

City of Centerton, Arkansas

General Information for Floodplain Development Permit

General Information:

This application packet is for a Floodplain Development Permit. Sections 1 and 2 are to be completed by the applicant; the local Floodplain Administrator (FPA) will help fill in any missing information. Local participation in the National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers. In order to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet certain floodplain development standards. This application packet is a tool to ensure those standards are met. Please keep in mind that depending on the type of development, you may be required to hire a surveyor or engineer to help complete required forms.

NFIP policies can be purchased from most insurance agents at the national NFIP rate in participating communities. The rates are determined by the flood risk zone in which you live, by the elevation of the lowest floor of your home, and other factors. The rate should be the same regardless of which agent or agency sells you the insurance policy.

If the property you propose to develop is located within a "Special Hazard Flood 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 a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so, including high insurance rates.

If you are proposing development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc....) in a floodplain, you **MUST** submit this application to your local FPA. Depending upon the type of development you are proposing, additional 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 at or above the base flood elevation (BFE). Your local FPA will help you determine the BFE.

Typically, the Applicant completes Sections 1 and 2 of this packet and submits the information to the local FPA. The FPA reviews the submission and determines, then notifies whether or not any additional information is needed. Once all required materials have been submitted, the FPA will make a permitting decision and either issue (and may include conditions of approval) or deny the requested permit.

The Applicant should understand that the Floodplain Development Permit is only a permit to complete the proposed development; for example, a permit to build a house, small accessory structures, construct a park, storage of materials/cars/misc. items, installing pools or ditches, or to grade a parcel of land. A community official, or the FPA, will perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the local ordinance.

FOR OFFICE USE ONLY
Permit No: _____
Issue Date: _____
Exp. Date: _____

City of Centerton, Arkansas Application for Floodplain Development Permit

Instructions for Completion:

Section I: Applicant, Property Owner, Contractor, and Property Info (To be completed by Applicant)

Section II: Project Information (To be completed by Applicant)

Section III: Other Forms Required (To be completed by FPA)

Section IV: Floodplain Information (To be completed by FPA)

Section V: Permit Determination (To be completed by FPA)

Section I: Applicant, Property Owner, Contractor, and Property Info
(To Be Completed by Applicant)

Applicant

Name: _____
Mailing Address: _____
City: _____ State: ____ Zip: _____
Phone: _____
Email: _____
Signature: _____ Date: _____

Property

Project Address: _____
City: _____ State: ____ Zip: _____
Subdivision: _____
Parcel: _____
Lot: _____
Block: _____
Zone: _____

Contractor/Developer

Same as Applicant
Company: _____
Name: _____
Mailing Address: _____
City: _____ State: ____ Zip: _____
Phone: _____
Email: _____

Property Owner

Same as Applicant
Name: _____
Mailing Address: _____
City: _____ State: ____ Zip: _____
Phone: _____
Email: _____
Signature: _____ Date: _____

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Section II: Project Information
 (To Be Completed by Applicant)

Description of Project: _____

Estimated Cost of Improvements:
 if work is on, within or connected to an existing structure:

valuation of existing structure	source of valuation	when was existing built?
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Existing Conditions:

- Residential
- Manufactured Home (MH)
 - Located inside a MH park
 - Located outside a MH park
- Non-Residential
 - Elevated
 - Floodproofed
- Combined Use (Residential & Non-Residential)
- Vacant Land
 - Residential
 - Single Lot
 - Subdivision
 - Commercial
 - Other: _____

Proposed Improvements:

Structural Development

- New Construction
 - Residential
 - Non-Residential
 - Manufactured Home (MH)
 - Located inside a MH park
 - Located outside a MH park
 - Combined Use (Residential & Non-Residential)
- Addition to existing structure
- Alteration to existing structure
- Demolition of existing structure
- Replacement of existing structure

Miscellaneous

- Roadway or Bridge
- Trail or Sidewalk
- Parking Lot
- Drainage Improvements
 - Storm System
 - Culvert
 - Channel
- Grading
- Utilities Installation
- Other: _____

Type: (if applicable)

- Emergency Repair
- Maintenance
- Code Violation

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Section III: Other Forms Required
 (To be completed by FPA)

Items Required for All Applications:

- Plans drawn to scale showing the location, dimensions and elevation of existing and proposed structures and proposed landscape alterations and location of the foregoing in relation to flood hazard areas. Drawing must include topography (grading) and must be survey grade with horizontal and vertical datum identified.
- Elevation (in relation to mean sea level), of the lowest floor (including basement and crawlspace) of all new and substantially improved structures, if applicable.
- Fee
- Legal description
- Tax assessor map

Additional Items that may be Required:

Check if Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance
<input type="checkbox"/>	Residential	NFIP Elevation Certificate: Construction Drawing Foundation Constructed Finished Construction	Lowest floor (including basement) elevated to 3.0 foot above the BFE [Article 3 Section B No. 1]
<input type="checkbox"/>	Utilities	Not Applicable	Water systems designed to minimize or eliminate infiltration of floodwaters Sewer systems designed to minimize or eliminate infiltration of flood waters and discharge from the systems into floodwaters On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding [Article 3 Section A Nos. 10, 11, 12, 13]
<input type="checkbox"/>	Manufactured Homes	Manufactured home anchoring certificate and supporting documentation	Must be properly elevated and anchored [Article 3 Section A No. 9]

