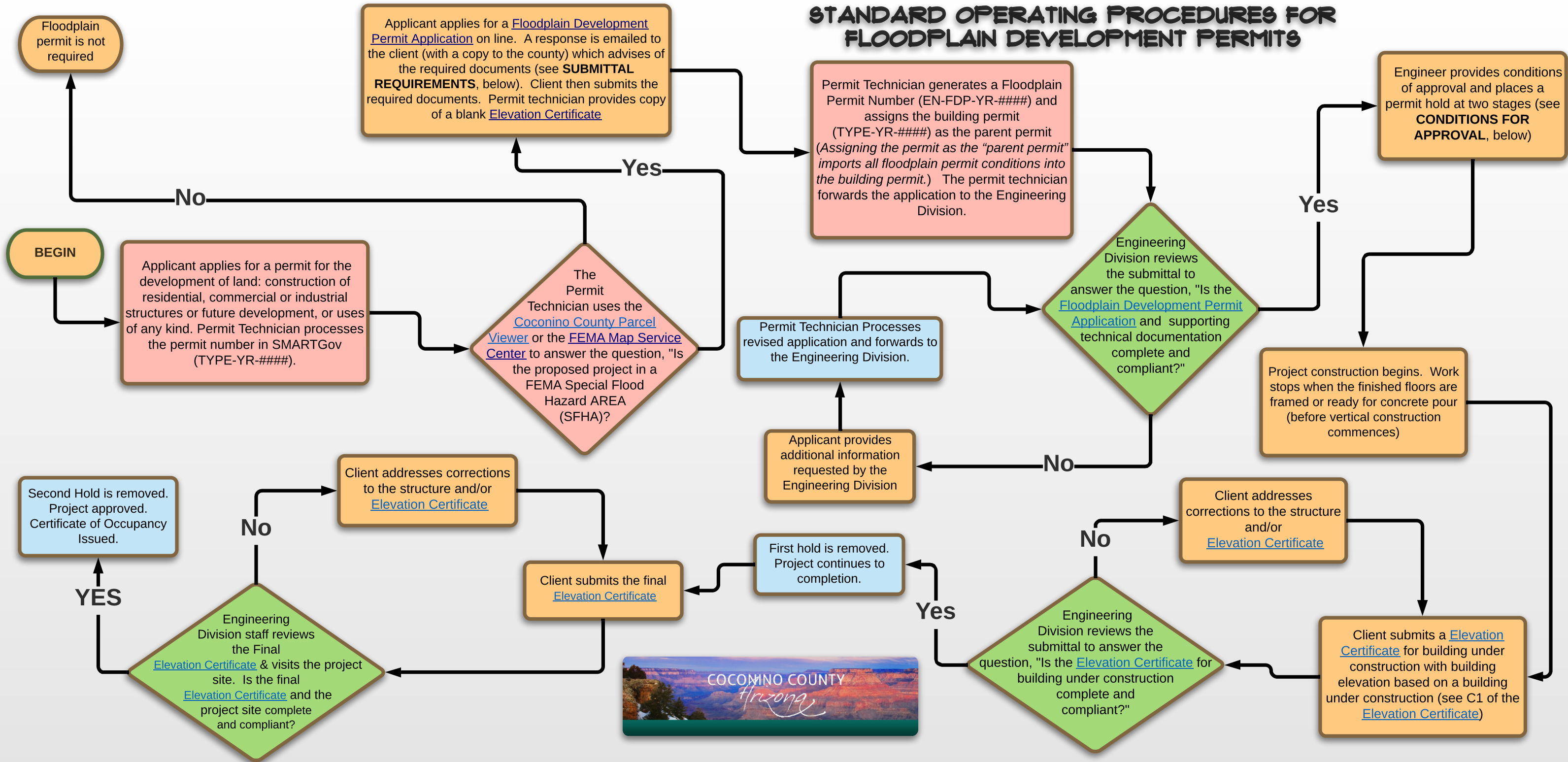


STANDARD OPERATING PROCEDURES FOR FLOODPLAIN DEVELOPMENT PERMITS



SUBMITTAL REQUIREMENTS:

- [Floodplain Development Permit Application](#) {required for all improvements within a FEMA SFHA}
- [Building and Civil Permit Application](#) {required for all submittals}
- Site Plan {required for all submittals}
- [FEMA Elevation Certificate](#) {required for all buildings in a FEMA SFHA} Drainage Reports [required for FEMA Flood Zone A to determine Base Flood Elevations]
- Provide documentation that cost of Improvements are less than 50% of the building value - see [Substantial Improvement Flowchart](#) {required for remodels, additions or modifications to existing, non-conforming buildings in a FEMA SFHA}
- Floodproofing Certificate {required if the project entails floodproofing}
- No-Rise Certificate {required for any projects located in a FEMA Floodway}
- Drainage Reports {may be required for FEMA Flood Zone A to determine Base Flood Elevations}

CONDITIONS FOR APPROVAL:

- The lowest floor elevation (including attached garage unless vented) or the lowest structural member must be at or above the Regulatory Flood Elevation (RFE) [The RFE = Base Flood Elevation + 1 foot]
- All mechanical equipment must be floodproofed or elevated to or above the RFE .
- An Elevation Certificate must be submitted and approved at two stages:
 - 1. Before vertical construction begins and (first permit hold)
 - 2. Before Certificate of Occupancy and Permit Final (second permit hold)
- Any enclosed area that is used only for parking, access or storage are allowed to be flood vented instead of elevation to the RFE. All crawlspace foundations whose lowest floor is not elevated to the RFE must be vented.
- Anchoring must be provided for all new construction and substantial improvements