

<p><b>Subject: Special Flood Hazard Area Permitting</b></p>	<p><b>Date Initiated: 12/01/2011</b>  <b>Last Revision Date: N/A</b>  <b>Policy No: 10-033</b>  <b>Page 1 of 3</b></p>
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**Background**

The City of Dublin (Dublin) has participated in the National Flood Insurance Program (NFIP) since 1980 by Ordinance 27-80. The NFIP makes flood insurance available to property owners in communities that agree to adopt an ordinance regulating development in flood prone areas. The floodplain regulations required by NFIP are designed to accomplish three basic objectives related to flood damage protection:

1. To prevent new developments from unduly increasing flood damages to others;
2. To ensure that new buildings will be free from flood damage; and
3. To ensure that existing buildings, when substantially damaged or improved, will be brought up to current floodplain regulations so they will be flood protected.

Dublin’s code exceeds these minimum requirements. [Chapter 151 – Flood Control](#) requires the necessary controls and provisions for reducing flood losses and hazards, but also includes a 20 foot buffer zone to floodways. No fill shall be placed between the floodway and the base flood elevation (flood fringe) or between the floodway and 20 feet from the floodway, whichever is less. See the graphic below for additional clarification.

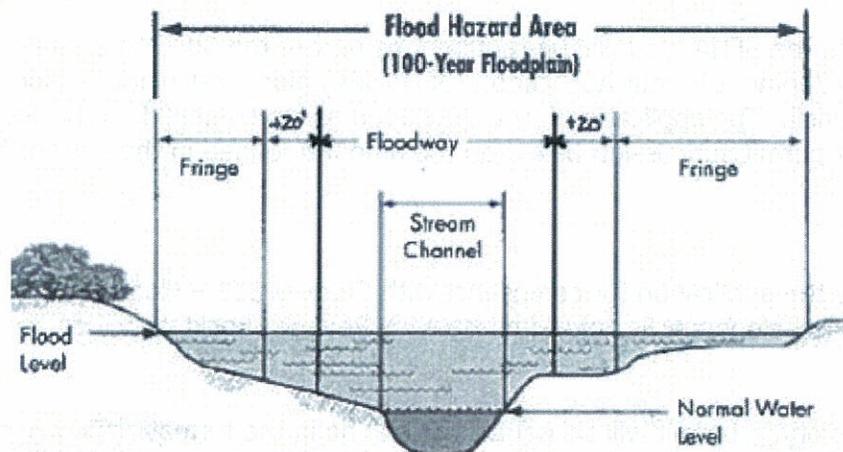


Illustration taken from Ohio Floodplain Management Handbook and modified to show Dublin’s requirements

Under NFIP, the Special Flood Hazard Area (SFHA), otherwise known as the Floodplain or area with a 1 percent chance of flooding, is the area of land that would be inundated by the base flood (see the above graphic.) This floodplain is the area regulated by Dublin for compliance with the NFIP and where the mandatory flood insurance purchase requirement applies. The floodplain is shown on the Flood Insurance Rate Maps (FIRM) provided by the Federal Emergency Management Agency (FEMA). These are the maps that lending institutions use to determine if floodplain insurance is required for a property.

### **Purpose and Applicability**

The purpose of this policy is to provide requirements for construction in areas designated as SFHA and create uniformity in design standards for use of the SFHA. This also allows the City to provide effective and efficient review of site design data.

Construction in SFHA is an evolving science. The goal of the City is to continually update its standards to reflect the most innovative, creative and cost-effective practices available. To achieve this goal, this policy will be revised and updated as necessary to reflect accepted new standard practices in the area of SFHA construction.

This policy applies to all projects in the City that include designated SFHA. Applicable projects shall include: alteration, construction, installation, demolition or removal of a structure, impervious surface or drainage facility; clearing, scraping, grubbing, killing or otherwise removing the vegetation from a site; adding, removing, exposing, excavating, leveling, grading, digging, burrowing, dumping, piling, dredging; or otherwise significantly disturbing the soil, mud, sand or rock of a SFHA. A minimum site disturbance does not exist for this policy.

