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# Minnesota Simplified Sample Floodplain Development Permit Application

# For development that doesn’t involve buildings

This permit application shall be required when any type of “development” is proposed within the floodplain. This application can be used when the project does not involve buildings (structures with two or more rigid walls). Development must comply with the specific standards outlined in your community’s floodplain ordinance.

* **Development** - any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
* **Regulatory Flood Protection Elevation** - an elevation not less than one foot above the base flood plus any increases in the water surface elevation caused by encroachments on the floodplain that result from designation of a floodway.

### Applicant Information

| **Property Owner:**       | **Contractor/Agent:**       |
| --- | --- |
| **Mailing Address:**       | **Mailing Address:**       |
| **Phone:**       | **Phone:**       |
| **Email:**       | **Email:**       |

### Site Information

| **Site Address:**       |
| --- |
| **Parcel #:**       |

### Submittal Requirements

[ ]  Location and detail of grading, fill, and methods to stabilize soil

[ ]  Copies of any other required state or federal permits or approvals (if applicable)

### Brief Description of Project

|       |
| --- |

For Structural Developments (check all that apply)

[ ]  Deck/Patio/Gazebo

[ ]  Fence

[ ]  Gas or liquid storage tank

[ ]  Utilities, well, ISTS, or other service facilities

For Other Development Activities (check all that apply)

[ ]  Earth moving, excavation, grading, or fill

[ ]  Mining

[ ]  Road or trail construction

[ ]  Shoreline stabilization or restoration

[ ]  Bridge or culvert construction or alteration

[ ]  Subdivision

Application will be evaluated based on compliance with the standards outlined in the floodplain ordinance. No work of any kind may start until an application is approved and a permit is issued. The permit may be revoked if any false statements are made in this application. If revoked, all work must cease until a permit is re-issued. Applicant gives consent to the Zoning Administrator to carry out inspections required to verify compliance.

**Applicant signature:** **Date:**

Review & Analysis

**Note:** This section does not capture all required standards. Every permit application requires analysis and strict compliance to the provisions in the local floodplain ordinance. If “no” is checked anywhere below, the application cannot be approved.

### Flood Zone and District

#### Floodplain District:

[ ]  Floodway

[ ]  Flood Fringe

[ ]  General Floodplain

#### Allowable Use?

[ ]  Permitted

[ ]  Requires CUP

Determination of RFPE

1. Base Flood Elevation =       ft.
2. Floodway Stage Increase =       ft.
3. Required Freeboard =       ft.

**RFPE** (add A, B, & C) **=** ft.

**Datum:** [ ]  NGVD 29 [ ]  NAVD 88 [ ]  Other:

#### Source for BFE & Stage Increase:

[ ]  FIRM Map & FIS (for detailed Study Areas)

[ ]  Estimated 1% Water Surface Elevations (assume 0.5’ Stage Increase)

[ ]  Other:

For Developments in all Floodplain Districts

[ ]  Yes [ ]  No [ ]  n/a Anchored

[ ]  Yes [ ]  No [ ]  n/a Materials and equipment are resistant to flooding

[ ]  Yes [ ]  No [ ]  n/a Minimizes flood damage and is reasonably safe from flooding

[ ]  Yes [ ]  No [ ]  n/a Provides adequate drainage to reduce exposure to flood hazards

[ ]  Yes [ ]  No [ ]  n/a Is not detrimental to uses in adjoining areas

[ ]  Yes [ ]  No [ ]  n/a All utilities, electric, gas, heating, ductwork, water supply, and ISTS are elevated and/or floodproofed up to or above the RFPE

[ ]  Yes [ ]  No [ ]  n/a Materials that are buoyant; flammable; explosive; potentially injurious; or likely to cause pollution of waters are stored or floodproofed up to or above the RFPE, have been approved by the MPCA and/or are protected by structural measures.

### For Developments in the Floodway

[ ]  Yes [ ]  No Development is an allowable use in the Floodway District

[ ]  Yes [ ]  No Has it been determined that development will not cause an increase in water surface elevations, obstruct flood flows, or increase velocities during the one-percent annual chance flood?

* If yes, how?

[ ]  Analysis performed by a professional engineer. Attach analysis and [No-Rise Certification](https://files.dnr.state.mn.us/waters/watermgmt_section/floodplain/MN_No-Rise_Cert_040204.pdf).

[ ]  Verified through other accepted standard engineering practices (such as when a riprap project is proposing to restore the site to its previous cross-sectional area). Attach analysis.

* If no:

[ ]  Yes [ ]  No Has a Conditional Letter of Map Revision been obtained?

[ ]  Yes [ ]  No Does the use or activity require a conditional use permit?

* If yes:

[ ]  Yes [ ]  No Does the development meet the associated standards for the CUP as described in the ordinance?

[ ]  Yes [ ]  No [ ]  n/a If development is proposed below the Ordinary High Water Level in the bed of a public water, is a DNR Public Waters Work Permit or utility crossing license included with application, or is the activity exempt from a DNR permit?

### For Developments in the General Floodplain District

If the use or activity would not be allowed in the floodway district, the boundaries of the floodway must be determined to ensure development occurs outside of the floodway.

[ ]  Yes [ ]  No Has it been determined that cumulative effect of the development, when combined with all other existing development, will not increase the water surface elevation of the base flood more than one-half foot (or less, if increased flood damages would potentially result)?

* If yes, how?

[ ]  Analysis performed by a professional engineer. Attach analysis.

[ ]  Verified through other accepted standard engineering practices (such as when a riprap project is proposing to restore the site to its previous cross-sectional area). Attach analysis.

[ ]  The development is on/adjacent a lake or wetland, and land alterations within the near shore area is minimized or limited to shore stabilization projects

* If no:

[ ]  Yes [ ]  No [ ]  n/a Has a Conditional Letter of Map Revision been obtained?

[ ]  Yes [ ]  No [ ]  n/a If development is proposed below the Ordinary High Water Level in the bed of a public water, is a DNR Public Waters Work Permit or utility crossing license included with application, or is the activity exempt from a DNR permit?

## Permit Approval or Denial

If any box is checked “no,” the permit must be denied.

[ ]  **Approve Permit**

[ ]  **Approve Application, subject to CUP Hearing**

[ ]  **Request Additional Information**

[ ]  **Deny Permit**

**Zoning Administrator signature:** **Date:**