

Floodplain Development Permit

(See Terms & Conditions)



Issue Date:	Expiration Date:
Permit #	* Permit becomes void if there are changes to the effective Flood Insurance Rate Maps*

The **Floodplain Development Permit** is the mechanism by which our community evaluates any and all impacts of activities proposed within our regulated floodplains. All activities must be in compliance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction, whether local, regional or statewide. The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal funds available to communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal funds, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the activities in our community comply with the Floodplain Damage Prevention Ordinance

Any party undertaking development within a designated floodplain must obtain a floodplain development permit prior to the work commencing. FEMA defines development in Title 44 of the Code of Federal Regulations part 59.1 as: *Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.* Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining wall, moving/placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles or materials (storage yards, salvage yards).

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General Provision of the Floodplain Development Permit Terms

1. No work may start until a permit has been issued.
2. The permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate Map has been revised;
 - c. The work is not done in accordance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction or other local, state and federal regulatory requirements.
 - d. The work is different than what is described and submitted to the community as part of the Floodplain Development Permit application.
3. If revoked, all work must cease until permit is reissued.
 - a. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development shall not be used or occupied until the project has received final inspection, a final elevation and approval by the community.
5. The permit will expire if no work has commenced within 3 months of issuance and by the expiration date noted on the permit.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
 - a. This includes but is not limited to documentation showing compliance with the endangered species act.
7. Applicant hereby gives consent to the local Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
8. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise.
9. I, the applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the relevant Floodplain Damage Prevention Ordinance for my community and will adhere to the ordinance and will or have already obtained all necessary state, federal and local permits for the proposed development.



APPLICANT'S NAME:

APPLICANT'S SIGNATURE:

DATE:



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Owner Information

Please Fill Out
AaI

OWNER:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE #:	FAX #:	
CONTACT NAME:		
EMERGENCY TELEPHONE #:		
E-MAIL:		



Contractor/Developer Information

CONTRACTOR/DEVELOPER:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE #:	FAX #:	
CONTACT NAME:		
EMERGENCY TELEPHONE #:		
E-MAIL:		

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Project Overview

Please Fill Out
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PROJECT ADDRESS:	
LEGAL DESCRIPTION:	LATITUDE/LONGITUDE #:
DESCRIPTION OF PROJECT:	
ESTIMATED COST OF PROJECT:	

If work is on, within or connected to an existing structure:

VALUATION OF EXISTING STRUCTURE:	SOURCE OF VALUATION:	WHEN THE EXISTING STRUCTURE WAS BUILT:
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* If the value of an addition, remodel or alteration to a structure equals or exceeds 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure and is required to comply with the relevant Floodplain Damage Prevention Ordinance. A relocated structure, including mobile homes, manufacture homes or cabins, must be treated as a new construction.

Please Check
AaI

CHANNEL IMPROVEMENTS

- ☐ Bank Stabilization
- ☐ Grade Control
- ☐ Drop Structure
- ☐ Outfall
- ☐ Fill
- ☐ Other _____

STRUCTURAL DEVELOPMENT

- ☐ New Construction
- ☐ Residential Building
- ☐ Non-Residential
- ☐ Manufactured Home
- ☐ Rehabilitation (< 50%)
- ☐ Substantial Improvement (≥ 50%)
- ☐ Other _____

MISCELLANEOUS

- ☐ Bridge
- ☐ Culvert
- ☐ Demolition
- ☐ Fence
- ☐ Grading / Parking Lot
- ☐ Other _____

TYPE

- ☐ Temporary
- ☐ Permanent
- ☐ Rehabilitation
- ☐ Emergency Repair
- ☐ Maintenance
- ☐ Other _____

Flood Hazard Data (TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR)

WATERCOURSE NAME:		EFFECTIVE FIRM PANEL NUMBER AND DATE:	
IS THE DEVELOPMENT IN OR IMPACTS A FLOODPLAIN? <input type="checkbox"/> No. <input type="checkbox"/> Yes.		IS THE DEVELOPMENT IN THE FLOODWAY? <input type="checkbox"/> No. <input type="checkbox"/> Yes. <i>If yes, a No-Rise Certification is required.</i>	
SPECIAL FLOOD HAZARD ZONE:	BASE FLOOD ELEVATION:	METHOD USED TO DETERMINE BASE FLOOD ELEVATION:	
VERTICAL DATUM: MUST BE EITHER NGVD OR NAVD 88 AND THE SAME VERTICAL DATUM OF THE EFFECTIVE FIRM:		ELEVATION OF LOWEST FLOOR, INCLUDING BASEMENT OR CRAWLSPACE*:	ELEVATION OF LOWEST, HABITABLE FLOOR*:
ELEVATION OF FLOODPROOFING (NON-RESIDENTIAL STRUCTURES ONLY)*:		*SOURCE OF ELEVATION AND/OR FLOODPROOFING INFORMATION:	
DOES THE PROJECT REQUIRE THAT A CLOMR BE PROCESSED? <input type="checkbox"/> No. <input type="checkbox"/> Yes.		IS A LOMR REQUIRED: <input type="checkbox"/> No. <input type="checkbox"/> Yes.	