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Additional Items that may be Required: (Continued)

Check if Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance
<input type="checkbox"/>	Non-Residential Construction	<input type="checkbox"/> NFIP Elevation Certificate if above BFE: <input type="checkbox"/> Construction Drawing <input type="checkbox"/> Foundation Constructed <input type="checkbox"/> Finished Construction OR <input type="checkbox"/> NFIP Floodproofing Certificate for Non-Residential Structures if below BFE	<input type="checkbox"/> Either lowest floor (including basement elevation to 3.0 foot above the BFE OR designed so that below 3.0 foot above the BFE is floodproofed [Article 3 Section B No. 1]
<input type="checkbox"/>	Enclosures	<input type="checkbox"/> Nonconversion Agreement: Required for all structures that are constructed with an enclosure	<input type="checkbox"/> Nonconversion Agreement dated: _____ [Article 3 Section A No. 15]
<input type="checkbox"/>	Recreational Vehicles	Not Applicable	<input type="checkbox"/> Required to be on-site fewer than 180 consecutive days; otherwise must meet permit requirements for "Manufactured Homes" [Article 3 Section A No. 16]
<input type="checkbox"/>	Subdivisions	<input type="checkbox"/> Provide FEMA-approved BFE data	<input type="checkbox"/> BFE data shall be generated for developments greater than 50 lots or 5 acres, whichever is lesser <input type="checkbox"/> Public utilities and facilities located and constructed to minimize flood damage. <input type="checkbox"/> Adequate drainage provided to reduce exposure to flood damage [Article 3 Section A Nos. 17, 18]

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Additional Items that may be Required: (Continued)

Check if Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance
<input type="checkbox"/>	Located in floodway	<input type="checkbox"/> No-Rise Certificate (formal letter that certifies that a project will not increase the flood elevation, stamped and signed by a professional engineer and supported by technical data)	<input type="checkbox"/> Encroachments in the floodway are prohibited UNLESS it can be demonstrated that the proposed encroachment does not result in any increase greater than 0.00 feet. A No-Rise Certificate is required OR the city may permit encroachments with an increase in BFE, if first conditional FIRM and floodway revisions are applied through FEMA [Article 3 Section B No. 2]
<input type="checkbox"/>	Project causes an increase of 1'+ to BFE or an adverse effect to the floodplain boundary	<input type="checkbox"/> Documentation that CLOMR or LOMR has been submitted to FEMA	<input type="checkbox"/> The city may require a CLOMR or LOMR to be submitted prior to the permit approval [insert Sec.]
<input type="checkbox"/>	Addition, remodel or alteration to a structure	<input type="checkbox"/> Structural valuation documentation (If the value of an addition, remodel or alteration to a structure equals or exceeds 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure)	Is the addition, remodel or alteration greater than 50% of the value of the structure [Article 3 Section A] <input type="checkbox"/> Yes <input type="checkbox"/> No

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Additional Items that may be Required: (Continued)

Check if Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance
<input type="checkbox"/>	Alterations to beds or banks of stream	<input type="checkbox"/> Description of the extent to which any watercourse or natural drainage will be altered or relocated because of proposed development, if applicable. <input type="checkbox"/> Stream Alteration Permit from the State Engineer	<input type="checkbox"/> Stream Alteration Permit No. _____ [insert Sec.]
<input type="checkbox"/>	Wetland Impact Area	<input type="checkbox"/> Wetland Permit from the US Army Corps of Engineers	<input type="checkbox"/> Wetland Permit No. _____

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Section IV: Floodplain Information

(To Be Completed by FPA)

Watercourse Name: McKissic Creek Little Osage Creek
 Effective Firm Panel Number and Date: _____
 is the development in or impacting the floodplain? Yes No
 Is the development in the floodway? Yes No
If yes, a No Rise Certificate is required.
 Special Flood Hazard Zone: _____ Base Flood Elevation: _____
 Vertical Datum (NAVD 88): _____
 Elevation of Lowest Floor, including basement or crawlspace: _____
 Elevation of Floodproofing (Non-residential structures only): N/A _____
 Source of Elevation and/or Floodproofing Information: N/A _____
 Does the project require that a CLOMR be processed? Yes No
 Is a LOMR required? Yes No

Substantial Improvements:

Total Cost of Improvements:	\$ _____
Cost of Health & Safety Improvements:	\$ _____
Market Value of <i>Existing*</i> Property:	\$ _____
Percent Improved:	_____ %

Section V: Permit Determination

(To be completed by FPA)

- PERMIT APPROVED.** The information submitted for the proposed project was reviewed and is in compliance with approved floodplain management standards.
- PERMIT APPROVED WITH CONDITIONS:** The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.
- PERMIT DENIED:** The proposed project does not meet approved floodplain management standards (explanation on file).
- VARIANCE GRANTED:** A variance was granted from the base (1%) flood elevations established by FEMA consistent with variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (Variance action documentation is on file).

Date:	Print Name and Title of Community Official:
	Signature of Community Official: