|  |  |  |  |
| --- | --- | --- | --- |
|  | Application Fee: | |  |
| Paid Status: | |  |
|  | | | |
| Space for Community Logo if desired | **Community Contact Information** | | |
| Website: |  | |
| Email: |  | |
| Phone: |  | |
|  | | | |
| A permit is required for all development in the Special Flood Hazard Area (SFHA). The National Flood Insurance Program (NFIP) defines development as *“*any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.” Required documentation (Section G) will vary by project type (Section C) and elevation and floodplain information (Section D). See instructions on the following pages for additional information.  *TEMPLATE SPACE FOR: Additional details or instructions communities may wish to include, such as: permit routing details, variance applicability/information, and any local higher standards.*  *Insert COMMUNITY LOGO in space above, if desired.* | | | |

|  |  |  |
| --- | --- | --- |
| **Section A: Applicant Information** | | |
| Property Owner Full Name: |  | |
| Mailing Address: |  | |
| Email: | | Telephone: |
| Contractor/Developer Name: |  | |
| Mailing Address: |  | |
| Email: | | Telephone: |
|  | |  |

|  |  |  |
| --- | --- | --- |
| **Section B: Project Location** | | |
| Site Address: |  | |
| Parcel Number: |  | Latitude/Longitude: |
| Acres: |  |
| Legal Description: |  | |
| Description of Project:  *(please be specific, attach pages as necessary)* |  | |

*(Continued on next pages)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section C: Project Type *(select all that apply)*** | | | | | | | |
| **Structural Development** | | | | **Other Development** | | | |
| Residential (# units, if applicable: \_\_\_\_\_)  Non-residential  Manufactured Home  Agricultural Structure  Accessory Structure  Critical Facility | | | | Subdivision  Fill (avg. height: \_\_\_\_\_ ft)  Paving  Dredging, excavation, grading, drilling, mining  Fence, wall, retaining wall  Utilities work  Demolition  Clearing of trees, vegetation, or debris  Drainage improvement *(culverts)*  Storage of material & equipment  Other *(describe)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Channel Improvements** | | | |
| Watercourse Alteration  Bank Stabilization  Fill (avg. height: \_\_\_\_\_ ft)  Grade Control, Drop Structure, Outfall | | | |
| **Modification Type** | | | | | | | |
| New Construction  Addition or Improvement\* | | Repair or Rehabilitation\*  Emergency Repair\* | | | | Temporary  Maintenance\* | |
| Other (describe): | | | | | | | |
| **\*Is the work within or connected to an existing structure?**   Yes  No*If yes, provide the information below.* | | | | | | | |
| Estimated Cost of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Include all materials and labor, even if donated or discounted. Attach supporting documentation.* | | | | | Valuation of Existing Structure *(without land value):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Source of Valuation: | | |
| Year built: | | | | |
| Is the improvement related to damage caused by a flood or other means? | | | Yes  No | | If yes, date of event: | |  |
| Is the structure, use or utility service currently discontinued? | | | Yes  No | | If yes, for how many consecutive months? | |  |
|  | | | | | | | |
| **Section D: Elevation and Floodplain Information** | | | | | | | |
| **Elevation Information** | | | | | | | |
| Elevation of Bottom Floor, including basement, crawlspace, or enclosure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| crawlspace  enclosure  basement  lowest finish floor (slab) | | | | | | | |
| Elevation of Lowest, Habitable Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| *\*(Indicate presence of flood openings and elevation of machinery and equipment on Elevation Certificate)* | | | | | | | |
| Elevation of Dry Floodproofing *(non-residential):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Floodplain Information** | | | | | | | |
| FEMA Flood Zone: | A  AE  AE–Regulatory Floodway  AH  AO  X-Shaded | | | | | | |
| Base Flood Elevation (BFE) or Depth: |  | | | | | | |