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THIS PAGE TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR

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Floodplain Development Permit Checklist

Please Check



The following documents may be required at the discretion of the approving community official:

- ☐ Tax assessor map
- ☐ Maps and/or plans showing the location, scope and extent of development
- ☐ Floodproofing Certificate: Certificate and supporting documentation used to provide the certification
- ☐ Documentation showing compliance with the Endangered Species Act
- ☐ No-Rise Certificate: Certificate and supporting documentation used to provide the certification
- ☐ Elevation Certificate
 - ☐ Constructional Drawing
 - ☐ Building Under Construction
 - ☐ Finished Construction
- ☐ Grading plans
- ☐ Detailed hydraulic and hydrology model for development in a Zone A
- ☐ Conditional Letter of Map Revision (CLOMR)
- ☐ Structure valuation documentation
- ☐ Non-conversion agreement: Required for all structures that are constructed with an enclosure
- ☐ Wetland Permit from the U.S. Army Corps of Engineers
- ☐ Copies of all federal, local and state permits that may be required.
- ☐ Manufactured home anchoring certificate: Certificate and supporting documentation used to provide the certification
- ☐ Other documents deemed necessary by the Floodplain Administrator _____

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Permit Action

Please Check



- ☐ **PERMIT APPROVED:** The information submitted for the proposed project was reviewed and is in compliance with approved floodplain management standards.
- ☐ **PERMIT APPROVED WITH CONDITIONS:** The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.
- ☐ **PERMIT DENIED:** The proposed project does not meet approved floodplain management standards (explanation on file).
- ☐ **VARIANCE GRANTED:** A variance was granted from the base (1%) flood elevations established by FEMA consistent with variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (Variance action documentation is on file).

Please Sign



SIGNATURE OF COMMUNITY OFFICIAL:

PRINT NAME AND TITLE OF COMMUNITY OFFICIAL:

DATE:

State of Tennessee

Checklist for Floodplain Management Permitting Guide
(FMPG 2K22)

REQUIRED DOCUMENTS				
MUST BE SUBMITTED AND APPROVED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY (CO)				
GENERAL FLOOD ZONE DESIGNATION		Items To Be Included Each Box Shall be Checked as Applicable		
1.	FIRM Panel Number			
2.	FIRM Panel Date			
3.	Flood Zone			
4.	In Floodway?	Yes	No	N/A
5.	Base Flood Elevation (BFE) _____ NAVD 88 and NGVD 29			
6.	How BFE was determined?	FIS	USACE	FEMA
7.	Required freeboard _____ feet			
8.	Required Finished Floor Elevation (Lot Grading) _____feet, NAVD 88			
9.	FEMA Letter of Map Change (attached). Approved or Denied?	Yes	No	N/A
10.	Flood resistant materials shall be used below BFE + required freeboard (FEMA Technical Bulletin No. 2)	Yes	No	N/A
AE-ZONE		Items To Be Included Each Box Shall Be Checked as Applicable		
1.	Finished Floor Elevation for all new and substantial improvements in the Special Flood Hazard Area (SFHA) is to the BFE + required freeboard.	Yes	No	N/A
2.	Provide top of bottom floor elevation. FEMA Elevation Certification (EC) .	Yes	No	N/A
3.	For attached garage provide top of slab elevation.	Yes	No	N/A
4.	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade either interior or exterior are shown, and minimum of two openings on separate walls shown unless otherwise designed by design professional. If engineered flood openings are used, documentation must be provided. (FEMA Technical Bulletin No. 1)	Yes	No	N/A
5.	Lowest elevation of machinery and/or equipment servicing the building be identified (e.g., Pad) at the required flood elevation + required freeboard – includes ductwork.	Yes	No	N/A
A-ZONE		Items To Be Included Each Box Shall Be Checked as Applicable		
1.	Top of the bottom floor for all new and substantial improvements in the Special Flood Hazard Area (SFHA) is to 3’ above the Highest Adjacent Grade.	Yes	No	N/A
2.	For attached garage provide top of slab elevation is to 3’ above the Highest Adjacent Grade.	Yes	No	N/A
3.	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade either interior or exterior are shown, and minimum of two openings on separate walls shown unless otherwise designed by design professional. If engineered flood openings are used, documentation must be provided. (FEMA Technical Bulletin No. 1)	Yes	No	N/A
4.	Lowest elevation of machinery and/or equipment servicing the building be identified (e.g., Pad) is 3’ above the Highest Adjacent Grade. Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork must either be placed above the BFE or sealed from floodwaters. For further guidance on the placement of building utility systems in crawlspaces, see FEMA 348, Protecting Building Utilities From Flood Damage .	Yes	No	N/A

