



Application Instructions for Floodplain Development Permit

Please complete two (2) copies of the first two pages of the attached **Floodplain Development Permit** application and return it to us along with two (2) copies of the proposed development Site Plan(s).

APPLICATION

Subject Property: Enter the Parcel Identification Number and Address of the property for which a *Floodplain Development Permit* is being requested.

Owner: Enter owner's name, mailing address, and phone number(s).

Project Description: Check *all* appropriate boxes.

Other/Explanations: Enter or reference additional pertinent or supporting information - such as: subdivision criteria, floodproofing plans, mobile home foundation and anchoring details in this section. Provide sufficient information to clearly describe the scope of the project and all proposed structures, as well as all proposed disturbances in the *Special Flood Hazard Areas (SFHA)*.

Watercourse Name: Enter watercourse name from the FIRM or USGS Quad Map. If an unnamed tributary, list the receiving watercourse.

Data Source: Check map source used, and list FIRM Panel Number and Effective Date.

Floodway: Check if *Floodway* is present on the property.

Special Flood Hazard Flood Zone (Floodway Fringe): Check appropriate FEMA Flood Zone.

Base Flood Elevation: Indicate Base Flood Elevations to one-tenth of a foot for the project as determine by referencing the *Flood Insurance Study, Vols. 1-3*, do not rely on FIRM's for this data. Use highest B.F.E. affecting the development.

Encroachments: Complete this section only if proposed improvements encroach into the *Special Flood Hazard Area*.

Floodway: Check if any encroachment into the *Floodway* is proposed. *No-Rise/No-Impact Certifications (both design and as-built) will be required. Forms for this purpose are available from the Office of Land Development.*

Special Flood Hazard Area: Check if any encroachment into the *SFHA* is proposed.

Placement of a Structure in the *SFHA* is proposed: check box and complete the following information (all elevations to be NAVD 1988):

Flood Protection Elevation: *New Construction – B.F.E plus two (2) feet.*
Existing Structures – B.F.E. plus one (1) foot.
Zone A, no B.F.E. established – three (3) feet above H.A.G.
Critical Facilities – 500 Year flood elevation

Flood Protection Elevation for Manufactured Homes shall be B.F.E. plus three (3) feet, or forty-eight (48) inches above H.A.G., which ever is greater, as measured by the lowest horizontal structural member.

Highest adjacent grade (H.A.G.) to the structure. Use existing, natural grades obtained from an on-site survey.

Lowest adjacent grade to the structure. Use existing, natural grades obtained from an on-site survey. If the lowest adjacent is higher than the B.F.E., the owner should request a *Letter of Map Amendment (LOMA)* from FEMA, which will remove structure from the Special Flood Hazard Area (use FEMA form MT-EZ).

Source Documents Establishing BFE: Enter source documents and references used to develop or approximate BFE's. Always use the best data available. Attach a copy of all pertinent supporting studies, documents, drawings, sketches, calculations, etc. to the submittal.

Prepared By: Only a licensed Professional Engineer or Land Surveyor in the State of Alabama may prepare the *Floodplain Development Permit* application. Type or print name, mailing address, telephone and fax numbers. Preparer must sign, date and stamp the document.

Supporting Documentation:

Copies of all related permits, waivers and/or exemptions issued by any Federal or State agency, and/or any pending applications to such agencies. Required documentation may include but is not limited to:

- a. NPDES permit.
- b. Corps of Engineers - Section 404 permits, wetlands determinations or disturbance permits.
- c. FEMA *Letters of Map Change*, including any conditional map changes, to the FIS.
- d. State permit to alter or relocate a watercourse.
- e. NEPA compliance documentation.
- f. Any such other applicable permits and approvals resulting from the proposed floodplain development.
- g. Section 7 concurrence by the U.S. Fish and Wildlife Service if the project occurs on Federal lands, is Federally funded, or requires a Federal permit.

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SITE PLAN (all single lot developments where floodplain is present on the site)

A *Site Plan* shall be drawn to a standard engineering scale, showing the subject property in its entirety, watercourse(s), Floodway and Special Flood Hazard Area boundaries, existing and proposed structures, existing and proposed site improvements (yards, drives, parking, sidewalks, materials storage areas, retention/detention basins, etc.), erosion controls, construction staging and materials storage areas. Site Plan, and any needed construction details, shall also include:

Spot elevations for the highest and lowest adjacent grades to existing and proposed structures.

