

# Floodplain Development Permit Review Checklist

Building Permit #	FIRM Panel #	FIRM Date
Property Location		
Map	Lot	Zoning

**For all development, complete Sections A through D**

## **A. General**

The following requirements have been met as detailed in the floodplain ordinance.

- |   |   |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1. Utilities  |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. New or replacement water and sewer systems (including on-site systems)         |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3. Anchoring  |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 4. Flood damage-resistant materials   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 5. Other permits required from State or Federal jurisdictions have been received. |

## **B. Watercourses**

- |   |   |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1a. Is this development located in the floodway? If yes, complete #1b and #1c. If no, complete #2.  |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1b. A copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1c. The hydraulic/hydrologic analysis shows a 0.00 feet or less increase in the Base Flood Elevation as a result of the proposed development.<br><br>If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. Is this development located in Zone A or Zone AE with no floodway designated? If Zone A, complete #3. If Zone AE, complete #4a and #4b.  |

## **Sample Floodplain Development Permit Application and Checklist**

The attached Sample Floodplain Development Permit Application and Checklist should be customized for the community's purposes. These samples were developed to show the kind of information that a community should be seeking from an applicant that proposes to develop in a Special Flood Hazard Area to ensure the proposed development complies with the community's floodplain regulations. Not all information may be applicable for all communities.

Permit No. _____
---------------------

**[Community Name]**  
**Floodplain Development Permit Application**

Date of Submittal _____
----------------------------

*This form is used for any development in a Special Flood Hazard Area as shown on the community's effective FEMA Flood Insurance Rate Map. Development is defined as any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavating or drilling operation or storage of equipment or materials. Applicant must obtain all other necessary federal, state or local permits before this permit can be issued.*

**Property Information**

Property Address/Location		
Map	Lot	Subdivision

**Owner Information**

Owner's Name	Phone #
Address	
Email	Mobile Phone #

**Contractor Information**

Contractor Name	Phone #
Company Name	Fax #
Address	
Email	Mobile Phone #

**Floodplain Map Information**

Map Panel #	Map Panel Date	Flood Zone	Floodway? Y N	Base Flood Elevation
-------------	----------------	------------	---------------	----------------------

**Market Value Information**

Market Value of Existing Structure \$	Estimated Cost of Improvements or Repairs \$
---------------------------------------	--

Description of Development: \_\_\_\_\_

**Submittal Requirements:** Site Plan showing the location of all existing and proposed structures, water bodies, adjacent roads, lot dimensions, 100-year floodplain boundary, and floodway boundary, if applicable, and proposed development. If proposed development is a new structure or substantial improvement of an existing structure, a certified and completed FEMA Elevation Certificate that includes the proposed elevation of the structure's lowest floor (including basement) shall be submitted.

**Certification and Acknowledgement:**

I certify that I am the owner or the authorized agent of the owner of the property upon which the work authorized by the permit sought will be performed. I further certify that the information given is true and correct to the best of my knowledge. All work will be performed in accordance with all applicable laws of the State of New Hampshire and the **[Community Name]**.

\_\_\_\_\_  
Printed Name of Owner or Owner Representative

\_\_\_\_\_  
Signature of Owner or Owner Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Denied By

\_\_\_\_\_  
Date

- ☐ Y ☐ N ☐ NA      3. For Zone A, is there another source that has designated a floodway in the area where the proposed development is located? If yes, complete #1a to #1c.
- ☐ Y ☐ N ☐ NA      4a. For Zone AE, a copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.
- ☐ Y ☐ N ☐ NA      4b. For Zone AE, the hydraulic/hydrologic analysis shows a 1.0-foot or less increase in the Base Flood Elevation as a result of the proposed development.  
If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA.
- ☐ Y ☐ N ☐ NA      5a. Will the proposed development alter or relocate a watercourse? If Yes, complete #5b to #5d
- ☐ Y ☐ N ☐ NA      5b. The Wetlands Bureau of the NH Department of Environmental Services has been notified and such notification has been received.
- ☐ Y ☐ N ☐ NA      5c. Other applicable notifications have been completed and received.
- ☐ Y ☐ N ☐ NA      5d. Certification provided by a registered professional engineer assuring that the flood carrying capacity of an altered or relocated watercourse can and will be maintained has been received.

## **☐ NA      C. Substantial Improvement/Damage Determination**

For reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause.

- \$ \_\_\_\_\_      1. Actual cost of construction (See FEMA Reference Guide P-758 as to what items to include/exclude. Include volunteer labor and donated supplies.)
- \$ \_\_\_\_\_      2. Present Market Value of Structure Only (Market Appraisal or Adjusted Assessed Value BEFORE improvement, or if damaged, BEFORE damage occurred).
- \_\_\_\_\_ %      3. Ratio of Cost of Improvement (or Cost to Repair) to Market Value (#1 divided by #2 then multiplied by 100)

If Ratio is 50% or greater then the proposed development is considered a Substantial Improvement. The entire structure including the existing building must comply with the floodplain regulations including elevating the lowest floor to or above the Base Flood Elevation.

