



Floodplain Development Permit

In accordance with Provo City Floodplain Management and Development Standards Ordinance (Floodplain Ordinance) the Floodplain Development Permit must be completed for development within the designated floodplain in accordance with Code 15.05.180. Provo City defines development as: *Any manmade 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.* Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition, and remodeling, fences, retaining wall, moving/placement of manufactured or mobile homes, campgrounds, storage of equipment, vehicles or material. Before completing the application, please review the checklist within the application form and submit all the information required with your application. If you need help or have questions, please ask to speak with the floodplain administrator.

General Provisions of the Floodplain Development Permit

(applicant to read and sign):

1. No work on development as defined above may start until a Floodplain Development Permit has been issued by Provo City.
2. The Permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate Map (FIRM) has been revised;
 - c. The work is not done in accordance with the Provo City Floodplain Ordinance or other local, state, and federal regulatory requirements.
 - d. The work is different than what is described and submitted to Provo City as part of the Floodplain Development Permit.
3. If revoked, all work must cease until the permit is re-issued.
 - a. If the permit cannot be re-issued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development must not be used or occupied until the project has received a final inspection, a final elevation, and approval by Provo City.
5. The permit will expire if no work is commenced within 6 months of issuance or by the expiration date noted on the permit.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulations and acknowledges that it is the applicant's responsibility to ensure that all necessary permits are obtained.
 - a. This includes but is not limited to documentation of compliance with the Endangered Species Act.
7. Applicant hereby gives consent to the Provo City Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
8. I, the applicant, certify that all statements herein and in attachments to this permit are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the Provo City Floodplain Ordinance, will adhere to the ordinance, and will obtain all necessary state, federal, and local permits for the proposed development.

PRINT NAME AND TITLE OF APPLICANT:	
SIGNATURE OF APPLICANT:	DATE:



Floodplain Development Permit

Owner Information

OWNER:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:		
CONTACT NAME:		
EMERGENCY PHONE:		
E-MAIL ADDRESS:		

Contractor/Developer Information

Check here if same as Owner Information

CONTRACTOR/DEVELOPER:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:		
CONTACT NAME:		
EMERGENCY PHONE:		
E-MAIL ADDRESS:		

Project Overview

PROJECT ADDRESS:	
PARCEL NUMBER OR LEGAL DESCRIPTION: <i>(may be attached)</i>	LATITUDE/LONGITUDE:
DESCRIPTION OF PROJECT: -----	
ESTIMATED COST OF PROJECT:	

If work is on, within or connected to an existing structure:

VALUATION OF EXISTING STRUCTURE:	SOURCE OF VALUATION:	WHEN THE EXISTING STRUCTURE WAS BUILT:
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*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 and is required to comply with the relevant Floodplain Ordinance. A relocated structure, including mobile homes, manufactured homes, or cabins, must be treated as a new construction.

Check all that apply:

- | | | | |
|--|---|--|---|
| CHANNEL IMPROVEMENTS
<input type="checkbox"/> Bank stabilization
<input type="checkbox"/> Grade control
<input type="checkbox"/> Drop structure
<input type="checkbox"/> Outfall
<input type="checkbox"/> Fill
<input type="checkbox"/> Other _____ | STRUCTURAL DEVELOPMENT
<input type="checkbox"/> New construction
<input type="checkbox"/> Residential building
<input type="checkbox"/> Non-residential
<input type="checkbox"/> Manufactured home
<input type="checkbox"/> Ag/accessory structure
<input type="checkbox"/> Rehabilitation (<50%)
<input type="checkbox"/> Subst. improvmt (>50%)
<input type="checkbox"/> Other _____ | MISCELLANEOUS
<input type="checkbox"/> Bridge
<input type="checkbox"/> Culvert
<input type="checkbox"/> Demolition
<input type="checkbox"/> Fence
<input type="checkbox"/> Grading/parking lot
<input type="checkbox"/> Roads
<input type="checkbox"/> Utilities
<input type="checkbox"/> Other _____ | TYPE
<input type="checkbox"/> Temporary
<input type="checkbox"/> Permanent
<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Emergency repair
<input type="checkbox"/> Maintenance
<input type="checkbox"/> Other _____ |
|--|---|--|---|



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Does Floodplain Ordinance Apply?

If the answer is "Yes" to both the following questions, then the Floodplain Ordinance is applicable, and a Floodplain Development Permit is required. Please note that obtaining a LOMA or LOMR-F from FEMA may not relieve an applicant from the requirements of Provo City's Floodplain Ordinance due to the Provo River buffer zone and higher standards that have been adopted.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project located within a special flood hazard area as identified by FEMA or by Best Available Data as identified by Provo City?
<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 as defined by Provo City?

