CITY OF DELAWARE CITY
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

PARCEL #_____	**Application #**_____
Applicant's Name:_____	**Owner's Name**_____
Address _____	**Address** _____
_____	_____
Telephone #_____	**Telephone #**_____

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

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six (6) months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE: _____ DATE: _____

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

NAME	ADDRESS	TELEPHONE
BUILDER		
ENGINEER		

PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach), or the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

_____

_____

_____

See Attached Section 48-11A. of the Delaware City Code for further permit requirements

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY	STRUCTURE TYPE
___ New Structure	___Residential (1-4 Family)
___Addition	___Residential (More than 4 Family)
___Alteration	___Non-residential (Floodproofing? (__Yes)
___Relocation	___Combined Use (Residential & Commercial)
___Demolition	___ Manufactured (Mobile) Home

Estimated Cost of Project $_____

B. OTHER DEVELOPMENT ACTIVITIES

___Clearing ___Fill ___Mining ___Drilling ___Grading
___ Excavation (Except for Structural Development Checked Above)
___ Watercourse Alteration (Including Dredging and Channel Modifications)
___ Drainage Improvements (Including Culvert Work)
___ Road, Street or Bridge Construction
___ Subdivision (New or Expansion)
___ Individual Water or Sewer System
___ Other (Please specify) _____

After completing SECTION 2, APPLICANT should submit form to the Floodplain Administrator for review.

SECTION 3: Floodplain Determination (To Be Completed by Floodplain Administrator or his/her representative)

The proposed development is located ion FIRM Panel No. _____, Dated _____.

The proposed Development:

___ Is NOT located in a Special Flood Hazard Area (SFHA) (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS NEEDED).

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

___ Is located in a SFHA
FIRM zone designation is _____ "100-Year" flood elevation at the site is : _____ft. NGVD (MSL)
_____ Unavailable

___ Is located in the floodway. FBFM Panel No. _____ Dated: _____
(if different from the FIRM panel and date)

___ See Section 4 for additional instructions.

SIGNED _____ DATE _____

_____
(title)

SECTION 4: Additional Information Required **(To be completed by Floodplain Administrator or his/her representative)**
The applicant must submit the documents checked below before the application can be processed:

___ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.

___ Development plans, drawn to scale, and specifications, 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.

Also, _____

___ Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide hydrologic and hydraulic engineering analyses and studies, if they are not otherwise available).

___ Plans showing the extent of watercourse relocation and/or landform alterations.

___ Change in water elevation (in feet) _____ Meets ordinance limits on elevation increases YES NO

___ Top of new compacted fill elevation _____ft. NGVD (MSL)

___ Floodproofing protection level (non-residential only) _____ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.

___ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year"flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.

___ Other: _____

_____

SECTION 5: PERMIT DETERMINATION **(To be completed by Floodplain Administrator or his/her representative)**

I have determined that the proposed activity: **A.** ____ IS **B.** ____IS NOT
in conformance with provisions of Chapter 48 of the Delaware City Code. The permit is issued subject to the conditions attached to and made part or this permit.

SIGNED _____ DATE _____

_____
(Title)

If "A" is checked, the Floodplain Administrator may issue a Development Permit upon payment of designated fee.
If "B" is checked, the Floodplain Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Floodplain Administrator or may request a hearing from Board of Appeals.

Application #_____

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certification of Compliance is issued). For "V Zones"- Coastal High Hazard Areas.

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 a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is: _____ft. NGVD (MSL).

2. Actual (As-Built) Elevation of floodproofing protection is _____ft. NGVD (MSL).

SECTION 7: COMPLIANCE ACTION (To be completed by Floodplain Administrator or his/her representative)

The Floodplain Administrator will complete this section as applicable based on inspection of the project to ensure compliance with Chapter 48 of the Delaware City Code for flood damage prevention.

