



## Floodplain Development Permit Application City of Corpus Christi

### **\*\*All construction will also require a building permit\*\***

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Management Division (FMD).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers and makes certain federal monies available to local communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project.

Floodplain Development Permits are ONLY required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FMD, or online at the FEMA website ([www.FEMA.gov](http://www.FEMA.gov)).

FEMA defines development in Title 44 of the Code of Federal Regulations part 59.1 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, excavation or drilling operations or storage of equipment or materials.* Other activities considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling. If you are proposing a development of any kind in a floodplain, you **MUST** submit this application for a Floodplain Development Permit to the Floodplain Management Division. Depending upon the type of development you are proposing, additional forms **may** be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided online and at the Floodplain Management Division, **but should only be completed if they are required for the proposed development.**

The Applicant completes this packet and submits the information to the local FMD. The FMD reviews the submission and determines whether or not additional information is needed. If it is, the FMD will request the additional information from the Applicant. Once all required materials have been submitted, the FMD will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed)

The Applicant should understand that a Floodplain development Permit is only a permit to complete the proposed development. It is not a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system, or grade a parcel of land. Before the house can be constructed and occupied, or the developed land used, a Building Permit must be obtained for the actual construction.



# Floodplain Development Permit

## Does the Flood Hazard Prevention Code apply?

If the answer is "Yes" to both the following questions, then the Flood Hazard Prevention Code is applicable, and a Floodplain Development Permit is required.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project within a special flood hazard area as identified by FEMA or by Best Available Data as identified by the City of Corpus Christi?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project new construction, a substantial improvement (any improvement to a structure which costs 50% or more of the market value before the start of construction), or other development (including fill, grading or excavation)?

## Floodplain Development Permit Checklist

Please submit all required items with the Floodplain Development Permit Application. The application will not be reviewed until all required items have been submitted.

### Items required for all applications:

Items Required to be Submitted	Check for Compliance with Flood Hazard Prevention Code (Floodplain Manager will verify compliance)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plans drawn to scale showing the location, dimensions and elevation of existing and proposed structures and proposed landscape alterations and location of the foregoing in relation to flood hazard areas. Drawings must include topography (grading) and must be survey grade with horizontal and vertical datum identified.</li> <li><input type="checkbox"/> Elevation (in relation to mean sea level), of the lowest floor (including basement and crawlspace) of all new and substantially improved structures, if applicable.</li> <li><input type="checkbox"/> Fee</li> <li><input type="checkbox"/> Legal description</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100-year floodplain and floodway delineated on site plan</li> <li><input type="checkbox"/> Base floods clearly identified on plat or proposal</li> <li><input type="checkbox"/> Structure floor elevations shown on site plan (incl. basement)</li> <li><input type="checkbox"/> Structures anchored per Section 14-552.</li> <li><input type="checkbox"/> Constructed with materials and utility equipment resistant to flood damage</li> <li><input type="checkbox"/> Constructed using methods and practices that minimize flood damage</li> <li><input type="checkbox"/> Constructed so as to prevent water from entering or accumulating within components during flooding</li> </ul>

### Additional items that may be required:

Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Flood Hazard Prevention Code (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Residential construction	<ul style="list-style-type: none"> <li><input type="checkbox"/> NFIP Elevation Certificate</li> <li><input type="checkbox"/> Construction Drawing</li> <li><input type="checkbox"/> Foundation Constructed</li> <li><input type="checkbox"/> Finished Construction</li> <li><input type="checkbox"/> V Zone Design Certificate</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lowest floor (including basement) elevated to 1.0 foot above the BFE [Sec. 14-552(1)]</li> </ul>

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# Floodplain Development Permit

Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Flood Hazard Prevention Code (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Utilities	<i>Not applicable</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Water systems designed to minimize or eliminate infiltration of floodwaters.</li> <li><input type="checkbox"/> Sewer systems designed to minimize or eliminate infiltration of flood waters and discharge from the systems into floodwaters.</li> <li><input type="checkbox"/> On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding [Sec. 14-551. General Standards].</li> </ul>
<input type="checkbox"/>	Nonresidential construction	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>NFIP Elevation Certificate</i> if above BFE               <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction Drawing</li> <li><input type="checkbox"/> Foundation Constructed</li> <li><input type="checkbox"/> Finished Construction</li> </ul> </li> <li>OR</li> <li><input type="checkbox"/> <i>NFIP Floodproofing Certificate for Non-Residential Structures</i> if below BFE</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Either lowest floor (including basement) elevated to 1.0 foot above the BFE OR together with the attendant utility and sanitary facilities, be designed so that below 1.0 foot above the BFE is floodproofed [Sec. 14-552 (2)- Specific standards].</li> </ul>
<input type="checkbox"/>	Enclosures	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Non-conversion Agreement</i>: required for all structures that are constructed with an enclosure. Dated: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Solely for parking of vehicles, building access, or storage in an area other than a basement.</li> <li><input type="checkbox"/> Designed to automatically equalize hydrostatic flood forces on exterior walls [Sec. 14-552 (3)].</li> </ul>
<input type="checkbox"/>	Manufactured Homes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manufactured home anchoring certificate and supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must be properly elevated and anchored [Sec. 14-552 (4)].</li> </ul>
<input type="checkbox"/>	Recreational Vehicles	<i>Not applicable</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required to be on-site fewer than 180 consecutive days; otherwise must meet permit requirements for “manufactured homes” [Sec. 14-552 (5)].</li> </ul>
<input type="checkbox"/>	Subdivisions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide FEMA-approved BFE data</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> BFE data shall be generated for developments greater than 50 lots or 5 acres, whichever is lesser.</li> <li><input type="checkbox"/> Public utilities and facilities located and constructed to minimize flood damage.</li> <li><input type="checkbox"/> Adequate drainage provided to reduce exposure to flood damage [Sec. 14-553].</li> </ul>