*(Continue and sign on next page)*

**Terms and Conditions**

1. The undersigned agrees that all such work shall be done in accordance with all applicable county/city ordinances and the State of Kansas requirements as contained in K.S.A. 12-766, and K.A.R. 5-44-1 through 5-44-7.
2. **No work may start until a permit has been issued.**
3. **Structural Development.** All structural development must be properly anchored, constructed with flood-resistant materials, and designed to minimize flood damage.
4. **Residential Structures.** The lowest floor (including basement) of any new or substantially improved residential structure shall be elevated at least one (1) foot above the Base Flood Elevation, including utilities.   
   **In AO Zones,** elevated at least two (2) feet above grade, including utilities.
5. **Non-residential Structures.** The lowest floor of any new or substantially improved non-residential structure will be elevated or dry floodproofed at least one (1) foot above the Base Flood Elevation.
6. **Utilities.** New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located to avoid impairment or contamination. All electrical, ventilation, plumbing, HVAC equipment, and other service facilities be designed and/or located to prevent water from entering or accumulating within the components during conditions of flooding.
7. **Accessory Structures.** A variance is required for wet floodproofing of structures greater than 600 sq ft with low-damage potential. The accessory structures must meet all NFIP flood opening require­ments, in accordance with Article 4, Section B (1)(c) of this ordinance. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or resto­ration costs of the accessory structures.
8. **Agricultural Structures**. A variance is required for wet floodproofing of agricultural structures with low-damage potential in A, AE, AH, AO, and Shaded X Zones. Agricultural structures will not be eligible for disaster relief under any program administered by FEMA or any other Federal agency. Agricultural structures may be denied NFIP flood insurance policies if repairs do not meet the wet floodproofing construction requirements.
9. **Elevation Certificate and Other Required Supporting Documentation.** The owner/authorized agent will provide a FEMA [elevation certificate](https://www.fema.gov/flood-insurance/find-form/underwriting) completed by a licensed land surveyor or professional engineer and all other required supporting documentation.
10. **Revocation of Permit.** This permit may be revoked if any false statements are made herein, or if the effective Flood Insurance Rate Map has been revised, or if the work is not done in accordance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction or other local, state and federal regulatory requirements. If revoked, all work must cease until permit is reissued. If the permit cannot be reissued, applicant acknowledges their responsibility to correct the issue, which may require removal of any development that may have occurred.
11. **Right to inspect.** The community official and/or their designee(s) has the right to inspect the work.

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| **Section E: Signature of Applicant(s)** | | | |
| By signing below, I agree to the terms and conditions of this permit and certify the information contained in this application is true and accurate. All property owners listed on the current deed of record are required to sign. In lieu of property owner signatures, an authorized agent may sign and may be required to submit evidence of authority. | | | |
| Owner/Agent 1: |  |  |  |
|  | *Printed Name* | *Signature* | *Date* |
| Owner/Agent 2: |  |  |  |
|  | *Printed Name* | *Signature* | *Date* |

|  |  |  |  |  |  |  |
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| **Section F: Floodplain Information (For Office Use Only)** | | | | | | |
| Is the development located in a FEMA SFHA? | | Yes  No | | FIRM Panel Number: | | |
| FEMA Flood Zone:  A  AE  AH  AO  X-Shaded | | | | Is it in a regulatory floodway? | | Yes  No |
| Base Flood Elevation (BFE) or Depth: \_\_\_\_\_\_\_\_\_\_\_ | | | | Datum:  NGVD 1929  NAVD 1988 | | |
| Source of BFE/Depth:  FIS  FIRM  Community Determined  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| BFE + community freeboard of \_\_ feet = Required Flood Protection Elevation: \_\_\_\_\_\_\_\_ | | | | | | |
| Is a CLOMR required? | Yes  No | | Is a LOMR required? | | Yes  No | |
| If work is on existing structure, percentage improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_ % (Substantial Improvement if cost of work/structure value ≥ 50%) | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **Section G: Required Documentation** |
|  |  |  | Site Plans with location and extent of project, floodplain boundaries and elevation(s) *(required)* |
|  |  |  | [Elevation Certificate](https://www.fema.gov/flood-insurance/find-form/underwriting) (EC) *(required for new structures and substantial improvements)* |
|  |  |  | Based on Construction Drawing (Pre-development EC) |
|  |  |  | Finished Construction (Post-development EC) |
|  |  |  | Estimated Cost of Project and Structure Valuation documentation *(for work on existing structures)* |
|  |  |  | [Dry Floodproofing Certificate](https://www.fema.gov/flood-insurance/find-form/underwriting) with supporting documentation *(for some non-residential structures)* |
|  |  |  | Manufactured Homes Anchoring Certificate and supporting documentation |
|  |  |  | Grading Plans *(required for AO and AH Zones and as deemed necessary)* |
|  |  |  | Floodway No-Rise Certification with supporting H&H analysis *(required for floodway proposals)*  Upon review, project (*check one*):  does /  does not meet 0.00 rise requirements. |
|  |  |  | Detailed hydrologic & hydraulic model *(for channel improvements, and as otherwise required)* |
|  |  |  | Letter(s) of Map Change ([LOMCs](https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr)) from FEMA:  CLOMR /  LOMR |
|  |  |  | Copies of all required federal, state, and permits. Verify no Endangered Speciesareaffected.   * [US Army Corps of Engineers](https://www.nwk.usace.army.mil) 404 Permit: (816) 389-3486; (785) 546-2294. * [Kansas Department of Agriculture](https://agriculture.ks.gov/divisions-programs/dwr/floodplain), Division of Water Resources: (785) 564-6650 * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Other documents deemed necessary by the Floodplain Administrator:   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Boxes: 1-Required, 2-Provided in Submittal, 3-Completeness Check