FLOODWAY ENCROACHMENT		Items To Be Included Each Box Shall Be Checked as Applicable		
1.	No-Rise/Impact Certification and supporting data must be provided for any development. Must show zero rise in the floodway.	Yes	No	N/A
2.	No fill shall be used within the Floodway unless a No-Rise Certification is provided showing No-Rise in elevation of the Floodway.	Yes	No	N/A
3.	If any rises or changes in the base flood elevation, floodway widths or base flood discharge requires a FEMA CLOMR/LOMR.	Yes	No	N/A
4.	Placement of manufactured homes is not permitted, unless in existing manufactured home park or subdivision or area zoned only for manufactured homes and No-Rise Certification is submitted.	Yes	No	N/A
5.	Free of Obstructions below BFE. (FEMA Technical Bulletin No. 5)	Yes	No	N/A
ZONE AE WITHOUT FLOODWAY, ZONE A, AND UNMAPPED STREAMS		Items To Be Included Each Box Shall Be Checked as Applicable		
1.	Engineering analysis and supporting data must be provided for any development. May show up to 1' rise. New technical data should be submitted as a CLOMR/LOMR .	Yes	No	N/A
2.	No fill shall be used within a Zone AE without floodway or a Zone A or Unmapped stream buffer areas unless an engineering analysis is provided showing less than 1' rise. New technical data should be submitted as a CLOMR/LOMR.	Yes	No	N/A
3.	Placement of manufactured homes is not permitted, unless in existing manufactured home park or subdivision or area zoned only for manufactured homes and an engineering analysis is submitted showing less than a 1' rise.	Yes	No	N/A
4.	Free of Obstructions below BFE. (FEMA Technical Bulletin No. 5)	Yes	No	N/A
NON-RESIDENTIAL FLOODPROOFED STRUCTURES A-ZONES		Items To Be Included Each Box Shall Be Checked as Applicable		
1.	Commercial structures with a finished floor below the BFE are to be engineered to be floodproofed one (1) foot or greater above the BFE or elevated to the required flood elevation. (FEMA Technical Bulletin No. 3)	Yes	No	N/A
2.	Floodproof certificate is required before permit is finalized.	Yes	No	N/A
3.	Use of flood protection and flood barriers must be identified on plans.	Yes	No	N/A
4.	Floodproofing operation procedures are required.	Yes	No	N/A
ACCESSORY STRUCTURES FOR A-ZONES				
1.	Structure is for storage and not for any type of habitation and is not climate controlled.	Yes	No	N/A
2.	Flood resistant materials used. (FEMA Technical Bulletin No. 2)	Yes	No	N/A
3.	Anchored to resist flotation and lateral movement.	Yes	No	N/A
4.	Permanent openings (flood vents) as designed.	Yes	No	N/A
5.	Accessory structure is of low value.	Yes	No	N/A
6.	Service Facility (electric shall be elevated above the BFE or floodproofed)	Yes	No	N/A
REMODEL				
1.	SUBSTANTIAL IMPROVEMENT. Any one or more or combination thereof of repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds, over a 1-year period, a cumulative total of 50 percent of the pre-market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. (A-zone)	Yes	No	N/A
2.	Substantial Improvement Package completed/Copy of signed construction contract	Yes	No	N/A
3.	Remodel of uninhabited space to habitable space below the BFE is prohibited. The remodeling project will be required to have the finished floor elevated to the BFE + freeboard (A-zone).	Yes	No	N/A
4.	No remodel or conversion of space below the BFE is allowed.	Yes	No	N/A
5.	No new additions (vertical or lateral) for Pre- and Post-FIRM structures without being elevated on an elevated foundation designed to new construction specifications within the flood damage prevention regulations.	Yes	No	N/A