### **Responsibility**

The site design engineer/surveyor hired by the developer/builder shall graphically represent the FEMA designated Floodplain on all site construction drawings submitted to the City for rezonings, final development plans, public improvement plans, and building permits. The permit shall be filled out by the developer/builder or his/her designee.

### **Requirements**

If you are doing work in the SFHA, you will be required, as part of the building permit, to also submit a Special Flood Hazard Area Development Permit Application (SFHADPA) plans, calculations, and the required fee as determined by City Council. The application form is included as Attachment A to this Policy. Fees will be collected at the time of permit submission based on the amount defined in the current Fee Ordinance.

### **Procedure**

Engineering will review the application for compliance with Chapter 151 – Flood Control Requirements utilizing the Flood Hazard Area Development Permit Administrative Review Checklist included as Attachment B to this Policy.

If the review is satisfactory, a permit will be issued and will be in the format as shown in Attachment C to this Policy. This permit will need to be retained by the property owner and on the construction site throughout construction.

If the application is denied, the owner may request a Variance in accordance with §151.37 Variance Procedure in Chapter 151 – Flood Control.

**Permit Expiration**

Permits are valid for the duration of the construction, provided the permit has not been revoked by the Floodplain Administrator or his/her designee. The permit expires if no work is commenced within one year of issuance. If the permit expires without activity on the site, the applicant will need to reapply for the permit. City Engineer will determine if new fees will need to be paid.

**Enforcement**

The City reserves the right to require modifications to any approved plans that are deemed ineffective in controlling flood water in a SFHA. If the corrective actions are not satisfactorily completed or controls are not installed and maintained, the City may proceed with enforcement remedies as provided by Chapter 151 – Flood Control.

Approved:

Paul A Hammer Smith  
Director of Engineering/City Engineer *Box*

12/14/2011  
Date





**APPLICATION FOR A  
SPECIAL FLOOD HAZARD AREA DEVELOPMENT PERMIT**

Application is hereby made for a DEVELOPMENT PERMIT as required by Chapter 151 of the codified Ordinances of the City of Dublin for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said regulations. The development to be performed is described below and in attachments hereto. The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the floodplain regulations;
- If issued, the SFHA Development Permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within one year of issuance.

Owner's Name: \_\_\_\_\_ Builder/Developer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**LOCATION OF DEVELOPMENT SITE**

1. Address of proposed development: \_\_\_\_\_
2. Legal Description: \_\_\_\_\_

*Attach a scaled location map showing the location of the development site relative to adjacent sites. A location map may be a copy of the tax or plat map, including scale, showing the parcel where development activity will occur. The map should include appropriate site details including floodplain boundaries.*

**DESCRIPTION OF WORK**

3a. Kind of development proposed (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Residential structure   | <input type="checkbox"/> Non-residential structure                 |
| <input type="checkbox"/> New structure   | <input type="checkbox"/> New structure                             |
| <input type="checkbox"/> Addition to structure   | <input type="checkbox"/> Addition to structure                     |
| <input type="checkbox"/> Renovations/repairs/maintenance   | <input type="checkbox"/> Renovations/repairs/maintenance           |
| <input type="checkbox"/> Manufactured home installation  |  |
| <input type="checkbox"/> Accessory structure: Dimensions: _____  |  |
| <input type="checkbox"/> Filling or grading  | <input type="checkbox"/> Dredging or excavation                    |
| <input type="checkbox"/> Materials/equipment storage: Describe type _____                                  |  |
| <input type="checkbox"/> Watercourse alteration (any change that occurs within the banks of a watercourse) |  |
| <input type="checkbox"/> Water supply / sewage disposal  | <input type="checkbox"/> Bridge or culvert placement / replacement |
| <input type="checkbox"/> Subdivision greater than 50 lots or 5 acres                                       | <input type="checkbox"/> Other development greater than 5 acres    |
| <input type="checkbox"/> Other: _____  |  |

Additional activity description: \_\_\_\_\_

3b. If the proposed construction is an addition, renovation, repair or maintenance to an existing structure, indicate the cost of proposed construction \$\_\_\_\_\_. What is the estimated market value of the existing structure \$\_\_\_\_\_?