**☐ NA**      **D. Manufactured Homes and Recreational Vehicles**

- ☐ Y ☐ N ☐ NA      1a. Manufactured home is on a permanent foundation and the lowest floor of the manufactured home is at or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA      1b. Manufactured home has been securely anchored.
- ☐ Y ☐ N ☐ NA      2a. The recreational vehicle will be on site for fewer than 180 consecutive days.
- ☐ Y ☐ N ☐ NA      2b. The recreational vehicle is fully licensed and ready for highway use (on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions).
- ☐ Y ☐ N ☐ NA      2c. If answer to both #2a and #2b is No, the recreational vehicle meets the requirements listed #1a and #1b for a manufactured home.

Next, complete either Section E or F dependent upon the development's flood zone.

**☐ NA**      **E. Development in Zones A, A1-30, AE, and AO**

- ☐ Y ☐ N ☐ NA      1. The elevation of the lowest floor (including a basement) is located at or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA      2. If development is located in Zone A and no Base Flood Elevation data is available from other sources, the elevation of the lowest floor (including a basement) is located at least 2 feet above the Highest Adjacent Grade.
- ☐ Y ☐ N ☐ NA      3. If development is located in Zone AO, the elevation of the lowest floor (including a basement) is located at the required flood elevation (Highest Adjacent Grade elevation plus the depth number shown on the FIRM or, if no depth number is shown, the Highest Adjacent Grade elevation plus at least 2 feet).
- ☐ Y ☐ N ☐ NA      4a. If a non-residential structure is floodproofed, the structure is protected up to or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA      4b. If floodproofed, Floodproofing Certification has been received.

**☐ NA**      **Enclosures (solid foundation perimeter walls) below Base Flood Elevation**

- ☐ Y ☐ N ☐ NA      1. Enclosed area is unfinished or flood resistant used solely for parking of vehicles, building access, or storage.

- |   |  |
|---|--|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. Enclosed area is not a basement (the floor of the enclosure is NOT below grade on all sides).                                 |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3a. Minimum of 2 flood vents on two different walls.   |
| _____   | 3b. Square footage of enclosed area below Base Flood Elevation.  |
| _____   | 3c. Square inches of venting required (must be equal or greater than #3b).   |
| _____   | 3d. Square inches per opening (multiply length and width of opening).  |
| _____   | 3d. Number of vents required (#3c divided by #3d).   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3e. Foundation contains the minimum number of vents.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3f. The bottom of each opening is no higher than one (1) foot above either the exterior or interior grade (whichever is higher). |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3g. If there is any cover on the openings it will permit the automatic flow of floodwaters in both directions.                   |

---

☐ NA

## **F. Development in Zones V, V1-30, and VE**

- |   |  |
|---|--|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1. Bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings and columns is located at or above the Base Flood Elevation.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. Structure is securely anchored to pilings and columns using the appropriate water and wind loading values.  |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3. Certification by a registered professional engineer or architect has been received.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 4a. Space below the lowest floor is used solely for parking of vehicles, building access, or storage.  |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 4b. Space below the lowest floor is either free of obstructions or constructed with non-supporting breakaway walls, open lattice-work or insect screening that meet the minimum design requirements. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 5. No fill has been used for structural support of the building.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 6. No man-made alterations of sand dunes that would increase potential flood damage.   |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 7. Proposed development is located landward of the reach of mean high tide.  |

## **Compliance Action**

---

Complete this section as applicable based on project inspections and/or elevation and other data received from applicant to ensure compliance with the community's local regulations for floodplain management.

### ***Inspections:***

1. First Inspection (After staking and before ground breaking)

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

2. Second Inspection (Just prior to the installation of the lowest floor)

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

3. Final Inspection (Project Completion)

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

### ***Submittal of Elevation Certificate:***

1. Based on Construction Plans (Pre-Construction)

Submittal Date: \_\_\_\_\_ Verification By: \_\_\_\_\_ Date: \_\_\_\_\_

2. Building Under Construction (Just prior to the installation of the lowest floor)

Submittal Date: \_\_\_\_\_ Verification By: \_\_\_\_\_ Date: \_\_\_\_\_

3. Finished Construction/As-Built (Required before Certificate of Compliance/Occupancy is issued)

Submittal Date: \_\_\_\_\_ Verification By: \_\_\_\_\_ Date: \_\_\_\_\_

---

### **Certificate of Compliance/Occupancy**

Certificate of Compliance/Occupancy issued: Date: \_\_\_\_\_ By: \_\_\_\_\_

---

Checklist Completed By :

\_\_\_\_\_  
(Signature of Local Administrator) Date: \_\_\_\_\_

