Permit No.

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1: GENERAL PROVISIONS:

1. Applicant must either be the owner of the property or have written authorization from the owner(s).
2. Applicant must complete Sections 1 & 2. The Engineering Department will complete sections 3 & 4.
3. Applicant must provide additional information in Section 4 prior to permit issuance.
4. For floodproofed structures applicant must submit two complete plan sets (1 for Engineering and 1 for Building Codes).
5. **No work of any kind may start until a permit is issued.**
6. False statements made in this application may result in permit revocation.
7. If the permit is revoked, all work must cease.
8. Development or structures shall not be used or occupied until a Certificate of Occupancy is issued.
9. The permit will expire if no work is commenced within six months of permit issuance.
10. Other permits may be required to fulfill local, state, and federal regulatory requirements.
11. Applicant gives consent to the City Engineer or his/her representatives to make reasonable inspections required to verify compliance.

SECTION 2: DESCRIPTION OF WORK (check all applicable boxes):

After completing Section 2, Applicant must submit form to the Engineering Department for review.

PROJECT ADDRESS:_____ PARCEL NO.:_____

LEGAL DESCRIPTION:_____

To avoid delay in processing the application, please provide a map attached to this application showing the project location.

A. STRUCTURAL DEVELOPMENT

ACTIVITY	STRUCTURE TYPE
❑ New Structure	❑ Residential (❑ 1-4 family or ❑ more than 4 family)
❑ Addition	❑ Non-residential, commercial, office, etc. (Floodproofed? ❑ Yes)
❑ Alteration	❑ Warehouse
❑ Repair/Maintenance	❑ Combined Use (Residential & Commercial)
❑ Relocation	❑ Manufactured (Mobile) Home (In mobile home park? ❑ Yes)
❑ Demolition	❑ Shed/Storage
❑ Replacement	❑ Deck
❑ Flood Mitigation	❑ Porch/3-Season Porch
	❑ Garage
	❑ Fence
	❑ Other: _____

B. OTHER DEVELOPMENT ACTIVITIES

❑ Clearing ❑ Grading ❑ Fill ❑ Drilling
❑ Excavation (other than structural development checked above)
❑ Subdivision (new or expansion)
❑ Drainage Improvements (including culvert work)
❑ Road, Street or Bridge Construction
❑ Private Well or Septic/Drain Field
❑ Watercourse Alteration (including dredging & channeling modifications)
❑ Other (please specify) _____

C. Estimated Project Cost: $_____

APPLICANT CERTIFICATION: I HEREBY CERTIFY THAT ALL DATA ON THE APPLICATION FORMS, PLANS AND SPECIFICATIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT (printed):

_____ _____ _____
NAME ADDRESS PHONE NO.

APPLICANT SIGNATURE: _____ DATE: _____

CONTRACTOR CERTIFICATION: I HEREBY CERTIFY THAT I WAS HIRED BY THE APPLICANT TO CONSTRUCT THE PROJECT TO FLOODPLAIN REQUIREMENTS.

CONTRACTOR (printed): _____

_____ _____ _____
COMPANY NAME ADDRESS PHONE NO.

CONTRACTOR SIGNATURE: _____ DATE: _____

ENGINEER AND/OR ARCHITECT CERTIFICATION: I HEREBY CERTIFY THAT I WAS HIRED BY THE APPLICANT AND/OR CONTRACTOR TO PERFORM FLOODPROOF REQUIREMENTS, SITE INSPECTIONS AND SUBMIT POST-CONSTRUCTION DOCUMENTS TO THE City of Moorhead.

ENGINEER AND/OR ARCHITECT (printed): _____
(If Applicable)

_____ _____ _____
COMPANY NAME ADDRESS PHONE NO.

ENGINEER AND/OR ARCHITECT SIGNATURE: _____ DATE: _____

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by the Engineering Department)

The proposed development is located on FIRM Panel Number/Suffix. _____, Effective Date _____. A copy of the relevant area on the FIRM is attached.

The proposed development:
❑ Is NOT located in the SFHA.
❑ Is located in the SFHA as shown on the effective FIRM, but has been removed by a:

- ❑ Letter of Map Revision Based on Fill (LOMR-F) FEMA Case No. _____
- ❑ Letter of Map Amendment (LOMA) FEMA Case No. _____

❑ Is located in the SFHA as shown on the effective FIRM, and must be removed by a Letter of Map Revision Based on Fill (LOMR-F) FEMA Case No. _____

❑ Is located or partially located in the SFHA

FIRM Zone(s): _____ BFE: _____ ft.
Datum: ❑ NAVD 88 ❑ NGVD 29
❑ Is located in the floodway.
❑ See section 4 for additional information required for permit issuance.

SECTION 4: Additional Information Required (To be completed by the Engineering Department)
The applicant must submit the documents checked below before a permit can be issued:
❑ Subdivision or other development plans (including future development master plan).

