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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 (**$ =\frac{A+B}{D}$ **)**      %

* Less than 50%? [ ]  Yes [ ]  No

**Costs to Repair Damages as a Percentage of Market Value (**$ =\frac{C (+A if applicable)}{D}$ **)**      %

* 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:**