

## **Floodplain Application Requirements/Procedures**

### **See Floodplain Ordinance for Design and Construction Standards**

#### Section 3.04 Application Procedures and Requirements

- A. Application for such a permit shall be made, in writing, to the Floodplain Administrator on forms supplied by the Borough of Sugarcreek. Such application shall contain the following:
  - 1. Name and address of applicant.
  - 2. Name and address of owner of land on which proposed construction is to occur.
  - 3. Name and address of contractor.
  - 4. Site location including address.
  - 5. Listing of other permits required.
  - 6. Brief description of proposed work and estimated cost, including a breakout of flood-related cost and the market value of the building before the flood the flood damage occurred where appropriate.
  - 7. A plan of the site showing the exact size and locations of the proposed construction as well as any existing buildings or structures.
  
- B. If any proposed construction or development is located entirely or partially within any identified floodplain area, applicants for Permits shall provide all the necessary information in sufficient detail and clarity to enable the Floodplain Administrator to determine that:
  - 1. All such proposals are consistent with the need to minimize flood damage and conform with the requirements of this and all other applicable codes and ordinances;
  - 2. All utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage;
  - 3. Adequate drainage is provided so as to reduce exposure to flood hazards;
  - 4. Structures will be anchored to prevent floatation, collapse, or lateral movement;
  - 5. Building materials are flood resistant;
  - 6. Appropriate practices that minimize flood damage have been used; and
  - 7. Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities have been designed and located to prevent water entry or accumulation.
  
- C. Applicants shall file the following minimum information plus any other pertinent information as may be required by the Floodplain Administrator to make the above determination:
  - 1. A completed permit application form.
  
  - 2. A plan of the entire site, clearly and legibly drawn at a scale of one (1) inch being equal to one hundred (100) feet or less, showing the following:
    - a. North arrow, scale and date;

- b. Topographic contour lines, if available;
  - c. The location of all existing and proposed buildings, structures, and other improvements, including the location of any existing or proposed subdivision and development;
  - d. The location of all existing streets, drives, and other access ways; and
  - e. The location of any existing bodies of water or watercourses, identified floodplain areas, and, if available, information pertaining to the floodway, and the flow of water including direction and velocities.
3. Plans of all proposed buildings, structures and other improvements, drawn at suitable scale showing the following:
- a. The proposed lowest floor elevation of any proposed building based upon North American Vertical Datum of 1988;
  - b. The elevation of the base flood;
  - c. Supplemental information as may be necessary under 34 PA Code, the 2009 IBC or the 2009 IRC.
4. The following data and documentation:
- a. Information concerning flood depths, pressures, velocities, impacts and uplift forces and other factors associated with a base flood; and Floodway Area (section 4.02A of Floodplain Ordinance) when combined with all other existing and anticipated development, will not increase the base flood elevation at any point.
  - b. Documentation, certified by a registered professional engineer or architect, to show that the cumulative effect of any proposed development within an AE Area/District without floodway (section 4.02 B of Floodplain Ordinance) when combined with all other existing and anticipated development, will not increase the base flood elevation more than one (1) foot at any point within the community.
  - c. A document, certified by a registered professional engineer or architect, which states that the proposed construction or development has been adequately designed to withstand the pressures, velocities, impact and uplift forces associated with the base flood.

Such statement shall include a description of the type and extent of flood proofing measures which have been incorporated into the design of the structure and/or the development.

- d. Detailed information needed to determine compliance with Section 5.03F (Floodplain Ordinance), Storage, and section 5.04 (Floodplain Ordinance), Development Which May Endanger Human Life, including:
  - i. The amount, location and purpose of any materials or substances referred to in Section 5.03F and 5.04 which are intended to be used, produced, stored or otherwise maintained on site.

- ii. A description of the safeguards incorporated into the design of the proposed structure to prevent leaks or spills of the dangerous materials or substances listed in Section 5.04 during a base flood.
  - e. The appropriate component of the Department of Environmental Protection's "Planning Module for Land Development."
  - f. Where any excavation or grading is proposed, a plan meeting the requirements of the Department of Environmental Protection, to implement and maintain erosion and sedimentation control.
- D. Applications for Permits shall be accompanied by a fee, payable to the municipality based upon the estimated cost of the proposed construction as determined by the Floodplain Administrator.