Note: Copies of the referenced FEMA Technical Bulletins are available at <https://www.fema.gov/emergency-managers/risk-management/building-science/national-flood-insurance-technical-bulletins>


References:

[State Model Ordinance](#)

NFIP Regulations: [44 CFR 60.3](#)

[TEMA](#)

State of Tennessee
Checklist for Elevation Certificate Review Guide (FMPG 2K22)

Required for Structures in Zones: AE, AH, AO, and A (with/without a BFE) MUST BE SUBMITTED AND APPROVED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY (CO)								
Section A: Property Information			Each Box Shall be Checked as Applicable					
A1	Building Owner’s Name		Yes	No				
A2	Building Street Address: (Include One Address Only)		Yes	No				
A3	Property Description: (Lot and Block, Tax Parcel Info or Legal Description)		Yes	No				
A4	Building Use: (Residential, Non-Residential, Addition, or Accessory)		Yes	No				
A5	Latitude and Longitude: (Measured from Center of the Building. Examples Below) Decimal Degrees: 39.5043°, –110.7585° Degrees Minutes and Seconds: 39° 30' 15.5", –110° 45' 30.7" Decimal Degrees at least 5 decimal places or better: -35.45123, 72.56489		Yes	No				
A5	Horizontal Datum: (Recommended NAD 1983)		Yes	No NAD 1927				
A6	Color Photographs: (2 Photographs, Front & Rear View with date)		Yes	No				
A7	Building Diagram 1A: Slab on Grade 1B: Raised Slab-on-Grade 2A: Basement 2B: Walk-Out Basement 3: Split Level w/ Bottom Floor is at/ Above Ground Floor on at least 1 Side 4: Split Level w/ Bottom Floor that is Below Ground Level on all Sides 5: Mobile Home/ Manufactured Home Elevated on Piers, Posts, Piles, or Columns 6: Elevated on Piers, Posts, Piles, or Columns w/ Enclosed Area below the Elevated Floor 7: Elevated on Full-Story Foundation Walls w/ partially/ full Enclosed Area below the Elevated Floor 8: Crawlspace 9: Sub-Grade Crawlspace		Enter Diagram Number:					
A8	Crawlspace or Enclosure: (For Building Diagrams 6-9)		Diagram #:					
A8	Square Footage		Sq Footage:					
A8	Number of Permanent Openings 1’ above Adjacent Grade: (Interior or Exterior grade)		Number:	Interior or Exterior Grade				
A8	Total Net Area of Flood Openings: (Requirement:1 sq inch of vents per 1 sq foot, no higher than 1’ above grade either interior or exterior. Ex: 500 sq. ft garage needs 500 sq inches of vents)		Total #:					
A8	Engineered Flood Openings? (If yes, request ICC-ES Documentation)		Yes	No				
A9	Attached Garage: (Determining Factor: No Living space above a garage.)		Yes	No				
A9	Square Footage		Sq Footage:					
A9	Number of Permanent Openings 1’ above Adjacent Grade: (interior or exterior grade)		#:	Int or Ext				
A9	Total Net Area of Flood Openings: (Requirement:1 sq inch of vents per 1 sq foot, no higher than 1’ above grade either interior or exterior. Ex: 500 sq. ft garage needs 500 sq inches of vents)		Total #:					
A9	Engineered Flood Openings? (If yes, request ICC-ES Documentation)		Yes	No				
Section B: Flood Insurance Rate Map (FIRM)			Each Box Shall Be Checked as Applicable					
B1	NFIP Community Name & Community Number: (Ex: City of Fayetteville, 470105)		Yes	No				
B2	County Name: (Ex: Lincoln County)		Yes	No				
B3	State: (Tennessee)		Yes	No				
B4	Map/ Panel Number: (Ex: 47009C0119)		Yes	No				
B5	Suffix: (Ex: C, D, E)		Yes	No				
B6	FIRM Index Date: (On FEMA MSC website, first listed under “Effective Products”) <div><table><tr><th>Product ID</th><th>Effective Date</th></tr><tr><td>47009CIND0A</td><td>09/19/2007</td></tr></table></div>		Product ID	Effective Date	47009CIND0A	09/19/2007	Yes	No
Product ID	Effective Date							
47009CIND0A	09/19/2007							
B7	FIRM Panel Effective/ Revised Date: (Check FEMA MSC Website. Ex: “08/25/2016”)		Yes	No				
B8	Flood Zone(s): (Ex: A, AE, AO, AH, or AE and X)		Yes	No				
B9	Base Flood Elevation: (Only for Zone AE. Measurement to a tenth of a foot. Ex: 504.3)		Yes	No				

