types of treatment
- Specifications for the treatment material (type, size, quantities, etc.)
- Calculations to show the proposed project will not raise the elevation of the 100-year floodplain more than 6 inches about the 100-year floodplain elevation as documented on the floodplain maps
- Description of the project implementation (project phases, sediment control, staging area, cleanup, etc.)

8. For a bridge submit:

- Drawings and specifications for the bridge as certified by a professional engineer
- Calculations for the amount of fill to be placed in the floodplain
- A cross-section at the location of the bridge which shows the existing condition and the elevation of the 100-year flood event

9. For a pond submit:

- Description of existing conditions
- Description of the objectives of the project
- Calculations for the amount of material to be removed from the pond
- Description of where the material will be placed outside the floodplain

10. For road(s) submit:

- Description of existing conditions
- Description of the objectives of the project
- Calculations to show the culverts will be large enough to handle the expected flows.

Once your final application is received, it will be reviewed to make sure the information is sufficient. If it is not sufficient, you will receive a letter that explains the deficiencies. You should also be aware that as part of the review process, the adjoining property owners will be notified about the proposed work, and a legal notice placed in the paper containing a brief description of the application.

All floodplain application shall also include the following:

1. A definitive signed statement from a qualified engineer or individual with floodplain experience that the project can withstand a 100-year flood.
2. A definitive signed statement from a qualified engineer or individual with floodplain experience that the project will not adversely effect surrounding land owners upstream, downstream, across stream or adjacent to the proposed project area.
3. A definitive signed statement from a qualified engineer or individual with floodplain experience about the ability of this project to withstand the 100-year flood event and what effect this proposed project will have on the 100-year Base Flood Elevations.