#### Section 3.05 Review by County Conservation District

A copy of all applications and plans for any proposed construction or development in any identified floodplain area to be considered for approval shall be submitted by the Floodplain Administrator to the County Conservation District for review and comment prior to the issuance of a permit. The recommendations of the Conservation District shall be considered by the Floodplain Administrator for possible incorporation into the proposed plan.

#### Section 3.06 Review of Application by Others

A copy of all plans and applications for any proposed construction or development in any identified floodplain area to be considered for approval may be submitted by the Floodplain Administrator to any other appropriate agencies and/or individuals (e.g. planning commission, municipal engineer, etc.) for review and comment.

#### Section 3.07 Changes

After the issuance of a permit by the Floodplain Administrator, no changes of any kind shall be made to the application, permit or any of the plans, specifications or other documents submitted with the application without the written consent or approval of the Floodplain Administrator. Requests for any such change shall be in writing, and shall be submitted by the applicant to the Floodplain Administrator for consideration.

Borough of Sugarcreek

Floodplain Development Permit Application

**SECTION 1: General Provisions and Requirements (Applicant to read and sign)**

1. The applicant is to provide two copies of this application.
2. No work of any kind may start until a permit is issued.
3. The permit may be revoked at any time, if false statements are made herein; and if revoked, all work is to cease until a permit is re-issued.
4. The applicant is hereby informed that other permits may be required to fulfill other local, state, and federal requirements. The applicant is to provide copies of all such permit to the Borough of Sugarcreek.
5. The applicant hereby gives consent to the Flood Plain Administrator and to representatives to make reasonable inspections to verify compliance.
6. This application is to be accompanied by two sets of a site plan showing the location of all existing and proposed structures, water bodies, adjacent roads, lot dimensions, Base Flood Elevation (BFE) and floodway boundaries, if applicable, and proposed development (a Professional Engineer is recommended). If proposed development is a new structure or substantial improvements of an existing structure, a certified and completed FEMA Elevation Certificate (EC) that includes the proposed elevation of the structures lowest floor (including basement), types of water resistant materials used below first floor, details of flood proofing of utilities located below the first floor, and details of enclosures below first floor shall be submitted. A licensed land surveyor, professional engineer, or certified architect who is authorized by law to certify elevation information is required.
7. Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increases in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding.

THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF HIS/HER KNOWLEDGE, TRUE AND ACCURATE.

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

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

**SECTION 2: Proposed Development Information (To be completed by the applicant)**

Project Location

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

Zoning District: \_\_\_\_\_ Flood Plain Area: \_\_\_\_\_

Provide a brief description of the proposed project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Developer Information:

	Name	Address	Telephone #	Email Address
Applicant				
Engineer				
Contractor				
Architect				

Description of Work (Check all that apply)

Structure Development

Activity

\_\_\_ New Structure

\_\_\_ Addition

\_\_\_ Alteration

\_\_\_ Relocation

\_\_\_ Demolition

Other Development Activities (Check all that apply)

Clearing  Fill  Drilling  Grading

Excavation (Except for structural development)

Watercourse Alteration (including dredging and channel modification)

Drainage improvements (including culvert work)

Road, street or bridge construction

Subdivision (New or expansion)

Individual water or sewer expansion

Other (please specify) \_\_\_\_\_

Estimated cost of other development activities: \$ \_\_\_\_\_

**SECTION 3: Additional Required Information**

Applicant must submit the documentations below (if applicable) before the application can be processed.

Site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.

Permit obtained by the Department of Environmental Protection Regional Office for areas located in a floodway area.

Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below first floor, details of flood proofing of utilities located below the first floor, and details of enclosures below first floor.

Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is less, the applicant must provide "100-year" flood elevations if they are not otherwise available.

Plans showing the extent of watercourse relocation and/or landform alterations.

Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.