



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

for Municipalities in Agreement with Venango County Floodplain Management Services

Although it is the responsibility of municipalities within the county to maintain and enforce their own floodplain ordinances, there are some municipalities which choose to delegate floodplain management services to the county level. This is an application packet for a Floodplain Development Permit within one of the following municipalities:

Allegheny Township
Barkeyville Borough
Canal Township
Clinton Township
Clintonville Borough
Coopertown Borough
Cornplanter Township
Cranberry Township
Emlenton Borough

Frenchcreek Township
Irwin Township
Jackson Township
Mineral Township
Oakland Township
City of Oil City
Oilcreek Township
Pinegrove Township
Plum Township
Polk Borough

President Township
Richland Township
Rockland Township
Rouseville Borough
Sandycreek Township
Scrubgrass Township
Sugarcreek Borough
Utica Borough
Victory Township

Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Administrator (FPA). The descriptions of these sections are outlined on the next page.

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 an insurance company, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The public 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. This is a requirement of the local Floodplain Ordinance of your community, and there are penalties for failing to do so.

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 Venango County Regional Planning Commission office, or online at the FEMA website (www.FEMA.gov). If you are proposing a development (i.e., constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc.) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to the Floodplain Administrator in the Venango County Regional Planning Commission. 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. This additional documentation will be requested, if necessary.

Typically, the Applicant completes Section I of this packet and submits the information to the Floodplain Administrator (FPA). The FPA reviews the submission and determines whether additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. Denied permits may be appealed in writing and will be reviewed on a case-by-case basis. A complete process flowchart is included with the instructions following this summary. The FPA for Venango County can answer questions regarding this document and may be reached using the contact information below:

INSTRUCTIONS FOR COMPLETION

SECTION I: Application Form (To Be Completed by **APPLICANT**)

General Information

Summary of the purpose and intent of the application. The applicant must agree to the listed terms and conditions.

Contact Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application. If the location does not have an address, please provide the tax parcel ID number and the approximate latitude/longitude coordinates of the proposed development.

Project Information

Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed in order to determine if the improvement is considered "substantial."

Signature

Print the name of the applicant, apply a signature, and date the application.

SECTION II: Administration Form (To Be Completed by the **FLOODPLAIN ADMINISTRATOR**)

Flood Information

The FPA will determine – for the sole purpose of administering the local Floodplain Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project. Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

Additional Required Forms

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

SECTION III: Additional Forms & Documentation

Elevation Certificate

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F). The Elevation Certificate also provides a way for a community to document compliance with the community's floodplain management ordinance. This form has sections which require a licensed land surveyor or engineer to complete.

Floodproofing Certificate

Under the National Flood Insurance Program (NFIP), the floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation (BFE). A floodproofing design certification is required for non-residential structures that are floodproofed. This form is to be used for that certification. This form has sections which require a licensed land surveyor or engineer to complete.

