



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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[www.islandcountywa.gov/planning](http://www.islandcountywa.gov/planning)

### FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

#### General Information

1. No work of any kind may begin in a floodplain until a floodplain development permit is issued.
2. A pre-application conference **IS REQUIRED** prior to submittal of any floodplain development application
3. The permit may be revoked if any false statements are made in this application.
4. If revoked, all work must cease until a permit is re-issued.
5. The development may not be used or occupied until a Certificate of Compliance is issued.
6. The permit will expire if no work is commenced within 6 months of the date of issue.
7. The permit will not be issued until any other necessary local, state or federal permits have been obtained.

By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or their representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.

By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I and II of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

#### SECTION I: Applicant Information

<b>Property Owner:</b> _____	<b>Mailing Address:</b> _____
<b>Telephone Number:</b> _____	_____
<b>Email Address:</b> _____	_____
<b>Agent:</b> _____	<b>Mailing Address</b> _____
<b>Telephone Number:</b> _____	_____
<b>Email Address:</b> _____	_____
<b>Agent Signature:</b> _____	<b>Date:</b> _____

*By typing my name above and submitting this application, I am authorizing that this is my official signature*

#### SECTION II: Project Information

**Project Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

SECTION II: Project Information (*continued*)**Type of Structure:**

- ☐ Residential
- ☐ Garage/Shop (*with floor below BFE, less than 600sqft, and used for parking or storage only*)
- ☐ Non-Residential (*commercial, industrial, agricultural, or garage/shed more than 600sqft*)
- ☐ Elevated
- ☐ Flood proofed (*not allowed in VE zones*)
- ☐ Mixed Use (*Residential and Non-Residential*)
- ☐ Manufactured Home

**Type of Structural Activity:**

- ☐ New Structure
- ☐ Addition to Existing Structure\*
- ☐ Alteration of Existing Structure\*
- ☐ Relocation of Existing Structure \*\*
- ☐ Demolition of Existing Structure
- ☐ Replacement of Existing Structure\*\*
- ☐ Repair of Existing Structure\*

**Other Development Activities**

- ☐ Plumbing/Mechanical only
- ☐ Excavation (*not related to a structural development*)
- ☐ Clearing
- ☐ Placement of Fill Material
- ☐ Grading
- ☐ Mining
- ☐ Drilling
- ☐ Removal of Native Vegetation

**\* Substantial Improvement**

If the fair market value of an addition, alteration, or repair to a structure equals or exceeds 50% of the value of the structure before the addition, alteration, or damage, the entire structure must be treated as a substantially improved structure.

**Substantial Improvement Evaluation:**

Cost of Improvement (a): \$ \_\_\_\_\_

Market Value of the Structure (b) : \$ \_\_\_\_\_

Percent of Value Change (a/b): \_\_\_\_\_ %

*Disclaimer: Substantial Improvement Evaluation must be supported by project cost documentation and approved market value evaluation. Attach supporting documentation.*

**\*\* Relocation or Replacement**

A relocated structure or a structure being replaced must be treated as new construction.

- ☐ Dredging
- ☐ Watercourse alteration
- ☐ Drainage improvement (*including culvert work*)
- ☐ Individual water or sewer system (*not included to a structural development listed above*)
- ☐ Roadway or bridge construction
- ☐ Bulkhead      ☐ New    ☐ Replacement
- ☐ Specify other development not listed above:

**Property Owner Signature**

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

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section III: (to be completed by Floodplain Administrator)****Flood Map Information**

The proposed development is located on FIRM panel: \_\_\_\_\_ (number and suffix)

Effective date on the FIRM: March 7<sup>th</sup> 2017

The proposed development is located in Flood Zone: \_\_\_\_\_

**Structural Development**

*For structures, the provisions of the flood ordinance specify that the lowest floor or lowest horizontal structural member be elevated one foot or more above the base flood elevation (BFE) (Zone AE or VE); or two feet above highest adjacent grade (Zone A and AO).*

Base Flood Elevation: \_\_\_\_\_ ☐ NAVD 88 ☐ Unknown (Zone A)Proposed Lowest Floor Elevation is: \_\_\_\_\_ ☐ NAVD 88 ☐ Feet above HAG (in A zones)Proposed Lowest Horizontal Structural Member Elevation is: \_\_\_\_\_ ☐ NAVD 88 (V Zones)Source of Base Flood Elevation: ☐ FIRM ☐ FIS or ☐ other: \_\_\_\_\_*The following documents are required:*☐ A "Construction Drawings" Elevation Certificate\*☐ An "Under Construction" Elevation Certificate\*☐ A "Finished Construction" Elevation Certificate\*☐ Site Plan (Showing location of SFHA and development)☐ A Habitat Assessment ☐ Project is Exempt☐ Flood proofing Certificate \*\* – required if flood proofing a non-residential structure☐ A "V Zone" Certificate \*\*\*☐ An elevation study showing BFEs on developments/subdivisions exceeding 50 lots or 5 acres in Zone A

\* Elevation Certificates require completion by a Professional Land Surveyor.

\*\*Flood Proofing Certificates require completion by a Registered Professional Engineer and a Professional Land Surveyor

\*\*\* V Zone Certificates Require Completion by a Registered Professional Engineer.

### Permit Determination

I have determined that the proposed development: ☐ IS ☐ IS NOT in conformance with the local Flood Damage Prevention Ordinance. (*non-conformance described in separate document*)

The Floodplain Development Permit: ☐ IS ☐ IS NOT (*denials are described in separate document*)  
issued subject to any conditions attached to and made part of this permit.

Signature of Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

#### CONDITIONS:

1. All enclosures below the BFE shall have a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area. The bottom of all openings shall be no higher than one foot above grade.
2. All Machinery (*HVAC, Water Heater, Heat Pump, Air Conditioner, Etc.*) shall be elevated one foot above the BFE.
3. All plumbing, electrical, and other utility components shall be flood proofed or designed to prevent water from entering.
4. A Finished Construction Elevation Certificate with the as-built elevations is required upon project completion.
5. Enclosures below the BFE shall be used only for parking, building access, and limited storage.

### Community Compliance Information

#### *Final documentation verifying compliance with ordinance*

- ☐ Elevation Certificate attached (Finished Construction)
- ☐ Adequate flood venting
- ☐ Adequate utility elevation and flood proofing

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Inspected by: \_\_\_\_\_

### Certification of Compliance

*Certificate of Compliance is issued and the development is found to comply with all applicable ordinances.*

Signature of Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_