

COUNTY OF MONTAGUE
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

This application packet is for a Floodplain Development Permit. Section I is to be completed by the Applicant. Please keep in mind that depending on the type of development, you may be required to hire a surveyor or engineer to help complete required forms.

If the property 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, including high insurance rates.

If you are proposing development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, building of roadways or parking facilities, etc...) in a floodplain, you **MUST** submit this application to your local Floodplain Administrator (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 at or above the base flood elevation (BFE).

The Applicant shall complete Section I of this packet and submit the information to the local FPA. The FPA reviews the submission and determines, then notifies whether or not additional information is needed. Once all required materials have been submitted, the FPA will make a permitting decision and either issue (and may include conditions of approval) or deny the requested permit.

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development; for example, a permit to build a house, small accessory structures, construct a park, storage of materials/cars/misc. items, ditches, to grade a parcel of land, or building of roadways or parking facilities. A community official, the FPA or his designee, will perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the local ordinance.

Additionally, there will be a minimal fee of \$275.00 for a licensed engineering firm to represent Montague County in reviewing all final plats and applications. This fee could be increased if any additional work by said engineering firm is required.

INSTRUCTIONS FOR COMPLETION

SECTION I

Complete General Information and Owner Information

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.

Additional Forms That May Be Required

- Elevation Certificate
- Substantial Improvement Determination
- Floodproofing Certificate
- Hydraulic/Hydrologic Analysis and “No-Rise Certification”

SECTION II

Floodplain Information

The FPA will determine the position of the proposed development relative to community floodplains and floodways. This determination is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

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.

A Certificate of Compliance

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

County of Montague

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

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 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.

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.

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: _____	Mailing Address: _____
Telephone: _____	_____
Email Address: _____	_____
Signature: _____	Date: _____

Applicant Information

Applicant: _____

Notes:

Telephone: _____

Fax Number: _____

Signature: _____

Project Information

Project Address: _____

Subdivision: _____

Lot: _____

Block: _____

Attach Legal Description to Application.

Type of Structure:

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
 - Elevated
 - Floodproofed
- Combined Use
(Residential and Non-Residential)
- Manufactured Home
 - Located **INSIDE** a Manufactured Home Park
 - Located **OUTSIDE** a Manufactured Home Park

**Substantial Improvement*

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.

Substantial Improvement Evaluation

Cost of Improvements (a): \$ _____

Market Value of Building (b): \$ _____

Percent of Value Change (a/b): _____

Type of Structural Activity:

- New Structure
- Addition to Existing Structure*
- Alteration of Existing Structure*
- Relocation of Existing Structure**
- Demolition of Existing Structure
- Replacement of Existing Structure

Disclaimer: Substantial Improvement Evaluation

must be supported by project cost documentation and approved market evaluation. Attach supporting documentation.

***Relocation or Replacement*

A relocated structure or a structure being replaced must be treated as new construction.

Project Information (continued)

Other Development Activities

- Excavation (not related to a structural development)
 - Clearing
 - Placement of Fill Material
 - Grading
 - Mining
 - Drilling
 - Roadway or bridge construction
 - Specify other development not listed above: _____
 - Dredging
 - Watercourse alteration
 - Drainage improvement (including culvert work)
 - Individual water or sewer system (not included to a structural development listed above)
- Is the proposed development located within the regulator floodway: No Yes
(If YES, attach completed Hydraulic/Hydrologic analysis for a No-Rise Certificate)

Structural Development

For structures, the provisions of the flood ordinance specify that the lowest floor, including utilities, be elevated at or above the flood protection elevation.

The minimum required elevation for the proposed development is: _____

The Base Flood Elevation at the site of the proposed development is _____

Source of Base Flood Elevation: FIRM FIS or other: _____

The following documents are required:

The following documents may be required:

- An Elevation Certificate*
- Site Plan (Showing location of SFHA and development)
- Floodproofing Certificate* - required if floodproofing a non-residential structure
- A No-Rise Certificate* - if any of the proposed development is in a “regulatory floodway”
- An elevation study showing BFEs on developments/subdivisions exceeding 50 lots or 5 acres in Zone A

**Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer as indicated.*

Property Owner Signature

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

Signature of Property Owner

Date

SECTION II: (To be completed by Floodplain Administrator)

Permit Determination

I have determined that the proposed development:

IS in conformance with the local Flood Damage Prevention Ordinance.

IS NOT in conformance with the local Flood Damage Prevention Ordinance.
(non-conformance described in separate document)

The Floodplain Development Permit:

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

IS NOT (denials are described in separate document)

Signature of Floodplain Administrator

Date