Floodplain Development Permit Checklist

Please submit all required items with the Floodplain Development Permit Application. The application is not complete and 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 Floodplain Ordinance (Floodplain Administrator will verify compliance)
<ul style="list-style-type: none"> <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. <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. <input type="checkbox"/> Fee 	<ul style="list-style-type: none"> <input type="checkbox"/> 100-year floodplain and floodway delineated on site plan <input type="checkbox"/> Base flood elevations (BFEs) clearly identified on plat or proposal <input type="checkbox"/> Structure floor elevations shown on site plan (including basement) <input type="checkbox"/> Structures anchored per Section 15.05.180 <input type="checkbox"/> Constructed with materials and utility equipment resistant to flood damage <input type="checkbox"/> Constructed using methods and practices that minimize flood damage <input type="checkbox"/> Constructed so as to prevent water from entering or accumulating within components during flooding

Additional items that may be required:

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Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Residential construction	<ul style="list-style-type: none"> <input type="checkbox"/> Drawings must include topography (grading) and must be survey grade with horizontal and vertical datum identified. <input type="checkbox"/> <i>NFIP Elevation Certificate</i> <ul style="list-style-type: none"> <input type="checkbox"/> Construction Drawing <input type="checkbox"/> Foundation Set* <input type="checkbox"/> Finished Construction* <p>*Submitted during construction</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Lowest floor (including basement) elevated to 1.0 foot above the BFE [Sec. 15.05.180]
<input type="checkbox"/>	Utilities	<i>No Additional Requirements</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Water systems designed to minimize or eliminate infiltration of floodwaters. <input type="checkbox"/> Sewer systems designed to minimize or eliminate infiltration of flood waters and discharge from the systems into floodwaters. <input type="checkbox"/> On-site waste disposal systems must be located to avoid impairment to them or contamination from them during flooding. [Sec. 15.05.180]
<input type="checkbox"/>	Nonresidential construction	<ul style="list-style-type: none"> <input type="checkbox"/> Drawings must include topography (grading) and must be survey grade with horizontal and vertical datum identified. <input type="checkbox"/> <i>NFIP Elevation Certificate</i> above BFE 	<ul style="list-style-type: none"> <input type="checkbox"/> Either lowest floor (including basement) elevated to 1.0 foot above the BFE. [Sec. 15.05.180]
<input type="checkbox"/>	Enclosures	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Non-conversion Agreement:</i> required for all structures that are constructed with an enclosure (agreement on standard Provo City form and to be recorded with the County Recorder's office) 	<ul style="list-style-type: none"> <input type="checkbox"/> Non-conversion Agreement dated: _____ [Sec. 15.05.180] <input type="checkbox"/> Have the Non-conversion Agreement recorded by the County Recorder's office
<input type="checkbox"/>	Crawlspace below the BFE	<ul style="list-style-type: none"> <input type="checkbox"/> Certification by registered professional engineer or architect (formal stamped letter) OR exceed minimum criteria found in Sec. 15.05.180 	<ul style="list-style-type: none"> <input type="checkbox"/> Designed to equalize hydrostatic flood forces on exterior walls [Sec. 15.05.180]
<input type="checkbox"/>	Manufactured Homes	<ul style="list-style-type: none"> <input type="checkbox"/> Manufactured home anchoring certificate and supporting documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Must be properly elevated and anchored [Sec. 15.05.180]

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Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance (Floodplain Administrator will verify compliance)
<input type="checkbox"/>	Recreational Vehicles	<i>Not applicable</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Required to be on-site fewer than 180 consecutive days; otherwise, must meet permit requirements for “manufactured homes” [Sec. 15.05.180]
<input type="checkbox"/>	Subdivisions	<ul style="list-style-type: none"> <input type="checkbox"/> Provide FEMA-approved BFE data 	<ul style="list-style-type: none"> <input type="checkbox"/> If not available, BFE data must be generated for developments greater than 50 lots or 5 acres, whichever is lesser <input type="checkbox"/> Public utilities and facilities located and constructed to minimize flood damage. <input type="checkbox"/> Adequate drainage provided to reduce exposure to flood damage [Sec. 15.05.180]
<input type="checkbox"/>	Located in Zone AO/AH (areas of shallow flooding)	<ul style="list-style-type: none"> <input type="checkbox"/> Certification by registered professional engineer or architect (formal stamped letter) that the provisions of Sec. 15.05.180 are satisfied 	<ul style="list-style-type: none"> <input type="checkbox"/> Residential structures have the lowest floor elevated at least as high as the depth specified on the FIRM or at least two feet above the highest adjacent grade if no depth is specified <input type="checkbox"/> Non-residential structures meet the above requirement OR be designed to be watertight and resistant to buoyancy, hydrostatic loads, and hydrodynamic loads below the BFE <input type="checkbox"/> Provide adequate drainage paths around and away from structures
<input type="checkbox"/>	Located in floodway, including: <ul style="list-style-type: none"> - bridge, culvert or other stream crossing - development in or near stream channel - development in regulatory floodway 	<ul style="list-style-type: none"> <input type="checkbox"/> Regulatory Floodway on FIRM <ul style="list-style-type: none"> <input type="checkbox"/> No-Rise Certificate (formal letter that certifies that a project will not increase the flood levels, stamped and signed by a professional engineer and supported by technical data) <input type="checkbox"/> Floodway as determined by Provo City Best Available Data <ul style="list-style-type: none"> <input type="checkbox"/> No-Rise Certification if determined necessary by floodplain administrator 	<ul style="list-style-type: none"> <input type="checkbox"/> Encroachments in the floodway are prohibited UNLESS it can be demonstrated that the proposed encroachment does not result in any increase to the flood level greater than 0.00 feet. A No-Rise Certificate is required. OR the City may permit encroachments with an increase in BFE, if first a Conditional Letter of Map Revision (CLOMR) and floodway revision are approved through FEMA [Sec. 15.05.180]
<input type="checkbox"/>	Located within a Zone AE/AH and project causes an increase of 1'+ to BFE or an adverse effect to the floodplain boundary	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation that CLOMR or Letter of Map Revision (LOMR) has been approved through FEMA 	<ul style="list-style-type: none"> <input type="checkbox"/> The City may require a CLOMR or LOMR to be approved through FEMA prior to the permit approval [Sec. 15.05.180]

