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# Minnesota Sample Floodplain Development Permit Application

This permit application shall be required when any type of “development” is proposed within the floodplain. 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.

Description of Work

### 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)

For buildings, please include:

Site plan of the property detailing all existing and proposed buildings, structures, service facilities, roads, waterbodies, and other pertinent design features. Where applicable, plans shall detail:

Anchoring

Proposed elevations of lowest floor (including basement or crawlspace)

Detail of the materials used and flood protection of all facilities servicing the building

Engineer/Architect certifications (for floodproofed structures)

Detail of repairs and improvements, including cost estimate (for existing nonconforming structures)

### Brief Description of Project

|  |
| --- |

For Buildings (check all that apply)

#### Activity:

New Structure

Existing Structure:

Demolition and Replacement

Demolition

Relocation/Elevation₁

Alteration/Addition/Improvement₂

Repair after Damage₂

#### Building Type:

Residential

Non-residential

Multi-use development

Manufactured Home

Recreational Vehicle

Accessory Building (square footage:      )

Other:

#### Elevation and Floodproofing:

Ground elevation will be filled at or above the BFE, plus stage increase. Fill is extended at this level ≥15’ beyond the structure footprint. Building’s lowest floor elevated at or above the RFPE

Building or addition’s lowest floor will be elevated above the RFPE via method alternative to fill. (requires CUP)

Development utilizes fill, but fill does not meet the standards noted above.

Elevated on a filled stem wall

Elevated above an enclosed area designed to be internally flooded

Elevated with blocks, pilings, or stilts

Nonresidential building will be designed to be watertight below the RFPE (requires CUP)

Building or addition’s lowest floor won’t be elevated, but will be designed to be internally flooded

(Accessory structures & garages only. Requires CUP if in floodway – when allowed)

For Other Structural Development (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 CUPDetermination 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% BFEs (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 Individual Sewage Treatment Systems 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 Construction of Buildings

Required Elevations **Proposed** **Required**

* Top of bottom floor (including basement, crawlspace)
* Top of next highest floor (if bottom floor is internally flooded)              n/a
* Attached garage              n/a
* Lowest elevation of electrical, gas, ductwork              n/a
* Lowest adjacent (finished) grade of compacted fill (LAG)              n/a
* Lowest fill elevation 15 feet from building              n/a
* Lowest point of road access              n/a

**Datum:**  NGVD 29  NAVD 88

Yes  No Are all proposed elevations at or above required elevations

Yes  No  n/a For structures with enclosed areas below the RFPE, do the plans detail required floodproofing standards and certifications as prescribed in the ordinance?

### For Nonconforming Structures

Evaluating Project Costs

There are a few ways in which a community can determine costs and the market value of a structure. Zoning administrators should only provide estimates if no other independent determinations of costs or market value can be obtained.

1. Cost of Improvements (including labor & materials) $

Contractor’s Estimate  Zoning Administrator Estimate

1. Total cost of maintenance and upkeep carried out over the past 1 year $

Receipts  Permitting records  Zoning Administrator Estimate

1. Cost to Restore a damaged structure to pre-damage condition, following an event (including labor & materials) $

Itemized contractor’s Estimate  Zoning Administrator Estimate

Yes  No Has the property been inspected, and has a Damage Assessment Worksheet been completed?

Yes  No Is cost estimate reflective of the cost to fully address all damages identified in the Damage Assessment Worksheet?

Yes  No Has a Determination of Substantial Damage been completed and shared with the property owner?

1. Pre-Improvement or Pre-Damage Market Value of Structure $

Assessed Value x Assessment Ratio (   )  Independent Appraisal

Zoning Administrator Estimate  Other:

**Costs of Improvements as a Percentage of Market Value ( )**      %

* Less than 50%?  Yes  No

**Costs to Repair Damages as a Percentage of Market Value (** **)**      %

* Less than 50%?  Yes  No

#### Evaluating Cumulative Improvements and Cumulative Damages

The tables below are examples by which a community can track cumulative improvements and repetitive losses.

**Tracking of Cumulative Improvements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Permit Applications** | **Activity Proposed or Completed** | **Cost of Improvements\*** | **Pre-Improvement Market Value** | **Cost as a Percentage of Pre-Improvement Market Value** | **Cumulative Percentage of Improvements** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Costs for most recent permit should also include all maintenance/upkeep carried out over the previous one year prior to permit application

**Tracking of Substantial Damages and Repetitive Losses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Damage** | **Costs to Repair Damage\*** | **Pre-Damage Market Value** | **Cost as a Percentage of Pre-Damage Market Value** | **Rolling 10yr Total % Damage of Top 2 Events** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Costs for most recent permit should also include improvements that go beyond the pre-damage condition

### 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:**