



# *City of Westport*

## Floodplain Development Permit Application

This is an application for a Floodplain Development Permit required per the City of Westport Flood Prevention Ordinance 15.12 for "Development" within the Flood Plain. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the Building dept./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 the local community. In order for citizens to be eligible for the national flood insurance rates, or for the community 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.

The City of Westport is a participating NFIP community with a class 6 rating, 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 structure, 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 also a requirement of the City of Westport Flood Damage Prevention Ordinance 15.12 and there are possible 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 and the City's Ordinance .Flood maps can be reviewed at City hall.

**If you are proposing a development of any kind** ( including but not limited to: constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, installing or replacing: culverts, water or sewer lines, etc...) **in a floodplain,** you MUST submit Section I of this application for a Floodplain Development Permit to the City of Westport Building Dept. Depending upon the type of development you are proposing, additional sections of this form and other related 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 one foot (1') above the "base flood" elevation of the particular flood plain as indicated on the City's FIRM map.

Typically, the Applicant completes Section I of this packet and submits the information. 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 City's Flood Damage Prevention Ordinance.)

The Applicant should understand that a **Floodplain Development Permit is only a permit to complete the proposed development.** It is a permit to, for example, install a drainage ditch, pave a parking lot or road, fill or grading a parcel of land or work not typically associated to permitting related items through the building permit process within the Flood Plain. The Building dept. will perform the required inspection after the project is completed, or perhaps several required inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the City's Flood Damage Prevention Ordinance. Once the inspections have been completed and signed off, the process will then be 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

Check the box(s) 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."

### 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.

## SECTION III

### Forms

Templates for forms that may be required are provided in this Section.

## SECTION IV

### Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the 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 V

### Signature of Completion

The FPA will indicate the required inspections that have been performed, and sign the Signature of Completion copies for the City and the Applicant.

FLOODPLAIN DEVELOPMENT PERMIT  
APPLICATION FORM FOR WESTPORT

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 area designated as A, A1-30, AE, AO, AH, or V zone 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 shall not be finalized until a **Signature of Completion** is completed.
5. The permit will expire if no work is commenced within 6 months of the date of issuance.
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 the **Signature of Completion**.
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: _____
Telephone number: _____	
Fax number: _____	e-mail address: _____

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

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

<sup>1</sup>Attached 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: _____	Notes: _____
Telephone number: _____	
Fax number: _____	
Email: _____	

**SECTION I CONTINUED: PROJECT INFORMATION**

Project _____	Lot _____	Block _____
Address _____	Subdivision _____	
	Legal Description _____	

**A. Structural development** (Please check all that apply.)

## Type of Structure

- Residential (1 to 4 families)
- Residential (More than 4 families)
- 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

## Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Estimate Cost of Project \_\_\_\_\_**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of fill material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual/Public water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify) \_\_\_\_\_

<sup>2</sup>If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure only before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

**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)**

**FLOOD INFORMATION**

- 1. The proposed development is located on FIRM map panel: 5300670005C (number and suffix)
- 2. The date on the FIRM May 5, 1981
- 3. The proposed development is located in Zone: \_\_\_\_\_ (A, A1-30, AE, AO, or V {Zone B see #5})

5. If the proposed development is located in Zone B, a floodplain development permit is only required if the Development is a "critical facility" as defined in the Flood Damage Prevention Ordinance. ***Otherwise, no floodplain development permit is required in Zone B.***

- 6. If the proposed development is located within either Zone A1-30 or Zone AE, is it also located within a "regulatory floodway"?  YES  NO
- 7. If YES, a **No Rise Certificate** is necessary before proceeding.
- 8. If NO, continue.

***If the proposed development is located within Zones A, A1-30, AE, AO, AH,V, or B (critical facilities only), apply the criteria of the Flood Damage Prevention Ordinance to minimize flood damages to the proposed Development and to adjacent properties as well.***

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated 1' (one foot) above the base flood elevation. Therefore, it is necessary that the following information be provided:

- 1. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
- 2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_
- 3. Source of the base flood elevation (BFE)  FIRM (flood map)  Flood Insurance Study Profile # \_\_\_\_\_
- Other sources of the BFE (specify): \_\_\_\_\_
- 4. Proposed lowest floor elevation (including utilities): \_\_\_\_\_ feet above MSL  
(This elevation must be greater than the BFE. For non-residential structures, floodproofing may be used for protection. See ordinance for details.)

The following documents may be required. ***Check applicable.***

- Maps and plans of the development
- An **Elevation Certificate**<sup>3</sup> – required for all structures
- A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
- A **No-Rise Certificate**<sup>3</sup> – if the proposed development is in a "regulatory floodway"
- An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
- A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, Federal permits. Other permits: \_\_\_\_\_

<sup>3</sup>Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

**SECTION III : (Forms which may be required by the Floodplain Administrator)**

**ELEVATION CERTIFICATE**

*Attached. Submit only if required to do so by the Floodplain Administrator.*

**FLOODPROOFING CERTIFICATE**

*Attached. Submit only if required to do so by the Floodplain Administrator.*

**NO-RISE CERTIFICATE**

*Attached. Submit only if required to do so by the Floodplain Administrator.*

# WESTPORT FLOODPLAIN DEVELOPMENT PERMIT

<b>OFFICE USE ONLY</b>	
Date Issued:	_____
File Number :	_____

## SECTION IV : (To be completed by the Floodplain Administrator)

### PERMIT DETERMINATION

I have determined that the proposed development

- IS
- IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance Number Chapter 15.12 ,  
dated \_\_\_\_\_ .

The Floodplain Development Permit

- IS
- IS NOT *(reasons for denial to be described in a separate document)*

Issued, subject to any conditions attached to and made as part of this permit.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

***The applicant is reminded that this document is a development permit only. An inspection(s) must be performed and a Signature of Completion must be signed before the development can be occupied or used.***

# SIGNATURE OF COMPLETION

<b>OFFICE USE ONLY</b>	
Date Issued:	_____
File Number :	_____

## SECTION V : SIGNATURE OF COMPLETION

### "AS-BUILT" ELEVATION (to be completed by the applicant after construction)

*The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).*

- (1) The Actual ("As-Built") elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).
- (2) The Actual ("As-Built") elevation of floodproofing protection is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).

### COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community's local flood damage prevention ordinance.*

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### SIGNATURE OF COMPLETION (to be completed by the Local Floodplain Administrator)

Signature of Completion issued.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*This Signature of Completion indicates that structures may now be occupied and non-structural developments may be utilized.*