B10	Source of the BFE: (Should only come from the FIS Profile or Other. Ex: USACE. FIS Profile should be included in EC attachments. If missing, request it!)	Yes	No	
B11	Elevation datum for BFE: (For older FIRMs, refer to "NOTES TO USERS." For newer FIRMs, refer to "Map Projection.")	Yes	No	
B12	Coastal Barrier Resources System: (N/A)	N/A		
Section C: Building Elevation Information (Survey Required)		Each Box Shall Be Checked as Applicable		
C1	Building Elevations based on Finished Construction	Yes	No	
C2	Benchmark Utilized: (Types of GPS field Procedures: GPS-Static, GPS-Kinematic, GPS Pseudo-Kinematic, GPS-Real-time Kinematic, GPS-Online Position User Service (OPUS) Solution, GPS-TDOT Network) (Unacceptable Methods: Bolt on fire hydrant, nail in pavement, CB9, FIRM derivative)	Yes	No	
C2	Vertical Datum: (Should be the same as the FIRM)	Yes	No	
C2	Indicate Elevation Datum used for the Elevations in items a) through h):	NGV D29	NA VD 88	Other
a	Top of Bottom Floor (including Basement, Crawlspace, or Enclosure Floor): (Should be to a tenth of a foot. Ex: 219.2 not 219.24)	Yes	No	
b	Top of next Higher Floor: (Check Pictures next Higher Floor)	Yes	No	N/A
c	Bottom of the Lowest Horizontal Structural Member (V Zones Only)	N/A		
d	Attached Garage (top of slab): (Check A9 and building photographs to verify.)	Yes	No	N/A
e	Lowest Elevation of Machinery or Equipment servicing the Build (Confirm this is completed and that description of type of equipment and location are in the Comments Section. Machinery and equipment must be 1' above the BFE for compliance.)	Yes	No	
f	Lowest Adjacent Finished Grade next to Building (LAG)	Yes	No	
g	Highest Adjacent Finished Grade next to Building (HAG)	Yes	No	
h	Lowest Adjacent Grade at Lowest Elevation of Deck or Stairs, including Structural Support	Yes	No	N/A
	Section D: Surveyor Certification Surveyors are the only professional entity that can certify elevations as authorized by Tennessee State law TCA §62-18-102 (3).	Each Box Shall Be Checked as Applicable		
	Were latitude and longitude in Section A provided by a licensed TN land surveyor?	Yes	No	Attachments
	Comments: (Surveyor needs to list the type of equipment and location for C2(e) and any other unique features regarding the structure.)	Yes	No	
	Section E: Building Elevation Information for Zone AO and Zone A (Without BFE)	Each Box Shall Be Checked as Applicable		
E1a	Top of Bottom Floor (including basement, crawlspace, or enclosure): (Compliant structure should be 3' above the HAG based on natural grade)	Yes	No	
E1b	Top of Bottom Floor (including basement, crawlspace, or enclosure): (Enter height above or below the Lowest Adjacent Grade)	Yes	No	
E2	For Building Diagrams 6-9 with permanent flood openings, the next higher floor is above or below the HAG. (If not diagram 6-9, mark N/A.)	Yes	No	N/A
E3	Attached garage: (Top of slab should be 3' above the HAG to be compliant.)	Yes	No	N/A
E4	Top of Platform of Machinery and/or Equipment servicing the building: (Compliant machinery should be 3' above the HAG and anchored adequately.)	Yes	No	
E5	Zone AO: If the flood depth number is available, is the top of the bottom floor elevated in accordance with your community's regulations? (Regulations: The lowest floor (including basement) shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of one (1) foot above the highest adjacent grade; or at least three (3) feet above the highest adjacent grade, if no depth number is specified.)	Yes	No	N/A

Additional Notes:

- Do not write on the document; it invalidates it.
- Elevation Certificates should be typed.
- Elevation Certificates should be kept on file forever by the local community.
- All 6 pages must be submitted and included for full floodplain compliance.
- A Certificate of Occupancy should be issued after deficiencies or omissions are corrected.
- If the FIS Profile is marked as the source of the BFE, there should be profile submitted with elevation datum indicated. If you don't receive the documentation, ask for it.
- The FIRM is **not** to be the sole source of elevation information. The FIRM is **only** used for Coastal V Zones.
- Color photographs need a caption of the view and the date. Each certificate needs at least 2 images.
- Pages 13 – 18 in the Elevation Certificate provides instructions on filling out the Elevation Certificate correctly.