

Floodplain Development Permit Application

**THIS APPLICATION MUST BE COMPLETED FOR ALL
CONSTRUCTION AND/OR DEVELOPMENT
WITHIN A FLOODPLAIN.**

You might be contacted by an agency requesting further information on your application.

This Packet Contains:

- ✓ Town of Clay Code, Chapter 112 Flood Damage Prevention
- ✓ Floodplain Development Checklist
- ✓ Town of Clay Floodplain Development Application

Directions:

- ⚠ Please answer all questions completely. If a question does not pertain to your activity, write “N/A”.
- ⚠ Project drawings and descriptions are an important part of your application.

Please draw carefully and be sure to include all pertinent information.

If you have any questions please call Department of Planning & Development at (315) 652-3800.

All Floodplain Applications will be forwarded to the Army Corps of Engineering for their review. Due to the complexity of some projects the permitting process time may vary. **PLEASE PLAN YOUR PROJECTS WITH THIS IN MIND.**

RETURN COMPLETED PERMIT APPLICATIONS TO:

TOWN OF CLAY
4401 STATE ROUTE 31
CLAY, NY 13041

FOR MORE INFORMATION, PHONE (315) 652-3800 OR FAX (315) 622-7259.

FLOOD PLAIN DEVELOPMENT CHECKLIST

<u>Applicant</u>	<u>Town review</u>	<u>Comment below</u>
___ Floodway	_____	_____
___ Flood Plain, 100 Year	_____	_____
___ Flood Plain, 500 Year	_____	_____
___ Flowage Easement	_____	_____
___ Erie Canal	_____	_____
___ Navigable Waterway	_____	_____
___ Wetland, Army Corps of Engineers (ACOE)	_____	_____
___ Wetland, D.E.C.	_____	_____
___ Natural Watercourse ACOE	_____	_____
___ Natural Watercourse DEC	_____	_____
___ State Land Between Lot and Water Edge	_____	_____
___ Flood Elevation Certification	_____	_____
___ Property Survey Showing All Jurisdictions and Elevations	_____	_____
___ Hydraulic Analysis	_____	_____
___ Area Variance(s)	_____	_____
___ Sewer/Septic System Permit	_____	_____
___ Building Permit	_____	_____

Comments _____

§ 112-11. Floodplain development permits.

- A. **Purpose.** A floodplain development permit is hereby established for all construction and other development to be undertaken in areas of special flood hazard in this community for the purpose of protecting its citizens from increased flood hazards and ensuring that new development is constructed in a manner that minimizes its exposure to flooding. It shall be unlawful to undertake any development in an area of special flood hazard, as shown on the Flood Insurance Rate Map enumerated in § 112-6, Basis for establishing areas of special flood hazard, without a valid floodplain development permit. Application for a permit shall be made on forms furnished by the local administrator and may include, but not be limited to: plans, in duplicate, drawn to scale and showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.
- B. **Fees.** All applications for a floodplain development permit shall be accompanied by an application fee in accordance with the building permit schedule as adopted by the Town Board. In addition, the applicant shall be responsible for reimbursing the Town of Clay for any additional costs necessary for review, inspection and approval of this project. The local administrator may require a deposit of no more than the amount provided in Chapter 105, Fees, to cover these additional costs.

§ 112-12. Application for permit.

The applicant shall provide the following information as appropriate. Additional information may be required on the permit application form.

- A. The proposed elevation, in relation to mean sea level, of the lowest floor (including basement or cellar) of any new or substantially improved structure to be located in Zones AI-A30, AE or AH, or Zone A if base flood elevation data are available. Upon completion of the lowest floor, the permittee shall submit to the local administrator the as-built elevation, certified by a licensed professional engineer or surveyor.
- B. The proposed elevation, in relation to mean sea level, to which any new or substantially improved nomesidential structure will be floodproofed. Upon completion of the floodproofed portion of the structure, the permittee shall submit to the local administrator the as-built floodproofed elevation, certified by a professional engineer or surveyor.
- C. A certificate from a licensed professional engineer or architect that any utility floodproofing will meet the criteria in § 112-15C, Utilities.
- D. A certificate from a licensed professional engineer or architect that any nomesidential floodproofed structure will meet the floodproofing criteria in § 112-17, Nomesidential structures (except coastal high hazard areas).
- E. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development. Computations by a licensed professional engineer must be submitted that demonstrate that the altered or relocated segment will provide equal or greater conveyance than the original stream segment. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the documents enumerated in § 112-6, when notified by the local administrator, and must pay any fees or other costs assessed by FEMA for this purpose. The applicant must also provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.

