

# Floodplain Development Permit Application

## City of Castroville

### **\*\*Construction/Development may require other permits\*\***

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 the Building Division. 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 on line and at the Building Division, **but should only be completed if they are required 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 not 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 constructed and occupied, or the developed land used, a Building Permit must be obtained for the actual construction. 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.

# INSTRUCTIONS FOR COMPLETION

## SECTION I

### General Information

Self-explanatory. Note the last two items 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

Enter the address where the development will take place and the legal description of the property. (Note if the property is unplatted, provide the Original Texas Land Survey description of the property.) 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."

### Submitted Documents

Dependent on the proposed development, different documents will need to be submitted with the application, which may include state or federal permits. At a minimum, a FIRMette (8.5" X 11" Scaled Flood Map), and plans indicating the location and specifications of the proposed development should be included with the application. Other documents that may be required include, but are not limited to: Elevation Certificates (for all new primary use structures or additions to these structures; must be completed by a Registered Professional Land Surveyor or Professional Engineer); Floodproofing Certificates (for non-residential structures ONLY and must be prepared by a Professional Engineer); No-Rise/No-Impact Certificates (required for any development in the Floodway; must be prepared by a Professional Engineer and be accompanied by supporting documents such as a H&H Study). If you have questions regarding what documents need to be submitted for your project, contact the Floodplain Administrator.

### 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.

### 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 I: Applicant and Project Information** (To be completed by Applicant)

**GENERAL INFORMATION**

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, or AH 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): \_\_\_\_\_ Mailing address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Fax number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

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

<sup>1</sup>Attach additional 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 Name: \_\_\_\_\_ Notes: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_

Signature of applicant listed above and date:

\_\_\_\_\_

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

**PROJECT INFORMATION**

Project _____	Subdivision: _____
Address _____	Block: _____ Lot: _____
_____	OTLS: _____ Acres: _____

**A. Structural development (Check all that apply.)**

- Type of Structure
- Residential (1 to 2 dwelling units)
  - Residential (More than 2 dwelling units)
  - 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
  - Residential Accessory
  - Non-Residential Accessory
- Type of Structural Activity
- New Structure
  - Addition to Existing Structure<sup>2</sup>
  - Alteration of Existing Structure<sup>2</sup>
  - Repair of Existing Structure<sup>2</sup>
  - Relocation of Existing Structure<sup>2</sup>
  - Demolition of Existing Structure

**SUBMITTED DOCUMENTS**

- Construction Plans
  - With Elevations
  - Without Elevations
- Elevation Certificate (Surveyor or Engineer)
- Floodproofing Certificate (Engineer)
- No-Rise/No-Impact Certificate
- H&H Study (Engineered)
- CLOMA or CLOMR
- LOMA or LOMR
- Wetlands Permit - 404 (USACE)
- National Highway Admin Permit
- NRCS Permit
- EPA Permit
- US Fish & Wildlife Permit
- Sand & Gravel Operations (TPWD)
- Dam Safety Program Permit (TCEQ)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Land Clearing
- Placement of fill material
- Grading
- Subdivision / Plat (Lots: \_\_\_\_\_ | Acres: \_\_\_\_\_)
- 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, alteration, or repair to a structure equals or exceeds 50% of the value of the structure before the addition, alteration, or repair the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

C. Project Description: \_\_\_\_\_  
\_\_\_\_\_

D. <sup>3</sup>Project Valuation: \$ \_\_\_\_\_

**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 (FPA)**

**FLOOD INFORMATION**

- 1. The proposed development is located on FIRM Map No.:  48325C0510C |  48325C0530C
- 2. The effective date of the FIRM is April 3, 2012.
- 3. The property is located in Zone(s): *(Mark all that apply.)*  
 A |  AE |  AE-FW |  X-Shaded |  X-Unshaded
- 4. The proposed development is located in Zone(s): *(Mark all that apply.)*  
 A |  AE |  AE-FW |  X-Shaded |  X-Unshaded
- 5. Is any portion of the proposed development located within the Floodway (AE-FW).  
 YES |  NO |  FLOODWAY NOT DESIGNATED (Zone A ONLY)
- 6. If YES, has a No Rise Certificate been submitted?  YES |  NO

7. Does development involve a structure?  YES |  NO

*For structures, the provisions of the ordinance specify that the lowest floor, including equipment, be elevated a minimum of 1 foot 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 equipment): \_\_\_\_\_ ft. above MSL
- 12. Engineered Floodproofing Certification submitted (Non-residential ONLY):  YES |  NO  
*For non-residential structures, floodproofing may be used for protection in the floodplain areas, but not in the floodways.*
- 13. Flood Openings: Total Number: \_\_\_\_\_ Total Sq. Inches of All Openings: \_\_\_\_\_  
*For non-habitable structures not in a floodway, and used solely for storage or parking, flood openings may be provided if the structure is anchored, has utilities 1-foot above BFE.*

12. All required forms, documents, and Federal and State Permits have been submitted?  YES |  NO

**PERMIT DETERMINATION**

I have determined that the proposed development  IS |  IS NOT in conformance with local Flood Damage Prevention Ordinance Number 2012-006, dated March 6, 2012.

The Floodplain Development Permit  IS |  IS NOT issued, subject to any conditions attached to and made part of this permit.

\_\_\_\_\_  
 FLOODPLAIN ADMINISTRATOR

\_\_\_\_\_  
 DATE