



# City of Xenia Office of the City Engineer

www.ci.xenia.oh.us . 966 Towler Road . Xenia, Ohio 45385 . Phone (937) 372-7265 . Fax (937) 372-8151

Permit #: \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

Note: Zoning Permit, construction plans, specifications & calculations shall be submitted for approval and will be incorporated into and become the approved permit documents.

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_ Plat: \_\_\_\_\_

City: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_ Zoning Permit#: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Address: \_\_\_\_\_

Contact Person Phone #: \_\_\_\_\_ Contact Person email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ Contractor email: \_\_\_\_\_

Applicant's Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RESIDENTIAL DEVELOPMENT INFORMATION**

INFORMATION FOR ONE, TWO OR THREE FAMILY CONSTRUCTION AND ACCESSORY BUILDINGS

New: \_\_\_\_\_ Alteration: \_\_\_\_\_ Addition: \_\_\_\_\_

Total Sq. ft. of Habitable Space: \_\_\_\_\_ Total Sq. ft. of Non-Habitable Space: \_\_\_\_\_

Accessory Structures: \_\_\_\_\_ Total Sq. ft.: \_\_\_\_\_

### **COMMERCIAL INFORMATION**

CONSTRUCTION INCLUDING FOUR FAMILY RESIDENTIAL BUILDINGS AND ACCESSORY STRUCTURES

New: \_\_\_\_\_ Alteration: \_\_\_\_\_ Addition: \_\_\_\_\_

Group & Total Sq. ft. \_\_\_\_\_ Use Group & Total Sq. ft. \_\_\_\_\_

## **FLOOD HAZARD AREA DEVELOPMENT PERMIT CHECKLIST**

**Note:** The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (msl) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:

|       |                                                                                                                                                                                       |     |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <hr/> | <b>An identified floodway.</b>                                                                                                                                                        |     |
|       | Does a hydrologic and hydraulic engineering analysis accompany the application?                                                                                                       | Y/N |
|       | Does the analysis have a certification that flood elevations will <u>not</u> be increased?                                                                                            | Y/N |
|       | Is the analysis certified by a Registered Professional Engineer in the State of Ohio?                                                                                                 | Y/N |
| <hr/> | <b>A flood hazard area where the base flood elevations exist with no identified floodway.</b>                                                                                         |     |
|       | Does a hydrologic and hydraulic engineering analysis accompany the application?                                                                                                       | Y/N |
|       | Does the analysis have a certification that flood elevations will be increased less than the elevation designated in the community's flood damage reduction regulations (< one foot)? | Y/N |
| <hr/> | <b>An area with the floodplain fringe.</b>                                                                                                                                            |     |
| <hr/> | <b>An approximate flood hazard area (Zone A).</b>                                                                                                                                     |     |
| <hr/> | <b>Within the banks of a watercourse.</b>                                                                                                                                             |     |
|       | Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application?                                                                    | Y/N |

Base Flood Elevation (100-Yr.) at proposed site: \_\_\_\_\_ ft. (msl)

Data Source: \_\_\_\_\_

Map Effective Date: \_\_\_\_\_ Community Panel Number: \_\_\_\_\_

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?

|       |                                                                                                                                                        |     |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <hr/> | Permitted Use.                                                                                                                                         |     |
| <hr/> | Water and Wastewater systems standards met.                                                                                                            |     |
| <hr/> | Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable.     |     |
| <hr/> | Residential/Non-Residential structures standards met. Lowest floor elevation _____ ft. (msl)                                                           |     |
|       | Substantial improvement/substantial damage.                                                                                                            | Y/N |
|       | Anchored properly (manufactured home affixed to permanent foundation)                                                                                  | Y/N |
|       | Utilities protected against flooding.                                                                                                                  | Y/N |
|       | Construction Mtls. below flood protection elevation resistant to flood damage.                                                                         | Y/N |
|       | Lowest floor elevated to or above flood protection elevation (BFE + freeboard)                                                                         | Y/N |
|       | Has an enclosure below lowest floor (crawl space, walkout basement)                                                                                    | Y/N |
|       | Enclosure have proper number and area of openings.                                                                                                     | Y/N |
|       | Enclosure unfinished and only used for parking, mtl. storage or entry.                                                                                 | Y/N |
| <hr/> | Accessory structure standards met (sq. ft., use, foundation openings)                                                                                  | Y/N |
| <hr/> | Recreational vehicle standards met.                                                                                                                    | Y/N |
| <hr/> | Above ground gas or liquid storage tank anchored.                                                                                                      | Y/N |
| <hr/> | Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or alterations of a watercourse. | Y/N |

3. Does proposed development require the submission of a Letter of Map Revision or Conditional Letter of Map Revision? Y/N

### **DECISION RECORD**

4. The proposed development is in compliance with applicable floodplain standards. Flood Hazard Area Development Permit issued on \_\_\_\_\_.

5. The proposed development is not compliance with applicable floodplain standards. Flood Hazard Area Development Permit denied on \_\_\_\_\_ for the following reason(s): \_\_\_\_\_.

6. The proposed development is exempt from the floodplain standards per Section \_\_\_\_\_ of the Flood Damage Prevention Ordinance (Resolution) No. \_\_\_\_\_.

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



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## **FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION**

Application is hereby made for a DEVELOPMENT PERMIT as required by the Special Purpose Flood Damage Reduction Regulations No. \_\_\_\_\_ of the City of Xenia for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said regulations. The development to be performed is described below and in attachments hereto. The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the floodplain regulations;
- If issued, the FHA Development Permit form will be posted in a conspicuous place on the premises in plain view, and;
- If issued, the permit will expire if no work is commenced within one (1) year of issuance.