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Check If Applicable	Condition	Additional Items Required to be Submitted	Check for Compliance with Floodplain Ordinance (Floodplain Administrator will verify compliance)
<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 [Sec. 15.05.180]? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Alterations to bed or banks of stream	<input type="checkbox"/> Description of the extent to which any watercourse or natural drainage will be altered or relocated because of proposed development, if applicable. <input type="checkbox"/> Stream Alteration Permit from the State Engineer	<input type="checkbox"/> Stream Alteration Permit No. _____ [Sec. 15.05.180]
<input type="checkbox"/>	Wetland Impact Area	<input type="checkbox"/> Wetland Permit from the US Army Corps of Engineers	<input type="checkbox"/> Wetland Permit No. _____

Flood Hazard Data

WATERCOURSE NAME:		EFFECTIVE FIRM PANEL NUMBER AND DATE:	
IS THE DEVELOPMENT IN OR IMPACTS A FLOODPLAIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		IS THE DEVELOPMENT IN A FLOODWAY? <i>If yes, a No-Rise Certification is required.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
SPECIAL FLOOD HAZARD ZONE:	BASE FLOOD ELEVATION:	METHOD USED TO DETERMINE BASE FLOOD ELEVATION:	
VERTICAL DATUM: <i>(Must be either NGVD29 or NAVD88 and the same vertical datum of the effective FIRM)</i>			
HORIZONTAL DATUM:			
ELEVATION OF THE LOWEST FLOOR, INCLUDING BASEMENT OR CRAWLSPACE:		ELEVATION OF LOWEST HABITABLE FLOOR:	
ELEVATION OF FLOODPROOFING: <i>(Non-residential structures only)</i>		SOURCE OF ELEVATION AND/OR FLOODPROOFING INFORMATION:	
DOES THE PROJECT REQUIRE THAT A CLOMR BE PROCESSED? <input type="checkbox"/> Yes <input type="checkbox"/> No		IS A LOMR REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	



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Relevant Factors to Consider in Approval or Denial of Permit

The responsibility of the Floodplain Administrator is to reduce risk, increase Provo City's resistance to disasters, and determine if development will be reasonably safe from flooding. Consider the following:

- The danger to life and property due to flooding or erosion damage.
- The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
- The danger that materials may be swept onto other lands to the injury of others.
- The compatibility of the proposed use with existing and anticipated development.
- The safety of access to the property in times of flood for ordinary and emergency vehicles.
- The costs of providing governmental services during and after flood conditions including maintenance and repair of streets, bridges, public utilities, and facilities such as sewer, gas, electrical, and water systems.
- The expected heights, velocity, duration, rate of rise, sediment transport of the flood waters, and the effects of wave action, if applicable, expected at the site.
- The necessity to the facility of a waterfront location, where applicable.
- The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
- The relationship of the proposed use to the comprehensive plan for that area.

Permit Action

- Permit Approved:** The information submitted for the proposed project was reviewed and found to comply with floodplain development standards.
- Permit Approved with Conditions:** in order for the proposed project to be approved, certain restrictions or conditions must be met. These conditions or restrictions are attached.
- Permit Denied:** The proposed project does not meet approved floodplain management standards (explanation on file).
- Variance Granted:** A variance was granted from the BFEs established by FEMA consistent with the variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (variance action documentation is on file).

PRINT NAME AND TITLE OF FLOODPLAIN ADMINISTRATOR:	
SIGNATURE OF FLOODPLAIN ADMINISTRATOR:	DATE: