



FLOODPLAIN DEVELOPMENT PERMIT

SECTION 1: General Provisions (*APPLICANT* to read and sign):

1. No work of any kind may be started until such time that a permit has been issued.
2. This permit may be revoked if any false statements are made herein.
3. If this permit is revoked, all work must cease until such time that the permit is re-issued.
4. Any development or building shall not be utilized or occupied until a Certificate of Occupancy is issued.
5. This permit will expire if no work is commenced within two (2) years of issuance.
6. The Applicant is hereby informed that other permits may be required to fulfill local, state, and federal requirements.
7. The Applicant hereby gives consent to the Local Floodplain Administrator or his/her representative to make reasonable inspections to verify compliance with this permit and all pertinent City Standards and Regulations.
8. *AS THE APPLICANT, I CERTIFY THAT ALL STATEMENTS HEREIN AND IN ANY ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.*

(*APPLICANT'S SIGNATURE*) _____ (*DATE*) _____

(*EMAIL ADDRESS*) _____

SECTION 2: Proposed Development (to be completed by the *APPLICANT*):

NAME	ADDRESS	PHONE NUMBER
↑ <i>APPLICANT</i>		
↑ <i>CONTRACTOR/BUILDER</i>		
↑ <i>ENGINEER</i>		

PROJECT LOCATION

Please provide adequate information to allow the Floodplain Administrator to easily identify the project location. The following information is required: Parcel address (if available), lot number or legal description (attach), and an exhibit map (attach) showing the project location that includes the parcel boundaries.

PROJECT INFORMATION (Check all applicable boxes)

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential
- Commercial
- Floodproofing
- Combined Use (*Residential & Commercial*)
- Manufactured (Mobile) Home (*In Mobile Home Park?* Yes)
- Enhanced Manufactured Home (EMH)

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing Fill Mining Drilling Grading
- Excavation (*separate from Structural Development items, checked above*)
- Watercourse Alteration (*includes dredging and channel modifications*)
- Drainage Improvements (*includes culvert installation for driveways, etc.*)
- Road, Street, or Bridge Construction Subdivision (*new or expansion*)
- Private Water, Sanitary Sewer, or Storm Sewer System (*not to be owned or maintained by City*)
- Other (*please specify*) _____

SECTION 3: Additional Information Required (all applicable items to be completed/submitted by the **APPLICANT or AGENT):**

- A site plan showing the location of all existing structures, bodies of water, adjacent roads, lot dimensions, and proposed development.
- Structure design plans (drawn to scale) including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.
- Subdivision or other Development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is lesser, the Applicant **MUST** provide 100-YR Base Flood Elevations (BFEs), if they are not otherwise available from FEMA)
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Change in water elevation _____ ft. Meets ordinance limits on elevation increases
 Yes No

Top of new compacted fill elevation _____ ft.

Floodproofing Protection Level _____ ft.

(For Floodproofed structures, the Applicant must attach certification from a Registered Professional Engineer or Land Surveyor.)

Certification from a Registered Professional Engineer or Land Surveyor that the proposed construction activity in the Regulatory Floodway will not result in any increase in the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting the findings must also be submitted along with the Certification.

Other:

SECTION 4: Floodplain Determination (to be completed by the *Floodplain Administrator*):

The Proposed Development is located on FEMA FIRM Panel No. _____, Dated _____.

The Proposed Development:

Is **NOT** located in a Special Flood Hazard Area (SFHA) (Notify the Applicant that this Application review is complete, and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).

Is partially located in a SFHA, but the building/development infrastructure is not.

Is located in a SFHA, FIRM zone designation is _____. Base Flood Elevation at the site is _____ ft.

Is located in the floodway. Unavailable

SECTION 5: Permit Determination (to be completed by the *Floodplain Administrator*):

I have determined that the proposed activity: A. Is
B. Is Not

In conformance with the provisions of City Code, Chapter 7, Article 4 "Flood Plain Management". The Permit is issued subject to the conditions attached to (if applicable) and made part of the Permit.

(FLOODPLAIN ADMINSTRATOR'S SIGNATURE) _____ **(DATE)** _____

If Box A is checked, the Floodplain Administrator may issue a Floodplain Development Permit upon payment of the designated fee. If Box B is checked, the Floodplain Administrator will provide a written summary of deficiencies. The Applicant may then revise and resubmit an Application (utilizing Section 3 and Section 4 as a checklist) to the Floodplain Administrator, or may request a hearing from the City of Gillette Board of Adjustment.

APPEALS

Appealed to Board of Adjustment?

Yes

No

Hearing Date: _____

Board of Adjustment Decision – Approved?

Yes

No

Reasons/Conditions:

SECTION 6: As-Built Elevations (to be submitted by the APPLICANT or AGENT prior to Certificate of Occupancy being issued):

The following information must be provided for structures that are part of this Application. This section must be completed by a Registered Professional Engineer or Land Surveyor (or attach a Certification to this Application if it is desired to utilize a separate form). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the lowest floor of the lowest enclosed area (including basement, if the basement includes any living areas, i.e. family rooms, bedrooms, laundry areas) is: _____ ft.
2. Actual (As-Built) Elevation of floodproofing protection is _____ ft.

SECTION 7: Compliance Action (to be completed by the Floodplain Administrator):

This section will be completed as applicable based on inspection of the project to ensure compliance with the City of Gillette’s ordinances for flood damage prevention.

INSPECTIONS

DATE: _____ BY: _____ DEFICIENCIES? YES NO

DATE: _____ BY: _____ DEFICIENCIES? YES NO

DATE: _____ BY: _____ DEFICIENCIES? YES NO

SECTION 8: Certificate of Occupancy (to be completed by the Floodplain Administrator):

Certificate of Occupancy issued: DATE: _____ BY: _____