Owner's Name: \_\_\_\_\_ Builder/Developer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **LOCATION OF DEVELOPMENT SITE**

1. Location of proposed development site address: \_\_\_\_\_

2. Legal Description or Deed # Reference: \_\_\_\_\_

*Attach a location map showing the location of the development site relative to adjacent sites. A location map may be a copy of the tax or plat map, including scale, showing the parcel where development activity will occur.*

### **DESCRIPTION OF WORK**

3a. Kind of development proposed (check all that apply):

- |                                                         |                                                          |
|---------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Residential structure          | <input type="checkbox"/> Non-Residential Structure       |
| <input type="checkbox"/> New structure                  | <input type="checkbox"/> New structure                   |
| <input type="checkbox"/> Addition to structure          | <input type="checkbox"/> Addition to structure           |
| <input type="checkbox"/> Renovation/repairs/maintenance | <input type="checkbox"/> Renovations/repairs/maintenance |
| <input type="checkbox"/> Manufactured home installation |                                                          |

☐ Accessory structure: Dimensions: \_\_\_\_\_

☐ Filling or grading ☐ Dredging or excavation or mining

☐ Materials/equipment storage: Describe type: \_\_\_\_\_

☐ Watercourse alteration (any change that occurs within the banks of a watercourse)

☐ Water Supply/Sewage Disposal ☐ Bridge or culvert placement/replacement

☐ Subdivision greater than 50 lots or 5 acres ☐ Other development greater than 5 acres

☐ Other: \_\_\_\_\_

Additional activity description: \_\_\_\_\_

3b. If the proposed construction is an addition, renovation, repair or maintenance to an existing structure, indicate the cost of the proposed construction \$ \_\_\_\_\_. What is the estimated market value of the existing structure? \$ \_\_\_\_\_.

## NOTES AND ADDITIONAL SUBMITTAL REQUIREMENTS:

- In addition to completion of this form the applicant agrees to submit any additional information required by the floodplain administrator in order to determine that the proposed development is compliant with the local and federal flood damage prevention criteria of the National Flood Insurance Program. Site plans for all development must:
  1. Be drawn to scale with the north arrow.
  2. Show property boundaries, floodway, and floodplain lines.
  3. Show dimensions of the lot.
  4. Show dimensions and location of existing and/or proposed development on the site.
  5. Show areas to be cut and filled.
- Applications for residential and non-residential structures must also include:
  1. The proposed lowest floor elevation based upon the datum used on the effective Flood Insurance Rate Map and base flood elevation for the site.
  2. Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters.
  3. Description of how building utilities will be protected from floodwaters including drawings showing locations of such utilities.
  4. Detailed description of anchoring system for all mobile and manufactured homes.
  5. Description of construction materials that will be used below the flood protection elevation.
- An existing structure must comply with the flood protection standards if it is substantially improved (an improvement equal to or greater than 50% of the market value of the structure). The "substantial improvement" definition applies to existing structures only and that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes "new construction" means structures for which "start of construction" began on or after the effective date of the initial Flood Insurance Rate Map issued by FEMA for the community.
- Any Pre-FIRM structure within the FHA that has sustained damage from any source (flood, fire, etc...) must be evaluated to determine if the structure is "substantially damaged" (damaged to 50% or more of the market value of the structure). If the structure is "substantially damaged", the structure must be brought into compliance with the flood protection standards.
- For subdivision proposals greater than 5 acres or 50 lots, or large-scale developments greater than 5 acres, a hydrologic and hydraulic analysis must be conducted to determine base flood elevations in flood hazard areas where no base flood elevations are provided.
- A Conditional Letter of Map Revision (CLOMR) must be obtained for proposed projects that would result in more than a 1.0 foot increase in BFE on a watercourse that has been studied through detailed hydrologic and hydraulic analyses where BFEs have been specified, but no floodway has been designated OR when a project proposed (totally or partially within the floodway) along a watercourse for which detailed analyses have been conducted and BFEs and a floodway have been designated would result in any increase in the BFE.
- Applications for non-residential structures proposed to be floodproofed must have a completed FEMA floodproofing certification form attached (can only be completed by a Registered Professional Engineer or Architect in the State of Ohio)
- All development proposals determined to be located in a floodway must be accompanied by a hydrologic and hydraulic analyses showing impacts on the development of flood elevations (can only be completed by a Registered Professional Engineer in the State of Ohio).
- Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.

I AGREE THAT ALL STATEMENTS IN AND ATTACHMENTS TO THIS APPLICATION ARE A TRUE DESCRIPTION OF THE EXISTING PROPERTY AND THE PROPOSED DEVELOPMENT ACTIVITY. I UNDERSTAND THE DEVELOPMENT REQUIREMENTS FOR SPECIAL FLOOD HAZARD AREA ACTIVITIES PER THE APPROPRIATE ORDINANCE OR RESOLUTION AND AGREE TO ABIDE THERETO. I UNDERSTAND IT IS MY RESPONSIBILITY TO OBTAIN ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL PERMITS.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **ENGINEERING “NO-RISE” CERTIFICATION**

This is to certify that I am a duly qualified engineer licensed to practice in the State of Ohio. It is to further certify that the attached technical data supports the fact that the proposed development: \_\_\_\_\_

(Name of Development)

in the floodway will not increase the Base Flood Elevations (100-Year flood), the floodway elevations and the floodway widths on \_\_\_\_\_

(Name of Stream)

at published sections in the Flood Insurance Study for the City of Xenia, Ohio, dated \_\_\_\_\_

and will not increase the Base Flood Elevations (100-Year flood), floodway elevations, and floodway widths at unpublished cross-sections in the vicinity of the proposed development.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Representing: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(Place Certifying Seal of Stamp Above)