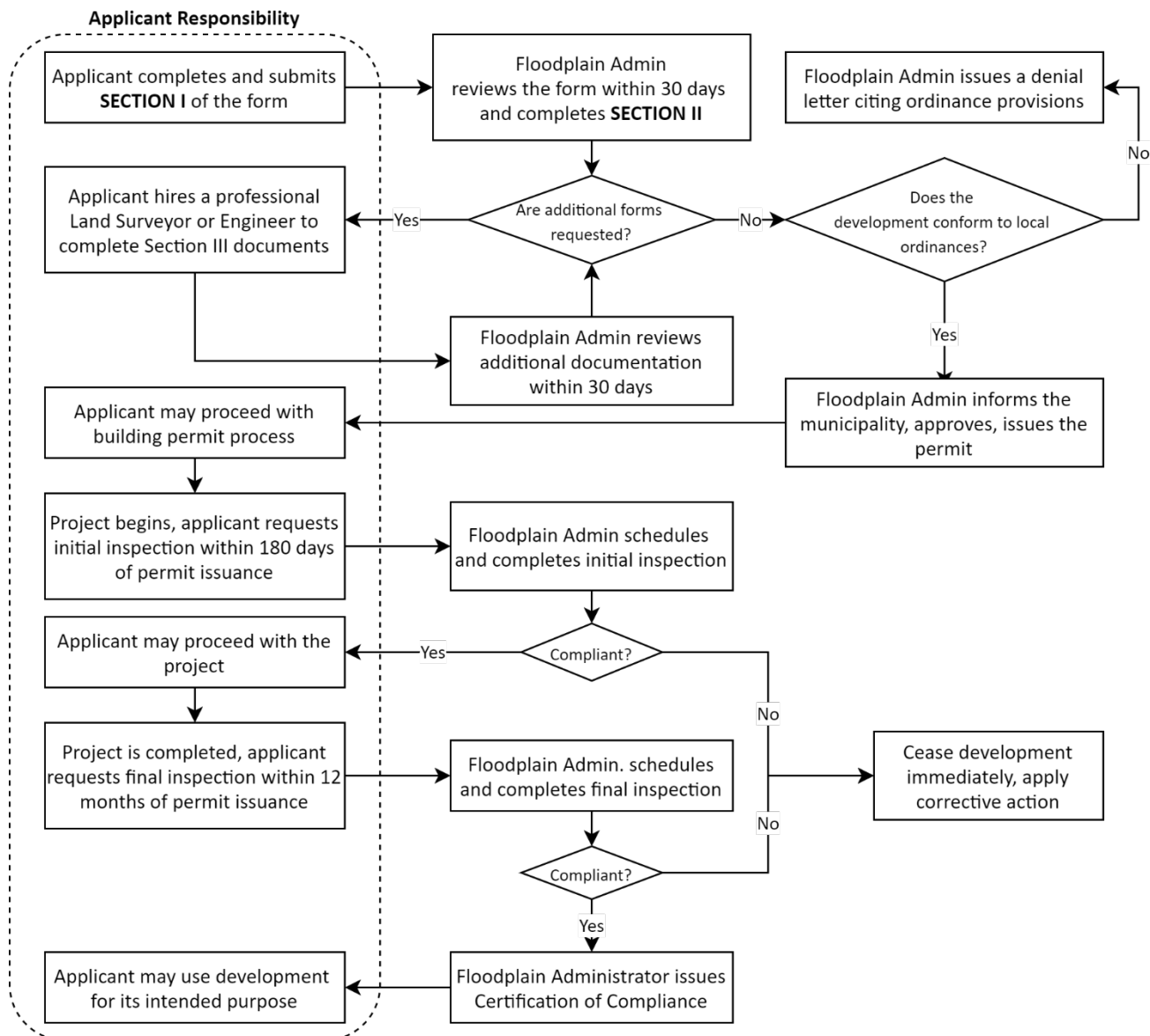
No-Rise Certificate

Any project in a floodway must be reviewed to determine if the project will increase flood heights. An engineering analysis must be conducted before a permit can be issued. The community's permit file must have a record of the results of this analysis, which can be in the form of a No-Rise Certification. This No-Rise Certification must be supported by technical data and signed by a registered professional engineer. The supporting technical data should be based on the standard step-backwater computer model used to develop the 100-year floodway shown on the Flood Insurance Rate Map (FIRM) or Flood Boundary and Floodway Map (FBFM).

Other Documentation

Building specifications and development plans provided by a contractor or engineer may be required in order to verify location within a floodplain or floodway. Some types of development in certain locations may need additional permits in order to satisfy regulatory requirements. Copies of these permits may be requested before a floodplain development permit is issued.

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION PROCESS



THIS PAGE IS INTENTIONALLY LEFT BLANK



SECTION I: FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

To be completed by the applicant

GENERAL INFORMATION

The Floodplain Development Permit is the mechanism by which the community evaluates any and all impacts of activities proposed in the regulated floodplains. All activities must follow the community's Floodplain Ordinance. The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal funds available to communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal funds, the community must agree to meet minimum floodplain standards. Although it is the responsibility of municipalities within the county to maintain and enforce their own floodplain ordinances, there are some municipalities which choose to delegate floodplain management services to the county level. This application packet is a tool to ensure that the activities comply with the locally adopted Floodplain Ordinance. Any party undertaking development within a designated floodplain must obtain a floodplain development permit prior to the work commencing. 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 human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining walls, moving/placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles or materials (storage yards, salvage yards).

By completing this form, the applicant understands that:

1. No work may start until a permit has been issued.
2. The permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate Map has been revised;
 - c. The work is not done in accordance with the applicable ordinance or other local, state and federal regulatory requirements.
 - d. The work is different than what is described and submitted to the community as part of the Floodplain Development Permit application.
3. If revoked, all work must cease until permit is reissued.
 - a. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development shall not be used or occupied until the project has received final inspection, a final elevation and approval by the community.
5. The permit will expire if no work has commenced within 180 days of issuance and 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 regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
7. Applicant hereby gives consent to the local Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
8. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise.
9. I/We, the applicant(s), certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the Floodplain Ordinance and will adhere to the ordinance and will or have already obtained all necessary state, federal, and local permits for the proposed development.

APPLICANT SIGNATURE(S): _____

DATE: _____

PRINTED NAME(S): _____

SECTION II: FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

CONTACT INFORMATION

Owner(s):	_____	Contractor/Developer(s):	_____
	_____		_____
	_____		_____
Mailing Address:	_____	Mailing Address:	_____
	_____		_____
Telephone:	_____	Telephone:	_____
Fax:	_____	Fax:	_____
Email:	_____	Email:	_____

PROJECT INFORMATION

Project Address:	_____	Tax Parcel ID #:	_____
	_____	Latitude:	_____
	_____	Longitude:	_____
Project Description:	_____		

Please check **all** which apply:

Channel Improvements

- ☐ Bank Stabilization
- ☐ Grade Control
- ☐ Drop Structure
- ☐ Outfall
- ☐ Dredging
- ☐ Watercourse Alteration
- ☐ Placement of Fill Material
- ☐ Other: _____

Structural Development

- ☐ New Construction
- ☐ Residential Building:
- ☐ Manufactured Home
- ☐ Non-Residential
- ☐ Addition/Expansion*
- ☐ Rehabilitation* (<50% cost)
- ☐ Substantial Improvement* (≥50% cost)
- ☐ Other: _____

- ☐ Structure Relocation*
- ☐ Greater than 4 Families

Miscellaneous

- ☐ Road/Bridge Construction
- ☐ Culvert
- ☐ Water/Sewer System
- ☐ Fence
- ☐ Grading/Parking Lot
- ☐ Excavation
- ☐ Mining
- ☐ Other: _____

Type

- ☐ Temporary
- ☐ Permanent
- ☐ Emergency Repair
- ☐ Maintenance
- ☐ Rehabilitation
- ☐ Demolition
- ☐ Recreational (2nd Home)
- ☐ Other: _____

If work is on, within, or connected to an **existing structure**, complete the following:

Estimated Cost*: \$ _____

Valuation*: \$ _____

Source of Valuation: _____

Year Built: _____

*If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a **substantially improved structure**. A relocated structure must be treated as new construction.