- ❑ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, easements, proposed grading/fill, and proposed development/buildings to the extent known.
- ❑ Supplemental Data for Grading/Building Permit in SFHA (Form A).
- ❑ Building plans (drawn to scale) (2 sets required if floodproofed) and specifications, including where applicable:
  - ❑ floodproofing details per City floodproof construction requirements or as designed by a Professional Engineer or Architect.
  - ❑ proposed elevation of the first floor
  - ❑ proposed elevation of lowest floor (including basement)
  - ❑ proposed lowest adjacent grade to the structure
  - ❑ proposed fill elevation 15 ft. from the structure
  - ❑ types of water-resistant materials used below the first floor
  - ❑ details for floodproofing of utilities located below the first floor
  - ❑ details of enclosures below the first floor, if applicable
  - ❑ details for anchoring structures, if applicable
- ❑ Plans showing the extent of watercourse relocation and/or landform alterations, if applicable.
- ❑ LOMR-F and Community Acknowledgement Form upon completion of construction.
- ❑ No fill or construction may be placed in the floodway without a conditional use permit and a "No-Rise" certificate.
  - ❑ "No-Rise" Certificate - Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in an increase in the BFE. A copy of all data and hydraulic/hydrologic calculations supporting this finding must be submitted.
- ❑ A geotechnical review is recommended for slope stability issues.

❑ Other: _____

SIGNED: _____ DATE: _____

TITLE: _____

SUPPLEMENTAL DATA FOR GRADING/BUILDING PERMIT IN SFHA (FORM A)

Parcel No.	Permit No.

A. General Information

Applicant's Name (Last, First, M.I.):

Address:	Project Location:
Phone:	Email:

B. Project Information

Floodplain District
❑ Floodway
❑ Flood Fringe

Effective Flood Insurance Study:
FIS Effective Date: _____
Community /Panel #:_____
Flood Zone: _____
FIS Cross-section: _____
Flooding Source: _____

Zoning Determination
❑ Permitted Use
❑ Provisional Use Permit (PUP)
❑ Conditional Use Permit (CUP)
❑ Variance

Hearing date: _____
DNR Notified: _____
Planning Dept. Initials: _____

Type of Project
❑ New Structure ❑ Relocation
❑ Addition ❑ Demolition
❑ Flood Mitigation ❑ Replacement
❑ Repair/Maintenance ❑ Alteration

Type of Structure
❑ Residential (❑ 1-4 family or ❑ more than 4)
❑ Non-residential, commercial, office, etc.
(Floodproofed? ❑ Yes)
❑ Warehouse
❑ Combined Use (Residential & Commercial)
❑ Manufactured (Mobile) Home
(In mobile home park? ❑ Yes)
❑ Shed/Storage
❑ Deck
❑ Porch/3-Season Porch
❑ Garage
❑ Fence
❑ Other: _____

Floodproofing Design Level (FDL) (to the nearest one-tenth foot): Basements & crawlspace

A. Base Flood Elevation (BFE) = _____ft.*
B. Freeboard required by ordinance = 2.0 ft.
FDL (A + B) = _____ ft.
Datum: ❑ NGVD 1929 ❑ NAVD 1988

Regulatory Flood Protection Elevation (RFPE) (to the nearest one-tenth foot): Slab-on-grade

A. Base Flood Elevation (BFE) = _____ft. *
B. Freeboard (1.0 ft.) plus stage = _____ft.
RFPE (A + B) = _____ft.
Datum: ❑ NGVD 1929 ❑ NAVD 1988

Comments:
***BFE must be verified by a Professional Engineer or Architect.**

C. Construction Information

Structure Elevation Requirements	Proposed	Required FDL	Required RFPE	Recommended 42.2' River Stage
a. Top of bottom flooring (slab-on-grade, basement or crawl space)		>BFE – 5 ft. =	> RFPE =	
b. Top of next higher floor		> FDL =	> RFPE =	
c. Attached garage (top of slab)		> FDL =	> RFPE =	
d. Lowest elevation of machinery or equipment servicing the building (describe equipment _____)		> BFE – 5 ft. =	> RFPE =	
e. Lowest adjacent (finished) grade (LAG)		BFE + 1.5 =	BFE + ____ = (B-.5")	
f. Lowest compacted fill elevation at 15 ft. from building		> BFE + 0.75 =	> BFE =	

I have been informed and understand that the City of Moorhead's Floodplain Manager recommends that the structure be built to a river elevation of 42.2 feet. _____ initials

D. Project Cost Factors for additions, improvements or repairs/maintenance (for nonconforming structures)

a. Cost of improvements/repairs/maintenance (including cost of labor and all supplies)	$
b. Cost of previous improvements/ repairs/maintenance	$
c. Total cost of improvements/repairs/maintenance (a + b)	$
d. Estimated market value of existing structure (not including land value) without any improvements	$
e. Percentage cost of improvements/repairs/maintenance (c ÷ d)*100, (must be < 50% for approval).	%

All floodproof construction inspections must be completed by a Professional Engineer or Architect. At the conclusion of construction, Property Flood Survey (as-built), inspection certification form, FEMA elevation certificate, and FEMA Floodproof Basement Certification forms must be completed and submitted to the City before a Certificate of Occupancy can be issued.

I hereby certify that all data on the application forms, plans and specifications are true and correct to the best of my knowledge.

_____ _____
Signature of Applicant or Contractor **Date**

I hereby certify that the BFE has been reviewed and is correct.

_____ _____
Signature of Engineer or Architect **Date**