

FLOODPLAIN PERMIT APPLICATION

Project Name, Location & Description

Project Name _____
 Assessor's Parcel # _____
 Project Address _____
 Parcel Size (in acres) _____
 Zoning _____
 Existing Land Use _____

Owner Information

Owner's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Contact Person

Contact's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Engineer/Surveyor Information

Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Project Description:

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Floodplain Permit and this application is complete and accurate. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant Coconino County Flood Control District and their inspectors and regulators access and permission to perform inspections.

I have considered the risks of development within the Special Flood Hazard Area (floodplain) and understand that flooding may occur and that this permit is not a warranty protecting my property from flooding, erosion, or any other flood-related hazard, and I hold Coconino County Flood Control District harmless for damages arising from development associated with this permit. Flood insurance may be required as a result of this development.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Floodplain Permit is a supplemental permit and other permits may be required for this project and all required permits must be obtained prior to any construction. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed and actual zoning, modifications and conditions and/or differences between initial and final plans.

I am responsible for contacting the Coconino County Flood Control District at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

Date

Signature of Property Owner (if not the applicant)

Date

OFFICE USE ONLY

Received by _____ Date _____
 Receipt _____ Fee _____
 Case # _____
 Related Cases _____

DIRECTOR ACTION

Approved with Conditions (see attachments) Denied
 Action By _____ Date _____
 Expiration _____

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Flood Hazards (Flood Control District staff can assist with the following information)

Flood Insurance Rate Map/Panel applicable to the property

Flood Zone

Is the project in the Floodway?

Will the project alter any watercourse?

Is the project subject to erosion?

Is the project subject to Section 404 of the Clean Water Act?

Is this a sand and gravel operation?

Is this a manufactured housing placement?

Does the project include utility trenching?

Does the project include any fill or excavation?

Does the project include any fencing?

Does the project include a waste water system?

Methods of Construction

New Construction or Modification

Type of Construction

Method of Anchoring

Method of Elevation

Base Flood Elevation/Depth

Regulatory Flood Elevation/Depth (BFE + 1)

Lowest Floor Elevation/Height (including crawlspaces)

Lowest Structural Member or Appliance (MH Installation)

Flood Venting

Method of Floodproofing (Non-residential only)

Watertight Construction

Flood Resilient Materials and Methods

Method of Erosion Control

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SUBMITTAL REQUIREMENTS

- ◇ 1 copy of an engineer scaled site plan
- ◇ Hydrology and Hydraulics Report
- ◇ Structural drawings for all vertical construction
- ◇ Grading plans for fill or excavation
- ◇ Recorded Enclosure Nonconversion Agreement
- ◇ State Office of Manufactured Housing Approval
- ◇ U.S. Army Corps of Engineers, Clean Water Act, Section 404 Permit or Clearance
- ◇ FEMA Elevation Certificate*
- ◇ FEMA No Rise Certificate*
- ◇ Engineer's Floodproofing Certificate*

***Certificates required prior to final of permit and are not required for permit issuance.**

MINIMUM SITE PLAN REQUIREMENTS

- ◇ Drawn to engineer scale
- ◇ Lot boundary with dimensions, north arrow, adjacent alleys, roads, streets, or means of access
- ◇ All easements
- ◇ Existing and proposed structures location, with external dimensions and use
- ◇ Distances from existing and proposed development and structures to property lines
- ◇ Proposed or existing driveway locations and surface materials—spot elevations, contours, or note if natural grade
- ◇ Location and type of walls, fences & gates existing and proposed
- ◇ Location of entire wastewater system with a 10 year 24-hour flow buffer distance
- ◇ Location of on site utility, poles, meters (and elevations), lines, well, etc.
- ◇ All watercourse (including floodplains and floodways) regulated by the Coconino County Flood Control District on the subject lot within 300 feet of existing or proposed buildings (on large acreage parcel)
- ◇ Topography—spot elevations or contours: must include vertical datum used, description of the elevation reference mark, date of topography, contour interval in feet, reference source of topography—data must be sealed by a Registered Land Surveyor or Engineer.
- ◇ Terrain slope including local drainage flow directions, the high and low points of the subject lot, direction of terrain slope and difference in elevation between high and low point of lot.
- ◇ Location of all fill and storage materials.

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PERMIT REVIEW TIMEFRAMES*

- ◇ Administrative completeness shall be determined within 30 calendar days of the submittal of a Floodplain Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Floodplain Permit applications shall be completed within 30 calendar days from the determination that the Floodplain Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The total timeframe for the granting or denying of a Floodplain Permit is 60 days.

***Permit review timeframes are provided for compliance with ARS §11-1605. Actual timeframes based on a complete application may be considerably shorter.**