

SUBJECT: Administrative Procedures for Issuing, Tracking and Recording Floodplain Development Permits.

EFFECTIVE DATE: January 2004, Reviewed 04-2005

POLICY NUMBER: PL - 004

SEE ALSO:

POLICY SUMMARY

These procedures shall be used to guide the floodplain administrator (currently Zoning Administrator, Dean Andrew) in managing floodplain development activity such as floodplain development permits, elevation certification, flood proofing certificates and variances.

1. Determine if site of proposed development is within special flood hazard area (Flood Boundary Floodway Map and Flood Insurance Rate Map).
2. If site is within regulatory floodplain, determine if scope of development is subject to local regulation. The scope of development could involve new construction, a substantial improvement or a manufactured home. If regulated, complete permit application including description of development, construction plans, determination of base flood elevation, hydraulic analysis (if necessary), determination of lowest floor or flood proof elevation and need for elevation or flood proofing certificate.
3. Review proposed development plans and specifications to determine if regulatory standards are met. Require plans to be revised as necessary. Issue permit if standards are met.
4. Upon completion of the development, perform a final inspection of the project to insure that the permit requirements have been satisfied. For residential development, an elevation certificate is completed and issued; if a basement is included a flood proofing certificates for both elevation and flood proofing may be issued. After the lowest floor (including basement) has been finished, these certificates may be completed which verify "As Built Elevations". These documents are then permanently filed with the development permit in the building permit address file. A copy is also given to the developer.