



Flood Plain Development Permit Application & Review Check List

Inspection Services

- FILES ONLY ACCEPTED ELECTRONICALLY** - One (1) complete set of DRAWINGS (preferably drawn to 1/4" or 1/8" scale and in color), in PDF format on CD or flash/memory drive/stick
- Permit fee: \$50.00 plus \$10.00 Technology fee is due at time of submittal
- No work may start until a permit is issued
- The permit may be revoked if any false statements are made herein
- If revoked, all work must cease until permit is re-issued
- Development shall not be used or occupied until a Certificate of Compliance is issued
- The permit will expire if no work is commenced within six (6) months of issuance
- Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance

PROJECT INFORMATION:

Project Street Address:		Zip Code:
Legal Description:	Lot:	Block:

To avoid delay in processing, please provide a sketch of the property with the following information: Street address, lot number or legal description & outside urban areas, the distance to the nearest intersecting road or well-known landmarks

DESCRIPTION OF WORK: CHECK ALL THAT APPLY

Type of Activity:	<input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition <input type="checkbox"/> Replacement
Type of Structure:	<input type="checkbox"/> Residential (1-4 Family) <input type="checkbox"/> Residential (More than 4 family) <input type="checkbox"/> Non-Residential <input type="checkbox"/> Flood Proofing <input type="checkbox"/> Combined Use (Residential & Commercial) <input type="checkbox"/> Manufactured Home (Mobile)
Other Development Activities	<input type="checkbox"/> Fill <input type="checkbox"/> Mining <input type="checkbox"/> Drilling <input type="checkbox"/> Grading <input type="checkbox"/> Excavation (Except for Structural Development) <input type="checkbox"/> Watercourse alteration (Including dredging & channel modifications) <input type="checkbox"/> Drainage Improvements (including Culvert Work) <input type="checkbox"/> Road, Street, or Bridge Construction <input type="checkbox"/> Subdivision – New <input type="checkbox"/> Subdivision – Expansion <input type="checkbox"/> Water System <input type="checkbox"/> Wastewater System

APPLICANT CONTACT INFORMATION

Applicant Last Name:	Applicant First Name:	
Applicant Address:	State:	Zip:
Phone#:	Email Address:	

BUILDER CONTACT INFORMATION:

Builder Company Name:	Builder Contact:	
Builder Address:	State:	Zip:
Phone#:	Email Address:	

ENGINEER CONTACT INFORMATION:

Engineer Last Name:	Engineer First Name:	
Engineer Address:	State:	Zip:
Phone#:	Email Address:	

I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN THE ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

Applicant Signature:	Date:
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FLOOD PLAIN DETERMINATION		
Project Address:		
The proposed development is located on FIRM Panel Number:		Dated:
THE PROPOSED DEVELOPMENT		
<input type="checkbox"/> is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOOD PLAIN DEVELOPMENT PERMIT IS REQUIRED)		
<input type="checkbox"/> is Located in a Special Flood Hazard area		
<input type="checkbox"/> FIRM ZONE designation is:		
<input type="checkbox"/> 100 Year Flood Elevation is:	Ft. NGVD (MSL)	<input type="checkbox"/> Unavailable
<input type="checkbox"/> The proposed development is located in a floodway	Number:	Date:
ADDITIONAL INFORMATION REQUIRED		
<input type="checkbox"/> A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.		
<input type="checkbox"/> Development plans, drawn to scale, and specifications, including where applicable details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of flood proofing of utilities located below the first floor and details of enclosures below the first floor. Additional Information:		
<input type="checkbox"/> Subdivision or other development plans (If the subdivision or other developments exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100 year flood elevations if they are not otherwise available).		
<input type="checkbox"/> Plans showing the extent of watercourse relocation and/or landform alterations.		
<input type="checkbox"/> Top of new fill elevation: _____ Ft. NGVD (MSL)		
<input type="checkbox"/> Flood proofing protection level (non-residential only): _____ Ft. MGVD (MSL). For flood proofed structures applicant must attach certification from registered engineer or architect.		
<input type="checkbox"/> Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.		
<input type="checkbox"/> No-risk certification		
<input type="checkbox"/> Other: _____		
PERMIT DETERMINATION		
I have determined that the proposed activity:		
<input type="checkbox"/> IS in conformance with provisions of Ordinance # _____ The permit is subject to the conditions attached to and made part of this permit		
<input type="checkbox"/> IS NOT in conformance with provisions of Ordinance# _____ The permit is subject to the conditions attached to and made part of this permit.		
Signature of Administrator:		Date:
If (IS) is checked, the Local Administrator may issue a Floodplain Development permit upon payment of designated fee. If (IS NOT) is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administration or may request a hearing from the Board of Appeals.		
APPEALS		
Appealed to Board of Appeals: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Date:	Board of Appeals Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Conditions:		



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AS BUILT ELEVATIONS (to be submitted by Applicant before Certificate of Compliance is issued)		
The following information must be provided for project structures. The section must be completed by a registered professional engineer or a licensed land surveyor with the State of Texas (or attach a certification to this application).		
<input type="checkbox"/>	Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas) bottom of lowest structural member of the lowest floor, excluding piling and columns is:	FT. NGVD (MSL).
<input type="checkbox"/>	Actual (As-Built) Elevation of flood proofing protection is:	FT. NGVD (MSL).
<input type="checkbox"/>	Elevation Certificate required.	
<input type="checkbox"/>	NOTE: Any work performed prior to submittal of the above information is at risk of the Applicant	
COMPLIANCE ACTION		
The Local Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention).		
Inspections:		
Date:	Deficiencies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Inspected By:
Comments:		
Date:	Deficiencies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Inspected By:
Comments:		
CERTIFICATE OF COMPLIANCE		
Certificate of Compliance Issued By:		
Signature of Administrator:		Date: