

INSTRUCTIONS FOR COMPLETING THE FLOODPLAIN APPLICATION PACKET ALONG WITH COMPLETION OF THE PERMIT PROCESS

1. Print the floodplain application packet for completion.
2. No construction or work of any kind may begin on the property until a Floodplain Permit is issued.
3. Along with the completed application and accompanying supporting documentation, there will be a \$25.00 application fee that will be paid to the Floodplain administrator in the form of cash or check.
4. Pages 1 and 2, are another version of the overview of the Floodplain Application Packet.
5. On page 3, Section I of the application can be completed by a builder, however it MUST be signed by the current property owner. These may or may not be the same person.

6. On page 5, Section II, question 1, you can click [THIS LINK](#) to be directed to the FEMA Map Service Center. Once on the webpage, you can enter your address in the search box and click search.

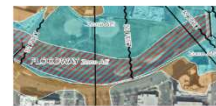
FEMA Flood Map Service Center: Welcome!

Looking for a Flood Map? 

Enter an address, a place, or longitude/latitude coordinates:

Looking for more than just a current flood map?

Visit [Search All Products](#) to access the full range of flood risk products for your community.



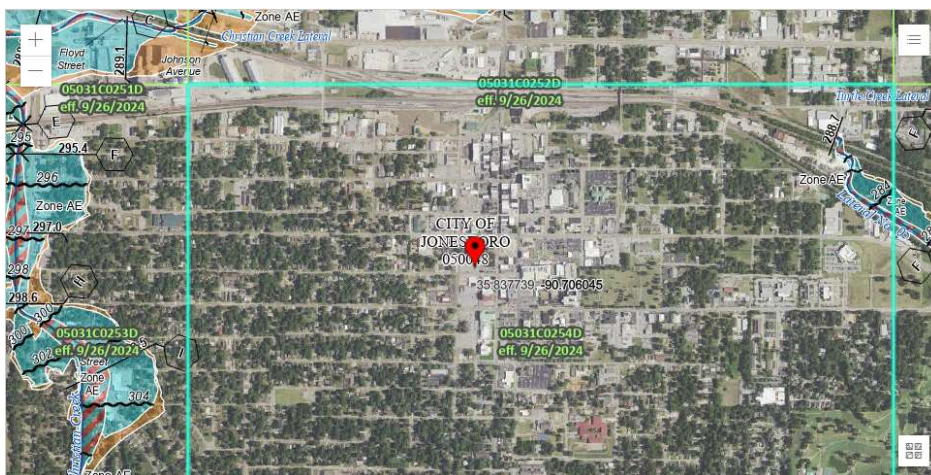
About Flood Map Service Center

The FEMA Flood Map Service Center (MSC) is the official public source for flood hazard information produced in support of the National Flood Insurance Program (NFIP). Use the MSC to find your official flood map, access a range of other flood hazard products, and take advantage of tools for better understanding flood risk.

FEMA flood maps are continually updated through a variety of processes. Effective information that you download or print from this site may change or become superseded by new maps over time. For additional information, please see the [Flood Hazard Mapping Updates Overview Fact Sheet](#).

The page should return a result that resembles the image below, that includes a pin placed at the address

you entered. You will see a string of numbers and letters near the pin. This represents the FEMA FIRM panel number. This complete string of characters will be the answer to question 1.



7. For Section II, question 2, the Floodplain Administrator can provide the answer to this question and will advise if any further documentation is necessary.

8. For Section II, question 3, list the nearest flooding source that would most greatly affect the property.
9. For each application submitted, there are documents that will be required, and they are listed in Section II, question 4. Additional documentation may be requested depending on the requested activity.
10. Page 7 consists of a No-Rise Certificate. This should only be completed by a State of Arkansas licensed, professional engineer if required by the Floodplain Administrator.
11. The most important supporting document is the Pre-Construction Elevation Certificate. This is a standard document created by FEMA that will be completed by a State of Arkansas licensed, professional surveyor or engineer. This document will provide the information on what the Base Flood Elevation (BFE) is for the property, which in-turn will provide the height at which the new structure will need to be built to be compliant. This first Elevation Certificate will be submitted with the Application Packet.
12. At this point, providing no other documentation is requested, you are ready to submit your application and Elevation Certificate to the Floodplain Administrator. The permit will not be issued right then. There will be several data checks that will be made by the Floodplain Administrator in determining the issuance of the permit. The Floodplain Administrator will schedule the return visit for document signing, submitting the payment for the application fee, and issuance of the Floodplain Permit.
13. Once the permit has been issued, project construction can begin in accordance with the construction plan that was outlined in the floodplain application.
14. It is highly advisable to have another Elevation Certificate completed after the foundation blocks have been laid, but PRIOR TO pouring of the concrete slab or establishing the surface of the lowest floor. This measurement will confirm that the planned finished floor height will be in compliance with the floodplain ordinance. This should also eliminate the possibility of construction work being undone in order to correct flood height.
15. When construction has accomplished the points of establishing the lowest floor along with the installation of the utility systems, all of which must be above the BFE in accordance with the floodplain ordinance, the final Elevation Certificate must be completed and submitted. This final document will confirm that planned construction as outlined in the beginning, did, in fact, meet or exceed the requirements of the floodplain ordinance. The Elevation Certificate must be delivered to the Floodplain Administrator.
16. At this point the floodplain case file can be closed for construction of this structure. Any other construction, including fences and flatwork, must follow the same procedures.