INSPECTIONS: DATE: _____ BY: _____ DEFICIENCIES? YES NO
DATE: _____ BY: _____ DEFICIENCIES? YES NO
DATE: _____ BY: _____ DEFICIENCIES? YES NO

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by Floodplain Administrator)

Certificate of Compliance issued: DATE_____ BY _____

APPEALS: Appealed to Board of Adjustment? YES NO
Hearing Date: _____
Board of Adjustment Decision – Approved? YES NO

Reasons/Conditions: _____

_____

_____

Section 48-10 Permits Required

It shall be unlawful for any person or entity to begin construction or other development which is wholly within, partially within, or in contact with any identified special flood hazard area, as established in Section 48-3, including but not limited to: filling, grading, or other site improvements and utility installations; construction, alteration, remodeling, improvement, replacement, reconstruction, repair, relocation, or expansion of any building or structure; placement or replacement of a manufactured home; recreational vehicles; installation or replacement of storage tanks; or alteration of any watercourse, until a permit is obtained from the City of Delaware City. No such permit shall be issued until the requirements of these regulations have been met.

Section 48-11 Application Required

Application for a permit shall be made by the owner of the property or his/her authorized agent, herein referred to as the applicant, prior to the actual start of construction. The application shall be on a form furnished for that purpose.

A. Application Contents.

1. At a minimum, applications shall include:

(a) Site plans drawn to scale showing the nature, location, dimensions, existing and proposed topography of the area in question, the limits of any portion of the site that was previously filled, and the location of existing and proposed structures, excavation, filling, storage of materials, drainage facilities, and other proposed activities.

(b) Elevation of the existing natural ground where structures are proposed, referenced to the datum on the Flood Insurance Rate Map, and an Elevation Certificate that shows the ground elevation and proposed building elevations (identified in Section C of the Elevation Certificate as "Construction Drawings").

(c) Delineation of special flood hazard areas, floodway boundaries, flood zones, and base flood elevations. Where surveyed natural ground elevations are lower than the base flood elevations, base flood elevations shall be used to delineate the boundary of special flood hazard areas. If proposed, changes in the delineation of special flood hazard areas shall be submitted to and approved by FEMA in accordance with Section 48-11(B). Where special flood hazard areas are not delineated or base flood elevations are not shown on the flood hazard maps, the Floodplain Administrator has the authority to require the applicant to use information provided by the Floodplain Administrator, information that is available from other sources, or to determine such information using accepted engineering practices.

(d) For subdivision proposals and development proposals containing at least 50 lots or at least 5 acres, whichever is the lesser, and where base flood elevations are not shown on Flood Insurance Rate Maps, hydrologic and hydraulic engineering analyses and studies as required by Section 48-17(D).

(e) Such other material and information as may be requested by the Floodplain Administrator necessary to determine conformance with these regulations.

(f) For work on an existing structure, including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction, sufficient information to determine if the work constitutes substantial improvement, including:

(i) Documentation of the market value of the structure before the improvement is started or before the damage occurred.

(ii) Documentation of the actual cash value of all proposed improvement work, or the actual cash value of all work necessary to repair and restore damage to the before damaged condition, regardless of the amount of work that will be performed.

(g) Certifications and/or technical analyses prepared or conducted by an appropriate design professional licensed in the State of Delaware, as appropriate to the type of development activity proposed and required by these regulations:

(i) Floodproofing Certificate for dry floodproofed non-residentialstructures, as required in Section 48-26.

(ii) Certification that flood openings that do not meet the minimum requirements of Section 48-25(B)(3)(b) are designed to automatically equalize hydrostatic flood forces.

(iii) Technical analyses to document that the flood carrying capacity of any watercourse alteration or relocation will not be diminished and documentation of maintenance assurances as required in Section 48-28(C).

(iv) Hydrologic and hydraulic engineering analyses demonstrating that the cumulative effect of proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood by more than one foot in special flood hazard areas where the Federal Emergency Management Agency has provided base flood elevations but has not delineated a floodway, as required by Section 48-28(B).

(v) Hydrologic and hydraulic engineering analyses of any development proposed to be located in an identified floodway, as required by Section 48-28(A).

(vi) Hydrologic and hydraulic engineering analyses to develop base flood elevations for subdivisions and large-lot developments, as required by Section 48-17(D) or otherwise required by the Floodplain Administrator.

(vii) Applicable fee(s), payable to the City of Delaware City, based upon the estimated cost of the proposed construction as determined by the Floodplain Administrator as established from time to time by the Mayor and Council of the City of Delaware City.

(h) The fee for application is set forth in Section 46-147. Such fee, once paid, is non-refundable.