



FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

The checklist must be completed and included as part of the initial submittal for a Floodplain Development Permit. In the space provided left of each item, enter the page #(s) of the plans that contain the listed item. If an item is not applicable to your project, indicate N/A. Incomplete submittals will be returned for completion prior to reviewing application.

INFORMATION REQUIRED FOR ALL PLAN SUBMITTALS:

___ Plans sealed by State of Ohio Professional Surveyor and/or State of Ohio Professional Engineer

___ Base Flood Elevation (BFE) at the property limits and work area

___ Indicate whether the proposed work is in the Floodway or flood fringe

___ FEMA FIRM Panel Number and Effective Date

___ FIRM Zone

___ *Legal Description of Property**

___ Limits of Special Flood Hazard Area (SFHA) including floodway where applicable

___ Existing contours

___ Grading plan

___ *Include compaction requirements for fill areas*

___ Location and elevation of existing and proposed construction in the SFHA, including, but not limited to, streets, pavement, retaining walls, accessory buildings, swimming pools, parking lots, driveways, trash enclosures, storage tanks, and other infrastructures. Also locations of proposed underground utilities.

**AS REQUESTED*

INFORMATION REQUIRED IF BUILDINGS ARE TO BE CONSTRUCTED, ENLARGED OR ALTERED WITHIN THE FLOODPLAIN:

___ Provide elevation certificate to verify:

RESIDENTIAL: Basement or lowest floor at least 3 feet above BFE

NON-RESIDENTIAL: Lowest floor or flood proofing at least 1 foot above BFE

___ Anchorage of proposed structures

___ Venting of enclosed areas for pressure equalization

___ Electrical, heating, ventilation, plumbing, ac, and other service equipment designed or located to prevent water from entering or accumulating within the components during flooding (above BFE)
Floodplain Development permit checklist

SUPPLEMENTARY INFORMATION:

Depending on the proposed project, the following items may also be required prior to issuance of a permit.

- Flood Study (Hydraulic modeling)
- United States Army Corp of Engineers Section 404 Permit
- U.S. Fish and Wildlife Service-Endangered Species Act
- FEMA Conditional Letter of Map Change (CLOMR) REQUIRED POST-CONSTRUCTION SUBMITTAL

REQUIREMENTS: This section indicates information that may need to be submitted AFTER construction improvements, but prior to a Certificate of Occupancy.

- Post-Construction Elevation Certificate (must be certified by a licensed State of Ohio Engineer)
- Flood proofing certification (must be certified by a licensed State of Ohio Engineer or Surveyor)

OTHER ITEMS:

- Certification of Fill Placement (must be certified by a licensed State of Ohio Engineer)
- FEMA Approved Letter of Map Change (LOMC)