

FLOOD HAZARD AREA DEVELOPMENT PERMIT ADMINISTRATIVE CHECKLIST

NOTE: *The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.*

1. The proposed development is in:
- An identified floodway.
 - Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
 - Does the analysis have a certification that flood heights will not be increased Y / N
 - Is the analysis certified by a Registered Professional Engineer Y / N
 - A flood hazard area where base flood elevations exist with no identified floodway.
 - Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
 - Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations (in no case will this be more than one foot) Y / N
 - Is the analysis certified by a Registered Professional Engineer Y / N
 - An area within the floodplain fringe.
 - An approximate flood hazard area (Zone A).
 - Within the banks of a watercourse.
 - Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application Y / N

Base flood elevation (100-year) at proposed site _____ feet m.s.l.
 Data source _____
 Map effective date _____ Community-Panel No. _____

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?
- Permitted Use.
 - Water and wastewater systems standards met.
 - Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable).
 - Residential/non-residential structures standards met. Lowest floor elevation _____ feet m.s.l.
 - Substantial improvement / substantial damage Y / N
 - Anchored properly (manufactured home affixed to permanent foundation) Y / N
 - Utilities protected against flooding Y / N
 - Construction materials below flood protection elevation resistant to flood damage Y / N
 - Lowest floor elevated to or above flood protection elevation (BFE + freeboard) Y / N
 - Has an enclosure below lowest floor (crawl space, walkout basement) Y / N
 - Enclosure have proper number and area of openings Y / N
 - Enclosure unfinished and only used for parking, materials storage or entry Y / N
 - Accessory structure standards met (square footage, use, foundation openings). Y / N
 - Recreational vehicle standards met.
 - Above ground gas or liquid storage tank anchored.
 - Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse.
3. Does proposed development trigger requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision? Y / N

DECISION RECORD

4. The proposed development is in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON** _____.
5. The proposed development is not in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON** _____. Reason(s):

6. The proposed development is exempt from the floodplain standards per Section _____ of the Flood Damage Prevention Ordinance (Resolution) No. _____.

Administrator's Signature: _____ Date: _____