

Floodplain Development Permit

Application City of Hitchcock

****Construction/Development may require other permits****

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the City of Hitchcock 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 local communities. In order for citizens 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 minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, 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 home, 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 a requirement of the **City of Hitchcock, Code of Ordinances, Title XV, Land Usage, Chapter 152, Flood Hazard Areas**, and there are penalties for failing to obtain this permit. Floodplain Development Permits are **ONLY** required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FPA, or online at the FEMA website (www.FEMA.gov).

If you are proposing a development of any kind (constructing a new building, modifications to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc....) in a floodplain or **Coastal High Hazard Area (Zones V1-30, VE, and/or V)**, you **MUST** submit this application for a Floodplain Development Permit to the Community Development Department. Depending upon the type of development you are proposing, additional forms **may** be required. For example, all new buildings in the city require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event..

Typically, the Applicant completes Section 1 and Section 2 of this packet and submits the information to the City of Hitchcock FPA. 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 local Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain Development Permit is only a permit to initiate the proposed development. It is not a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system, or to grade a parcel of land. Before the house can actually be constructed and occupied, or the developed land used, a Building Permit must be obtained for the actual construction. The Building Official will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been 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

Enter the address where the development will take place and the legal description of the property. (Note if the property is not platted, provide the Original Texas Land Survey description of the property.) Check the box(es) 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."

Submitted Documents

Dependent on the proposed development, different documents will need to be submitted with the application, which may include state or federal permits. At a minimum, a FIRMette (8.5" X 11" Scaled Flood Map), and plans indicating the location and specifications of the proposed development should be included with the application. Other documents that may be required include, but are not limited to: Elevation Certificates (for all new primary use structures or additions to these structures; must be completed by a Registered Professional Land Surveyor or Professional Engineer); Floodproofing Certificates (for non-residential structures ONLY and must be prepared by a Professional Engineer); No-Rise/No-Impact Certificates (required for any development in the Floodway; must be prepared by a Professional Engineer and be accompanied by supporting documents such as a H&H Study). If you have questions regarding what documents need to be submitted for your project, contact the Floodplain Administrator.

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.

Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the local 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 I: Applicant and Project Information*(To be completed by Applicant)***GENERAL INFORMATION**

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH or VE 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 may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
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 a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I and SECTION 2 of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

OWNER INFORMATION

Property Owner(s): _____ _____	Mailing Address: _____
Phone Number: _____	City, State, Zip: _____
E-mail Address: _____	
Signature(s) of property owner(s) listed above' _____ _____	Attach additional 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 Name: _____	Mailing Address: _____
Phone Number: _____	City, State, Zip: _____
E-mail address: _____	

Notes:

Signature of Applicant: _____	Date: _____
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PROJECT INFORMATION

Project: _____ Subdivision: _____

Address: _____ Block: _____ Lot: _____

OTLS: _____ Acres: _____

A. Structural development (Check all that apply.)

Type of Structure

- Residential (1 to 2 dwelling units)
- Residential (More than 2 dwelling units)
- 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

Residential Accessory

Non-Residential Accessory

Type of Structural Activity

- New Structure
- Addition to Existing Structure²
- Alteration of Existing Structure²
- Repair of Existing Structure²
- Relocation of Existing Structure²
- Demolition of Existing Structure

- Construction Plans
 - With Elevations
 - Without Elevations
- Elevation Certificate (Surveyor or Engineer)
- Floodproofing Certificate (Engineer)
- No-Rise/No-Impact Certificate
- H&H Study (Engineered)
- CLOMA or CLOMR
- LOMA or LOMR
- Wetlands Permit - 404 (USACE)
- National Highway Admin Permit
- NRCS Permit
- EPA Permit
- US Fish & Wildlife Permit
- Sand & Gravel Operations (TPWD)
- Dam Safety Program Permit (TCEQ)
- Other: _____
- Other: _____

B. Other Development Activities

- Excavation (not related to a Structural Development listed in Part A.)
- Land Clearing
- Placement of fill material
- Grading
- Subdivision / Plat (Lots: _____ | Acres: _____)
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify): _____

²If the value of an addition, alteration, or repair to a structure equal or exceeds 50% of the value of the structure before the addition, alteration, or repair the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

C. Project Description: _____

D. ²Project Valuation: \$ _____

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 (FPA)

FLOOD INFORMATION

1. The proposed development is located on FIRM Map No.: 48167C0240G 48167C0245G
 48167C0380G 48167C0385G 48167C0400G 48167C0401G 48167C0403G
 48167C0404G 48167C0410G 48167C0415G 48167C0500G
2. The effective date of the FIRM is August 14, 2019.
3. The property is located in Zone(s): *(Mark all that apply.)*
 A | AE | VE | X-Shaded | X-Unshaded
4. The proposed development is located in Zone(s): *(Mark all that apply.)*
 A | AE | VE | X-Shaded | X-Unshaded
5. Is any portion of the proposed development located within the Regulated Floodway (AE-VE).
 YES | NO | FLOODWAY NOT DESIGNATED (Zone A ONLY)
6. If YES, has a No Rise Certificate been submitted? YES | NO

7. Does development involve a structure? YES | NO

For structures, the provisions of the ordinance specify that the lowest floor, including equipment, be elevated a minimum of 2 feet above the base flood elevation. Therefore, it is necessary that the following information be provided:

8. Base flood elevation at the site: _____ feet above mean sea level (MSL)
9. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is _____
10. Source of the base flood elevation (BFE):
 FIRM (flood map) | Flood Insurance Study Profile # _____
 Other sources of the BFE (specify): _____

11. Existing/Proposed lowest floor elevation (including equipment): _____ ft. above MSL
12. Engineered Floodproofing Certification submitted (Non-residential ONLY): YES | NO
For non-residential structures, floodproofing may be used for protection in the floodplain areas, but not in the floodways.
13. Flood Openings: Total Number: _____ Total Sq. Inches of All Openings: _____
For non-habitable structures not in a floodway, and used solely for storage or parking, flood openings may be provided if the structure is anchored, has utilities 2-feet above BFE.

12. All required forms, documents, and Federal and State Permits have been submitted? YES | NO

PERMIT DETERMINATION

I have determined that the proposed development IS | IS NOT in conformance with local Flood Damage Prevention Ordinance Chapter 152. "Flood Hazard Areas", dated Nov. 14, 2022.

The Floodplain Development Permit IS | IS NOT issued, subject to any conditions attached to and made part of this permit.

FLOODPLAIN ADMINISTRATOR

DATE



City of Hitchcock Floodplain Certificate of Compliance

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

The following information must be provided for structures that are included in this application. This must be completed by a Professional Land Surveyor or Professional Engineer (or attach a final elevation certificate to this application).

1. The actual (as-built) elevation of the top of the lowest floor, including the basement, is _____ feet above the MSL (vertical datum: _____).
2. The actual (as-built) elevation of floodproofing protection is _____ feet above MSL (vertical datum: _____).

COMPLIANCE ACTION AND INSPECTIONS (completed by the 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: Yes/No Explain: _____

Date: _____ By: _____ Deficiencies: Yes/No Explain: _____

Date: _____ By: _____ Deficiencies: Yes/No Explain: _____

Date: _____ By: _____ Deficiencies: Yes/No Explain: _____

CERTIFICATE OF COMPLIANCE (to be completed by the Floodplain Administrator)

This Certificate of Compliance indicates that structures may now be occupied, and non-structural developments may be utilized.

(Floodplain Administrator signature) Issued Date: _____