

# CITY OF CHARLOTTESVILLE

## Neighborhood Development Services

P.O. Box 911, Charlottesville, Virginia, 22902

Phone (434) 970-3182, Fax (434) 970-3359



### Floodplain Development Permit

This permit requirement is to ensure that proposed development projects within the Special Flood Hazard Areas designated by FEMA, meet the requirements of the National Flood Insurance Program NFIP. 44CFR 59 definitions: Development- means any man-made change to improved or unimproved real estate, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment and materials. This form will be used to determine whether a floodplain impact plan is required.

Applicant Name: \_\_\_\_\_

Project location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### General Provisions (applicant to read and sign)

- 1.No work of any kind may start until a permit is issued.
- 2.The permit may be revoked if any false statements are made herein.
- 3.If revoked, all work must cease until permit is re-issued.
- 4.Development shall not be used or occupied until Certificate of Occupancy is issued.
- 5.The permit will expire if no work has commenced within six months of issuance.
- 6.Applicant understands that other permits may be required to fulfill local, state and federal regulatory requirements ( see attached possible list)
- 7.Applicant hereby gives consent to the Local Administrator or their representative to make reasonable inspections required to verify compliance.
- 8.The Applicant certifies that: All statements herein and attachments to this application are to the best of my knowledge, true and accurate: \_\_\_\_\_.

Applicant's Signature

Builder \_\_\_\_\_  
(Name) (Address) (Telephone #) (Email)

Engineer: \_\_\_\_\_  
(Name) (Address) (Telephone #) (Email)

**Check which type of submission is being requested for review:**

LOMA \_\_\_\_  
CLOMR \_\_\_\_  
CLOMR-F \_\_\_\_  
LOMR \_\_\_\_  
LOMR-F \_\_\_\_

**All development – Base Flood Elevation (BFE) data provided.**

- a. The as-built elevation certification from a registered land surveyor or professional engineer has been submitted? Yes / No / Not Applicable
- b. The lowest floor elevation is at or above the required lowest floor elevation? Yes / No
- c. Electrical, heating, ventilation, plumbing, air conditioning equipment (including duct work) , and other service facilities are be located 1' above BFE or flood-proofing. Yes / No

**Proposed single lot development in zone A or AE.**

- A. Solid foundation perimeter walls located below the BFE.
1. There will be at least 2 openings? Yes /No
  2. Square footage of enclosed area subject to flooding? \_\_\_\_\_ s.f.
  3. Square inches of venting required ? \_\_\_\_\_ sq. inches
  4. Square inches per opening (multiply L by W)? \_\_\_\_\_ sq. inches
  5. Number of required vents (#3 above divided by #4 above) \_\_\_\_\_
  6. Foundation contains the minimum number of vents? \_\_\_\_\_
  7. The bottom of each opening will be no higher than one (1') foot above adjacent grade?      Yes / No
  8. Any cover on openings will permit the automatic flow of floodwaters in both directions? Yes / No
- B. Base flood elevation and / or floodway data not available. (A Zone)
1. The lowest floor is at least (3) feet above the highest adjacent grade? Yes / No
  2. Has a No-Rise Certification been submitted? Yes / No
- C. Floodway data is provided.
1. Did this development encroach in the floodway? Yes / No
  2. Do the actual field conditions meet the proposed actions and technical data requirements? Yes / No
  3. If C1 above was "Yes" has a No-Rise Certification been submitted?

**Description of work (check all that apply)**

**Activity**

- New Structure \_\_\_\_\_
- Addition \_\_\_\_\_
- Alteration \_\_\_\_\_
- Relocation \_\_\_\_\_
- Demolition \_\_\_\_\_
- Replacement \_\_\_\_\_
- Residential (1-4 family) \_\_\_\_\_
- Residential (more than 4 family) \_\_\_\_\_
- Non-residential flood proofing? (Yes / No) \_\_\_\_\_
- Combined use (residential and commercial) \_\_\_\_\_
- Manufactured (Mobile) Home (In manufactured Home Park) \_\_\_\_\_
- Estimated Cost of Project? \$ \_\_\_\_\_

**Other development activities:**

- Clearing \_\_\_\_\_
- Fill \_\_\_\_\_
- Mining \_\_\_\_\_
- Grading \_\_\_\_\_
- Excavation (except for Structural Development checked above) \_\_\_\_\_
- Water course alteration (Including dredging and Channel modifications) \_\_\_\_\_
- Drainage Improvements (Including culvert work) \_\_\_\_\_
- Road, Street or Bridge construction \_\_\_\_\_
- Subdivision (new or expansion) \_\_\_\_\_
- Individual Utility system \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

**Permit Determination (To be completed by the local administrator)**

It has been determined that the proposed activity meets or is designed to meet all of the community floodplain management requirements, and that all necessary federal, state, and local permits have been or will be obtained. Yes \_\_\_\_\_ or No \_\_\_\_\_.

If yes, the Local Administrator may issue a Development Permit upon payment of the designated fee of

Application review fee:

\$300 \_\_\_\_\_

\$500 \_\_\_\_\_

**Minimum information / data that is required:**

**MT-EZ** -for single lot or single structure residential LOMA requests

**MT-1** -for multiple lot or multiple structure LOMA requests, LOMA request for commercial properties, CLOMAs & CLOMR-Fs, LOMR-Fs

**MT-2** -for CLOMRs and LOMRs

**Documentation needed for LOMA:**

Recorded plat map or recorded deed accompanied by tax map

Elevation Certificate

**Documentation needed for CLOMR-F:**

Recorded plat map or recorded deed accompanied by a tax map

Overview and Concurrence Form

Community Acknowledgement form

Processed fee

Required State &/ or Federal Permits

Endangered Species Act compliance acknowledgement documentation signed “No Effect” Statement for ESA Compliance.

**Documentation needed for CLOMR:**

Overview and Concurrence Form

Community Acknowledgement Form

Hydrologic data and electronic files of models used of existing conditions and proposed development

Hydraulic data and electronic files of models of existing conditions and proposed development

Existing topographic data

Work maps

Required State &/ or Federal Permits

Annotated FIRM panels(s) and FIS tables and / or profiles showing nature and extent of revised floodplain boundaries, floodway boundaries, and/ or BFEs.

Processing fee

If fill in floodway, no-rise analysis.

**Documentation needed for LOMR:**

Overview and Concurrence Form

Community Acknowledgement Form

Hydrologic data and electronic files of models used of existing conditions and as-built conditions

Hydraulic data and electronic files of models of existing conditions and as-built conditions

As-built topographic data

Work maps

Required State &/ or Federal Permits

Annotated FIRM panels(s) and FIS tables and / or profiles showing nature and extent of revised floodplain boundaries, floodway boundaries, and/ or BFEs.

Processing fee

If fill in floodway, no-rise analysis.