NOTES AND ADDITIONAL SUBMITTAL REQUIREMENTS:

- In addition to completion of this form the applicant agrees to submit any additional information required by the floodplain administrator in order to determine that the proposed development is compliant with the local and federal flood damage prevention criteria of the National Flood Insurance Program (NFIP). Site plans for all development proposals must:
  - Be drawn to scale with north arrow and contain topographic data, both existing and proposed.
  - Show property boundaries, floodway, floodway + 20 feet, and floodplain lines.
  - Show dimensions of the lot.
  - Show dimensions and location of existing and/or proposed development on the site.
  - Show areas to be cut and filled.
- Applications for residential and non-residential structures must also include:
  - The proposed lowest floor elevation based on the datum used on the effective Flood Insurance Rate Map (FIRM) and base flood elevation for the site.
  - Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters.
  - Description of how building utilities will be protected from flood waters including drawings showing locations of such utilities.
  - Detailed description of anchoring system for all mobile and manufactured homes.
  - Description of construction materials that will be used below the flood protection elevation.
  - Certification by a registered professional engineer or architect that the flood-proofing methods for any nonresidential structure meet the flood-proofing criteria in § 151.21(B)(1) where base flood elevation data are utilized.
- An existing structure must comply with the flood protection standards if it is substantially improved (an improvement equal to or greater than 50% of the market value of the structure). The Federal Emergency Management Agency (FEMA) "substantial improvement" definition applies to existing structures only and that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes "new construction" means structures for which "start of construction" began on or after the effective date of the initial FIRM issued by FEMA for the community.
- Any Pre-FIRM structure within the SFHA that has sustained damage from any source (flood, fire, etc...) must be evaluated to determine if the structure is "substantially damaged" (damaged to 50% or more of the market value of the structure). If the structure is "substantially damaged, the structure must be brought into compliance with the flood protection standards.
- For subdivision proposals greater than 5 acres or 50 lots, or large-scale developments greater than 5 acres, a hydrologic and hydraulic analysis must be conducted by a registered Professional Engineer to determine base flood elevations in flood hazard areas where no base flood elevations are provided.
- A Conditional Letter of Map Revision (CLOMR) must be obtained for proposed projects that would result in more than a 1.0 foot increase in the Base Flood Elevation (BFE) on a watercourse that has been studied through detailed hydrologic and hydraulic analyses where BFEs have been specified, but no floodway has been designated **OR** when a project proposed (totally or partially within the floodway) along a watercourse for which detailed analyses have been conducted and BFEs and a floodway have been designated would result in any (greater than 0.0 foot) increase in the BFE.
- Applications for non-residential structures proposed to be floodproofed must have a completed FEMA floodproofing certification form attached which has been completed by a registered Professional Engineer or Architect.
- Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.

**I AGREE THAT ALL STATEMENTS IN AND ATTACHMENTS TO THIS APPLICATION ARE A TRUE DESCRIPTION OF THE EXISTING PROPERTY AND THE PROPOSED DEVELOPMENT ACTIVITY. I UNDERSTAND THE DEVELOPMENT REQUIREMENTS FOR SPECIAL FLOOD HAZARD AREA ACTIVITIES PER THE APPROPRIATE ORDINANCE OR RESOLUTION AND AGREE TO ABIDE THERETO. I UNDERSTAND IT IS MY RESPONSIBILITY TO OBTAIN ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL PERMITS.**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### FLOOD HAZARD AREA DEVELOPMENT PERMIT ADMINISTRATIVE CHECKLIST