Elevation datum used in establishing the elevations of the subject site and, where different from the elevation datum of the Flood Insurance Rate Map (NAVD 1988), the conversion factor to the elevation datum of the Flood Insurance Rate Map.

Proposed land use.

v Where proposed improvements encroach into the *Special Flood Hazard Area*:

Existing and proposed contours at no less than two (2) foot contour intervals, and existing and proposed drainage facilities.

Elevation in relation to mean sea level (or highest adjacent grade for SFHA Zone A, where B.F.E. is not available) of the regulatory lowest finished floor level, including basement, of all proposed structures. Flood-proofing may be utilized instead of elevation for existing, non-residential structures only.

Elevation in relation to mean sea level (or highest adjacent grade for SFHA Zone A, where B.F.E. is not available) to which all building utilities, including electrical, plumbing, HVAC and service facilities (including duct work) will be elevated or flood-proofed.

Methods of compliance with requirements for elevated buildings: design of compacted fill, or enclosure requirements for crawlspaces/foundation walls (Floodplain Ordinance, Section 400.4).

Elevation in relation to mean sea level (or highest adjacent grade for SFHA Zone A, where B.F.E. is not available) to which floatable materials (dumpsters, storage bins, barrels, lumber, debris and other materials) will be elevated, or methods to adequately secure to prevent flotation.

Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.

Required Certifications:

Design certification, as is applicable, by a registered professional engineer or architect that all new construction will meet the requirements of Floodplain Ordinance, Article 4, specifically:

- a. Proposed building foundation will meet the design criteria of Floodplain Ordinance, Section 400.A.1.
- b. Proposed elevated building will meet the design criteria of Floodplain Ordinance, Section 400.A.4.
- c. Proposed non-residential, flood-proofed structure will meet the flood-proofing criteria of Floodplain Ordinance, Section 401.B.

Use Certification forms provided by the Office Land Development for these purposes, as needed for the specific project, and attach to Floodplain Development Permit application.

Φ *Additional, As-Built Certifications will be required upon completion of construction.*

NOTE: Where the lowest adjacent grade to structures is above the B.F.E., either by natural grade or through the placement of fill, contact the Office of Land Development about obtaining a **Letter of Map Change** prior to submission of the permit application.

SUBDIVISION PLATS

Subdivision Plat Plans shall be drawn to a standard engineering scale, showing the subject property in its entirety, watercourse(s), Floodway and Special Flood Hazard Area boundaries, all existing and proposed site improvements (lots, roads, parking, sidewalks, materials storage areas, retention/detention basins, etc.), erosion controls, construction staging and materials storage areas. Plans shall also include the following:

Elevation datum used in establishing the elevations of the subject site and, where different from the elevation datum of the Flood Insurance Rate Map (NAVD 1988), the conversion factor to the elevation datum of the Flood Insurance Rate Map.

Where proposed improvements encroach into the *Special Flood Hazard Area* provide existing and proposed contours at no less than two (2) foot contour intervals.

Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.

All lots where *Special Flood Hazard Areas* are present shall be clearly marked as such and the individual Base Flood Elevation for each affected lot shall be provided.

In SFHA Zone A, where Base Flood Elevations and Floodways have not been determined, Base Flood Elevation and Floodway data shall be developed by a Registered Professional Engineer using a FEMA accepted methodology for all subdivision proposals of fifty (50) lots or five (5) acres, whichever is the lesser.

Only original copies of applications, bearing the “wet” seal of the land surveyor/professional engineer will be accepted – no photocopies or facsimiles.

Floodplain Development Permits are valid for twelve (12) months from the date of approval. Permits may renewed for projects requiring more than twelve (12) months to complete.

Please return application, required attachment and site plans to:

**Department of Development Services
Room B200, Courthouse Annex
716 Richard Arrington Jr. Boulevard North
Birmingham, Alabama 35203**

Questions? Call 205-325-5321