- F. A technical analysis, by a licensed professional engineer, if required by the local administrator, which shows whether proposed development to be located in an area of special flood hazard may result in physical damage to any other property.
- G. In Zone A, when no base flood elevation data are available from other sources, base flood elevation data shall be provided by the permit applicant for subdivision proposals and other proposed developments (including proposals for manufactured home and recreational vehicle parks and subdivisions) that are greater than either 50 lots or five acres.

TOWN OF CLAY
4401 STATE ROUTE 31
Clay, NY 13041, (315) 652-3800 or fax (315) 622-7259
FLOODPLAIN DEVELOPMENT APPLICATION

THIS APPLICATION MUST BE COMPLETED FOR ALL CONSTRUCTION AND/OR DEVELOPMENT WITHIN A FLOODPLAIN. PLEASE ATTACH CURRENT SITE PLAN AND A SITE PLAN WITH APPROXIMATE LOCATION OF PROPOSED STRUCTURE (S) OR DEVELOPMENT (INDICATE APPROXIMATE DISTANCES AND MEASUREMENTS). NOTE: YOU MIGHT BE CONTACTED BY AN AGENCY REQUESTING FURTHER INFORMATION ON YOUR APPLICATION.

I. APPLICANT INFORMATION

OWNER NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____

AGENTS NAME (IF DIFFERENT THAN OWNER): _____

ADDRESS: _____ PHONE: _____

II. LOCATION OF PROPOSED DEVELOPMENT

A. Please provide the following information:

Tax Parcel No: _____ Nearest River/Stream: _____

B. Addresses of Adjoining Property Owners, Lessees, etc., whose property adjoins the waterbody (If more than can be entered here, please attach a supplemental list): _____

III. AFTER-THE-FACT PERMIT?

No Yes Indicate Use: Residential Commercial Other

IV. TYPE OF DEVELOPMENT

A. New Construction: Residential; No. of housing units: _____ Commercial Other: _____

B. Fill – Indicate amount of fill: _____ Type of Fill: _____

Surface area to be filled: _____ Surface fill within wetlands: Yes No If yes, amount of fill: _____

C. Accessory Structure (Shed/Deck/Pool/Fence)

D. Addition/Reconstruction of Existing Structure

E. Manufactured Home On a: Private lot Mobile home park

F. Financing/Refinancing an existing structure

G. Other (Subdivision, watercourse alteration, etc.): _____

SECTION I: INFORMATION PROVIDED BY APPLICANT

New Construction

1. What is the purpose of the Structure? (e.g., residential, commercial, accessory, etc.) _____

2. Will utility systems, including water, sewer, gas, etc., be modified or developed on the property? Yes No

If yes, describe briefly _____

3. Where will utilities such as furnace, water heaters, and electrical panels be placed in the structure? _____

[] **Addition to/Reconstruction of Existing Structure**

- 1. What is the appraised value of the structure to be reconstructed or remodeled? \$ _____
- 2. What is the estimated cost of the proposed improvements? \$ _____
- 3. Will utility systems, including water, sewer, gas, etc., be modified or developed on the property? [] Yes [] No

If yes, describe briefly _____

[] **Other Development**

Subdivision, alteration of a watercourse, placement of fill, roads, bridges, railways, etc.

- 1. If a subdivision, will the development be at least 50 lots or five acres? [] Yes [] No
- 2. Describe proposed development: _____

General Provisions (Applicant must read and sign):

- 1. No work 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 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 Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
- 8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

X _____
Signature of Applicant

Date

STATEMENT OF AUTHORIZATION

I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, information in support of this permit application. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

Signature of Agent

Date

To be completed by Town of Clay Official

V. FEMA FLOODPLAIN MAP INFORMATION

Permit # _____

- A. Is the proposed development or structure located within the mapped 100-year floodplain? [] Yes [] No

FIRM Panel # _____ Zone _____ BFE _____
 Is the proposed development located in a mapped floodway? [] Yes [] No Panel # _____

- B. Is a Town Floodplain Development Permit required for this structure/development? [] Yes [] No

NOTE: This information is based on the Regulatory Floodplain Map for the Town of Clay. This information does not imply the referenced property will or will not be free from flooding or damage. A property not in a Regulatory Floodplain Map may be damaged by a flood greater than that predicted on the FIRM or from a local drainage problem not shown on the maps. This information does not create liability on the part of the Town, or its officers or employees for any damage that results from reliance on this information.

Date

Town of Clay