

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

## Craighead County, Arkansas

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 local 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 local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so.

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](http://www.FEMA.gov)).

If you are proposing a 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 Section I of this application for a Floodplain Development Permit 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 to a certain height relative to the anticipated flood crest of the "base flood" event. The **Elevation Certificate and other forms** are provided in Section III of this application packet, **but should only be completed if they are required by the FPA for the proposed development.**

Typically, the Applicant completes Section I of this packet and submits the information to the local 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 complete the proposed development. It is a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system or grade a parcel of land. Before the house can actually be occupied, or the developed land used, a Compliance Certificate must be issued by the local FPA. The FPA 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.

For developments other than buildings/structures, applicants may be required to furnish details regarding the location, areal extent, depth/height (of fill or dredging, for example), and other descriptive information (see **Other Development Activities** under **PROJECT INFORMATION** on the following form). An engineering study may be required to determine the impact of any development which may change the area, depth, and velocity of flooding.

# INSTRUCTIONS FOR COMPLETION

## SECTION I

### **General Information**

Self-explanatory. Note items 7 and 8 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**

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."

### **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.

If an item on the form is not applicable, such as for Other Development Activities, put NA in the blank.

## SECTION III

### **Forms**

The Elevation Certificate and Floodproofing Certificate are FEMA documents. Periodically, they expire and are replaced by new forms which must be used by surveyors and engineers which complete these documents. Therefore, they are separate documents.

## SECTION IV

### **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 V

### **Certificate of Compliance**

The FPA will indicate the "As-Built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

ARKANSAS FLOODPLAIN DEVELOPMENT PERMIT  
 APPLICATION for \_\_\_\_\_ **(Select One)**  
 (FEE \$25.00)

FOR OFFICE USE ONLY	
Date Received:	_____
File Number:	_____

**SECTION I: (To be read and completed by the Applicant)**

**GENERAL INFORMATION**

1. No work of any kind may begin in a floodplain 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 Completion.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.
9. Additional permits that may be required include those from Arkansas Division of Energy and Environment. (Short Term Activity Authorization, National Pollutant Discharge Elimination System Permit - Storm Water Runoff Control), (501-682-0040). US Army Corps of Engineers (Section 404 Clean Water Act - Wetlands Determination) (501-324-5551), US Fish & Wildlife Service (Threatened and Endangered Species) (501-513-4470). By signing this application certifies that the permitting agencies have been contacted and any required permits have been acquired.

**OWNER INFORMATION**

Property Owner(s): _____	Mailing Address: _____ _____
Telephone Number: _____	_____
Fax Number: _____	Email Address: _____

Signature(s) of Property Owner(s) listed above: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> 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 (if different from owner)**

Applicant: _____	Mailing Address: _____ _____
Telephone Number: _____	_____
Fax Number: _____	Email Address: _____

## PROJECT INFORMATION

Project \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
 Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 \_\_\_\_\_ Legal Description: (attach to this document)

A. Structural Development (Please check all that apply)

## Type of Structure

- Residential (1 to 4 families)  
 Residential (More than 4 families)  
 Non-Residential  
 Elevated  
 Floodproofed  
 Combined Use (Residential and Commercial)  
 Manufactured (mobile) Home  
 Located within a Manufactured Home Park  
 Located outside of a Manufactured Home Park

Is the size of the project greater than 5 acres?

 Yes No

When finished, will the project be 50 lots or greater?

 Yes No

## Type of Structural Activity

- New Structure  
 Addition to Existing Structure <sup>2</sup>  
 Alteration of Existing Structure <sup>2</sup>  
 Relocation of Existing Structure <sup>2</sup>  
 Demolition of Existing Structure <sup>2</sup>  
 Replacement of Existing Structure

<sup>2</sup> Estimated Cost of Project: \_\_\_\_\_B. Other Development Activities

- Excavation (not related to a Structural Development listed in Part A)  
 Clearing  
 Placement of fill material  
 Grading  
 Mining  
 Drilling  
 Dredging  
 Watercourse alteration  
 Drainage improvement (including culvert work)  
 Individual Water or Sewer system  
 Roadway or bridge construction  
 Other development not listed above (Specify) \_\_\_\_\_

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

## SIGNATURE

*I certify that to the best of my knowledge the information contained in this application is true and accurate*

\_\_\_\_\_  
(SIGNED Name)\_\_\_\_\_  
(PRINTED Name)\_\_\_\_\_  
(Date)

**SECTION II: (To be completed by the Floodplain Administrator)**

1. The proposed development is located on FIRM Panel number \_\_\_\_\_, dated 09/27/91

2. The proposed development

is NOT located in a Special Flood Hazard Area (SFHA). **No development permit is required.**

is PARTIALLY located in a SFHA, but the structure is not.

IS located in a SFHA.

The FIRM zone designation is: ZONE \_\_\_\_\_

The Base Flood Elevation (BFE) at the site is: \_\_\_\_\_ ft. NGVD (Mean Sea Level).

**A development permit is required.**

**For Residential Structures, an Elevation Certificate (EC), completed and signed by a Professional Land Surveyor<sup>3</sup> is required before a development permit will be issued.**

**For Non-Residential Structures, an Elevation Certificate and/or a Floodproofing Certificate completed and signed by a Professional Surveyor<sup>3</sup> is required before any development permit will be issued.**

IS located in a SFHA.

The FIRM zone designation is: ZONE \_\_\_\_\_

The Base Flood Elevation (BFE) at the site is undetermined.

**A development permit is required.**

**For Residential Structures, an Elevation Certificate (EC), completed and signed by a Professional Land Surveyor<sup>3</sup> is required before a development permit will be issued.**

**For Non-Residential Structures, an Elevation Certificate and/or a Floodproofing Certificate completed and signed by a Professional Surveyor<sup>3</sup> is required before any development permit will be issued.**

IS located in a regulatory FLOODWAY, on FBFM or FIRM Panel #: \_\_\_\_\_, dated \_\_\_\_\_

**A development permit is required.**

**A No-Rise Certificate completed and signed by a licensed Arkansas Professional Engineer<sup>3</sup> must be submitted before a development permit will be issued.**

3. List the main source(s) of flooding for this development: \_\_\_\_\_

4. The following documents must be submitted before a determination can be made on the issuance or denial of a floodplain permit for the proposed project: (*check all that apply*).

A map which clearly shows the location of the proposed development.

An Elevation Certificate, completed and signed by a Professional Land Surveyor.<sup>3</sup>

A Floodproofing Certificate, completed and signed by a licensed Arkansas Professional Engineer.<sup>3</sup>

A No-Rise Certificate, completed and signed by a licensed Arkansas Professional Engineer.<sup>3</sup>

A determination of the Base Flood Elevation (for developments over 50 lots or 5 acres in Zone A).

Copy of Wetlands Permit and/or other local, state, or federal permits.

<sup>3</sup> As designated by the Arkansas State Board of Registration for Professional Engineers and Land Surveyors.

File Number: 0

**SECTION III: (Forms that may be required by the Floodplain Administrator)**

**ELEVATION CERTIFICATE**

*Attached, pages 5-6. Submit only if required to do so by the Floodplain Administrator.*

**FLOODPROOFING CERTIFICATE**

*Attached, page 7. Submit only if required to do so by the Floodplain Administrator.*

**NO-RISE CERTIFICATE**

*Attached, page 8. Submit only if required to do so by the Floodplain Administrator.*

NATIONAL FLOOD INSURANCE PROGRAM  
**ENGINEERING "NO-RISE" CERTIFICATE**  
FOR ARKANSAS COMMUNITIES

**SITE INFORMATION**

<p><b>DATE:</b> _____</p> <p><b>COMMUNITY:</b> _____</p> <p><b>COUNTY:</b> <u>Craighead County</u></p> <p><b>APPLICANT</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p><b>ENGINEER</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p>	<p><b>PROJECT</b></p> <p>Address: _____</p> <p>Lot: _____ Block: _____</p> <p>Subdivision: _____</p> <p>Legal Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**PROJECT INFORMATION**

Description of Development: \_\_\_\_\_

Principal Use of Premises: \_\_\_\_\_

**FLOOD INSURANCE RATE MAP (FIRM) INFORMATION**

NFIP map(s) and panel(s) affected: \_\_\_\_\_

Effective date of Map: \_\_\_\_\_

Base Flood Elevation on FIRM: \_\_\_\_\_

Name of flooding source: \_\_\_\_\_

**CERTIFICATION**

This is to certify that I am a duly qualified Professional Engineer licensed to practice in the State of Arkansas. I further certify that the attached data supports the fact the proposed development would not result in any increase in flood levels within the community during the occurrence of a base flood event.

CERTIFIER'S NAME _____	LICENSE NUMBER _____
COMPANY NAME _____	
SIGNATURE _____	DATE _____
TITLE _____	