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| **Section H: Permit Decision** | | | |
|  | **Permit Approved.** *The information submitted for the proposed project was reviewed and found compliant with adopted floodplain management standards.* | | |
|  | **Permit Approved with Conditions.** *The information submitted for the proposed project was reviewed. To ensure compliance with adopted floodplain management standards, certain additional conditions (attached) must be met.* | | |
|  | **Permit Denied.** *Proposal does not meet local floodplain standards. An explanation has been provided (attached).* | | |
|  | **Variance Granted, in addition to Permit Approval.** *A variation was granted from the base flood elevation (1% annual chance) established by FEMA consistent with variance requirements of Title 44 CFR § 60.6.* | | |
| **Official’s Signature (Floodplain Administrator and/or Required Staff)** | | | |
|  | |  |  |
| *Signature* | | *Printed Name* | *Date* |

# Applicant Instructions for Floodplain Development Permit Application

## Sections A and B: Applicant Information and Project Location

Provide the information requested, as applicable. Please attach additional information as necessary.

## Section C: Project Type

### Structural Development

If the project includes structural development, select all that apply. For example, for a mixed-use building, the applicant would select both “residential” and “non-residential” to reflect both use types. Structural development is any work to create (or modify) a walled and roofed building.

***Residential.***A non-commercial building designed for habitation by one or more families or a mixed-use building that qualifies as a single-family, 2-4 family, or other residential building.

***Non-residential.*** A commercial or mixed-use building where the primary use is commercial or non-habitational.

***Agricultural Structure.*** A structure used solely for agricultural purposes in which the use is exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock. Does not include manufacturing, wholesale, retail, entertainment, or other commercial uses.

***Accessory Structure.***A structure on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. Examples include: detached garages, storage sheds, gazebos, carports, picnic pavilions, boathouses, small pole barns, and similar buildings.

***Manufactured Home.*** A structure built on a permanent chassis, transported to its site in one or more sections and affixed to a permanent foundation.

***Critical Facility.***Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities.

### Other Development

If the project includes any non-structural development, select the type(s) of other development.

***Demolition.*** Destruction and removal of structural or other development type.

***Fill.*** The placement of any fill requires a local permit. Fill is prohibited within the floodway unless it has been demonstrated that it will not result in any increase in flood levels. Applicant should describe the location, amount, and average height of fill above existing grade (to the nearest 0.1 foot) to be placed in the SFHA; projects with average fill height greater than 1 foot also require a state floodplain fill permit from the KS Division of Water Resources (K.A.R. 5-45).

***Drainage improvement.*** Examples include work on a culvert or other drainage way.

***Paving.*** Examples include roads, sidewalks, pedestrian amenities, bike lanes, trails, parking areas, etc.

***Subdivision.***A parcel (or contiguous parcels) of land divided into two or more lots for further development. All proposals must be reviewed to ensure they are reasonably safe from flooding. Proposed subdivisions in A Zones greater than 50 lots or 5 acres have additional review and documentation requirements.

***Storage of material and equipment.***Must be adequately anchored or readily removable from site in flood risk.

***Other.*** Any other types of work not captured above. Provide a description of the development.

### Channel Improvements

If the project includes channel improvements, select the improvement type(s).

***Watercourse alteration.***Includes changes made to the channels of rivers, stream, or drainageways, usually to improve drainage, relocate the channel, or to increase its flood carrying capacity. Modifications may not reduce the flood carrying capacity of the channel.

***Fill*.** The placement of any fill requires a local permit. Fill is prohibited within the floodway unless it has been demonstrated that it will not result in any increase in flood levels. Applicant should describe the location, amount, and average height of fill above existing grade (to the nearest 0.1 foot) to be placed in the SFHA; projects with average fill height greater than 1 foot also require a state floodplain fill permit from the KS Division of Water Resources (K.A.R. 5-45).

***Bank Stabilization.*** Methods to protect banks of streams, channels, lake shorelines, or reservoirs to stabilize and reduce erosion.

***Grade Control, Drop Structure, Outfall.*** Examples may include structures built on a minor stream or dam spillway to pass water to lower elevation.

### Modification Type

Select the modification type(s).

***New Construction.*** Buildings for which the start of construction commenced on or after the effective date of floodplain regulations adopted by the community, including any subsequent improvements to such structures.

***Repair or rehabilitation.*** The reconstruction, replacement, or renewal of any part of an existing building for the purpose of its continuation or to correct damage.

***Temporary.*** Developments erected for a period of 180 days or less, that will then be removed and not result in a permanent change.

***Addition or improvement.*** Any physical change to a structure, including an increase in floor area or number of stories, as well as interior modifications or improvements that do not change the footprint.

***Emergency repair.*** Repairs that, if not made in a timely manner, will result in immediate and considerable damages or otherwise impact life and safety.

***Maintenance.*** Regular activities that are not in response to sustained damage or discontinuation of use.

***Other.*** Any other type of modification not listed. Provide a description of the modification.

### Existing Structure

Indicate if the work will occur within or connected to an existing structure.   
If no, continue to Section D. If yes, provide the information below in Section C.

***Estimated Cost of Project.*** Include items directly associated with the work on a building or manufactured home. Include all work necessary to complete the improvement or restore the structure to its pre-damage condition. Costs should include, but are not limited to:

* Materials and labor, including the estimated value of donated or discounted materials and owner or volunteer labor
* Site preparation related to the improvement or repair, such as foundation excavation or filling in basements
* Demolition and construction debris removal
* Labor and other costs associated with demolishing, moving, or altering structure components to accommodate improvements, additions, and repairs
* Costs associated with complying with other requirement and codes
* Construction management and supervision
* Contractor’s overhead and profit
* Sales taxes on materials
* Structural elements and exterior finishes
* Interior finish elements
* Utility and service equipment

*For more information, reference Section 4.4 of FEMA’s* [*Substantial Improvement/Substantial Damage Desk Reference*](https://www.fema.gov/sites/default/files/documents/fema_nfip_substantial-improvement-substantial-damage-desk-reference.pdf)*.*

***Valuation of Existing Structure.***Market value must always be based on the condition of the structure before the improvement is undertaken or before the damage occurred. Only the market value of the structure is pertinent. Do not include the value of the land (location value), site improvements (landscaping, driveway, detached accessory structures, etc.) or the value of the use and occupancy (business income).

The State of Kansas defines fair market value as an estimate of what is fair, economic, just, and equitable value under normal local market conditions. Many communities estimate “market value” using either the assessed value developed for property tax assessment purposes, adjusted to approximate market value, or estimates of a structure’s actual cash value, including depreciation. [Community Name] requires [placeholder data type and source] as the source for determining market value.

*Additional information is available from these FEMA resources:*[*Substantial Damage Quick Guide*](https://www.fema.gov/fact-sheet/substantial-damage-quick-guide) *and* [*Answers to Questions About SI-SD Buildings (FEMA 213)*](https://www.fema.gov/sites/default/files/2020-07/fema_p213_08232018.pdf)

## Section D: Elevation and Floodplain Information

### Elevation Information

***Elevation of Bottom Floor:*** Provide the proposed elevation (to the nearest 0.1 foot) of the top of the bottom floor, including basement, crawlspace, or enclosure.

***Crawlspace.*** Select if there is an under-floor space that has its interior floor area (finished or not) no more than 5 feet below the top of the next-higher floor.

***Enclosure.*** Enclosed wall areas below the lowest floor of an elevated building greater than 5 feet in height. Enclosures below the BFE may only be used for building access, vehicle parking, and limited storage.

***Basement.*** Select if any area of the building, including any sunken room or sunken portion of a room, has its floor below ground level (subgrade) on all sides. Basements are typically not allowed in the SFHA.

***Finish floor (slab).*** Select if the building is on a slab or raised-slab on grade, where the Bottom Floor and Lowest Habitable Floor have the same elevation.

***Elevation of Lowest, Habitable Floor.*** Provide the proposed elevation of the top of the lowest habitable floor. Indicate presence of flood openings and elevation of machinery and equipment on Elevation Certificate. An unfinished or flood resistant enclosure with proper flood openings, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building’s lowest floor.

***Elevation of Dry Floodproofing.*** Provide the proposed elevation to which the structure will be dry-floodproofed. Non-residential only, unless residential basement exception in community.

### Floodplain Information

***FEMA Flood Zone.*** Indicate the flood zone based on the current effective Flood Insurance Rate Map (FIRM).   
For more information: <https://msc.fema.gov/portal/home>.

***Base Flood Elevation.*** Determine the BFE using the appropriate Flood Insurance Study (FIS) Profile, FIS Data Table, or FIRM. *Floodplain Administrators: Approximate BFE data can be requested through the KDA BFE Portal at:* [*http://maps.kgs.ku.edu/fpm\_bfe/home.cfm*](http://maps.kgs.ku.edu/fpm_bfe/home.cfm)

## Section E: Signature of Applicant(s)

***Sign and Date*** the form. Ensure you have provided any additional information or attachments as necessary.