NOTE: The following is to be completed by the local floodplain administrator or designee. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:
    - An identified floodway.
      - Does a hydrologic and hydraulic engineering analysis accompany the application?  Yes  No  n/a
      - Does the analysis have a certification that flood heights will not be increased?  Yes  No  n/a
      - Is the analysis certified by a Registered Professional Engineer?  Yes  No  n/a
    - A flood hazard area where base flood elevations exist with no identified floodway.
      - Does a hydrologic and hydraulic engineering analysis accompany the application?  Yes  No  n/a
      - Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations (in no case will this be more than one foot)?  Yes  No  n/a
      - Is the analysis certified by a Registered Professional Engineer?  Yes  No  n/a
    - An area within the floodplain fringe.
    - An approximate flood hazard area (Zone A).
    - Within the banks of a watercourse.
      - Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application?  Yes  No  n/a
- Dublin Designated Watershed \_\_\_\_\_  
 Base flood elevation (100-year) at proposed site \_\_\_\_\_ feet m.s.l. Data source \_\_\_\_\_  
 Map effective date \_\_\_\_\_ Community-Panel No. \_\_\_\_\_
2. Does proposed development meet NFIP and Chapter 151 of the Codified Ordinances of the City of Dublin "Use and Development Standards"?
    - Permitted Use?
    - Water and wastewater systems standards met?
    - Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable)?
    - Residential/non-residential structures standards met. Lowest floor elevation \_\_\_\_\_ feet m.s.l.
      - Substantial improvement / substantial damage  Yes  No  n/a
      - Anchored properly (manufactured home affixed to permanent foundation)  Yes  No  n/a
      - Utilities protected against flooding  Yes  No  n/a
      - Construction materials below flood protection elevation resistant to flood damage  Yes  No  n/a
      - Lowest floor elevated to or above flood protection elevation (BFE + freeboard)  Yes  No  n/a
      - Has an enclosure below lowest floor (crawl space, walkout basement)  Yes  No  n/a
        - Enclosure have proper number and area of openings  Yes  No  n/a
        - Enclosure unfinished and only used for parking, materials storage or entry  Yes  No  n/a
    - Accessory structure standards met (square footage, use, foundation openings).  Yes  No  n/a
    - Recreational vehicle standards met.
    - Above ground gas or liquid storage tank anchored.
    - Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse.
  3. Does proposed development trigger requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision?  Yes  No  n/a

#### DECISION RECORD

4. The proposed development is in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON \_\_\_\_\_.**
5. The proposed development is not in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON \_\_\_\_\_.** Reason(s): \_\_\_\_\_
6. The proposed development is exempt from the floodplain standards per Section 151.35 of the Flood Control Ordinance **determined on \_\_\_\_\_.**

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **SPECIAL FLOOD HAZARD AREA DEVELOPMENT PERMIT**

This permit is issued based on documentation that the applicant provided in the Flood Hazard Development Permit Application is in compliance with Chapter 151:Flood Control of the Codified Ordinances of the City of Dublin, Ohio.

Address or property location: \_\_\_\_\_

Description of development activity: \_\_\_\_\_

\_\_\_\_\_

The permittee understands and agrees that:

- An as-built Elevation Certificate signed and sealed by a professional surveyor will be submitted to the City Engineer after the first floor of a new, substantially improved, or substantially damaged, residential or non-residential structure, accessory structure or addition is constructed;
- A final Letter of Map Revision will be obtained where a Conditional Letter of Map Revision was required as part of the permit application;
- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the codes or regulations of the community;
- The permittee hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the Floodplain Management Regulations;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- Applicant will submit a notice of construction complete within 30 of last date of construction on site.
- The permit will expire if no work is commenced within one year of issuance.

Reviewed By & Content Approval \_\_\_\_\_

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

Issued by: \_\_\_\_\_

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

City Engineer

Building Permit Number: \_\_\_\_\_

Engineering Project Number: \_\_\_\_\_

Dublin Designated Watershed: \_\_\_\_\_

Elevation Certificate Received \_\_\_\_\_

Construction Completion Notice \_\_\_\_\_

Permit Expires\* \_\_\_\_\_

\* If the permit expires without activity on the site, the applicant will need to reapply for the permit. City Engineer will determine if new fees will need to be paid.