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# Floodplain Development Permit

Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Flood Hazard Prevention Code (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Located in floodway	<input type="checkbox"/> No-Rise Certificate (formal letter that certifies that a project will not increase the flood elevation, stamped and signed by a professional engineer and supported by technical data)	<input type="checkbox"/> Encroachments in the floodway are prohibited UNLESS it can be demonstrated that the proposed encroachment does not result in any increase. A no-rise certificate is required. OR the city may permit encroachments with an increase in BFE, if first a conditional FIRM and floodway revision are applied for through FEMA [Sec. 14-555].
<input type="checkbox"/>	Project causes an increase to of 1'+ to BFE or an adverse effect to the floodplain boundary	<input type="checkbox"/> Documentation that CLOMR or LOMR has been submitted to FEMA	<input type="checkbox"/> The City may require a CLOMR or LOMR to be submitted prior to the permit approval [Sec.14-542 (10)].
<input type="checkbox"/>	Addition, remodel or alteration to a structure	<input type="checkbox"/> Structural valuation documentation <i>(If the value of an addition, remodel or alteration to a structure equals or exceeds 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure)</i>	Is addition, remodel or alteration equal or greater to 50% of the value of the structure? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Wetland Impact Area	<input type="checkbox"/> Wetland Permit from the US Army Corps of Engineers	<input type="checkbox"/> Wetland Permit No.
<input type="checkbox"/>	Fill in a Velocity Zone	<input type="checkbox"/> Developer/Owner shall apply for all necessary City permits including a Floodplain Development permit. <input type="checkbox"/> A Grading Plan shall be submitted showing existing and proposed Natural Ground elevations and approximate slope percentages of the proposed grading. <input type="checkbox"/> Nonstructural fill should not prevent the free passage of floodwater and waves beneath elevated buildings, divert floodwater or waves such that building damage is exacerbated, or lead to damaging flood and wave conditions on a site or adjacent sites. Nonstructural fill should be assumed to wash away and should not be used in foundation design calculations.	<input type="checkbox"/> Is a grading plan attached showing existing and proposed natural ground elevations and approximate slope percentages of proposed grading?

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Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Flood Hazard Prevention Code (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Fill in a Velocity Zone	<ul style="list-style-type: none"> <li>□ Fill placed on Zone V sites should be similar to natural soils in the area. In many coastal areas, natural soils are clean sand or sandy soils free of large quantities of clay, silt, and organic material. Nonstructural fill should not contain large rocks and debris. Soil comparisons shall use the Unified Soil Classification System (USCS) and shall be the responsibility of the Developer/Owner to provide this data from an accredited soil testing laboratory.</li> <li>□ Placement of up to 2 feet of fill under or around an elevated building to facilitate drainage with a slope of 5% or shallower to existing outer grades can generally be assumed to comply with free-of-obstruction requirements and be acceptable without engineering analysis or certification.</li> <li>□ If the thickness and gradient standards are exceeded the developer/owner will be required to submit an engineering analysis performed by a State of Texas licensed engineer that certifies the fill will not lead to damaging flow diversion or wave runup and reflection.</li> </ul>	<ul style="list-style-type: none"> <li>□ Provide Soil Verification from an accredited laboratory.</li> <li>□ Verify up to 2ft of nonstructural fill with a slope of 5% or shallower to existing outer grades.</li> <li>□ If thickness and gradient standards exceeded is an engineering analysis performed by a State of Texas Licensed Engineer certified and provided?</li> </ul>



## Floodplain Development Permit Application (New Construction, Additions, Alterations)

**FAILURE TO SUBMIT A COMPLETE, LEGIBLE APPLICATION MAY RESULT IN DELAYS IN PROCESSING OR PERMIT APPROVAL**

OFFICE USE ONLY  Permit No.	Reviewer:	Project Location:				
	Zoning:	Sub ID:	Site Plan: <input type="checkbox"/> Build Line <input type="checkbox"/> Roof Line			
	Setbacks: Front:		Rear	Left	Right	Other
	Flood Zone:					

GENERAL PROJECT INFORMATION
Project Address:
Subdivision Name and Phase #:
Description of Project/Scope of Work:

CONTACT INFORMATION			
Applicant:		<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect/Engineer
		<input type="checkbox"/> Owner	<input type="checkbox"/> Other
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	
Property Owner (if different from above):			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

PROJECT DETAILS		
Cost of Construction (total project cost): \$	Pre-Improvement/Assessed Value: \$	
Construction Type (select all that apply): <input type="checkbox"/> New Residential <input type="checkbox"/> Non-residential <input type="checkbox"/> Duplex <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Excavation <input type="checkbox"/> Grading/Fill <input type="checkbox"/> Paving <input type="checkbox"/> Accessory Structure		
Living Area Sq. Ft (for new/addition):	Total Sq. Ft:	Type of Foundation (Slab/Pier & Beam):
Located in a Designated Floodway?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the Structure have Substantial Damage/Improvement _____%
<b>IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP WITHIN A FLOODWAY, IT MUST SHOW THAT THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE (<u>NO RISE</u>) IN THE BASE (1%) FLOOD ELEVATIONS.</b>		

