

Appendix A

**Annotated Flood Hazard Development Application & Permits
Coastal E Model**

Flood Hazard Development Permit Application
&
Permit Forms

For Communities with Coastal Velocity Zones
[60.3(e)]

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This document was prepared by the
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State Planning Office
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184 State Street
Augusta, Maine 04333-0038

Phone (207) 287-3261

FLOOD HAZARD DEVELOPMENT APPLICATION

Community Name, Maine

(All applicants must complete entire application)

[60.3(e)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of Community Name, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications. [*Article II, also, NFIP Reg. Part 60.3(a)(1)*]

Owner: _____ Article III.A. Address: _____ Article III.A.

Phone No.: _____ Article III.A. _____

Applicant: _____ Article III.A. Address: _____ Article III.A.

Phone No.: _____ Article III.A. _____

Contractor: _____ Article III.A. Address: _____ Article III.A.

Phone No.: _____ Article III.A. _____

LEGAL DESCRIPTION

Is this part of a subdivision? Yes No If yes, give the name of the subdivision and lot number:

Subdivision: Recommended but not required by FPMO Lot #: Same

Tax Map: Map required in Article III.B. is not necessarily a Tax Map Lot #: _____

Address: _____ Article III.B.
Street/Road Name

Zip Code: _____ Article III.B.
Town/Zip Code

General explanation of proposed development: Article III.D.

Estimated Value of Proposed Development: \$Article III.E. [Necessary to administer Substantial Improvement requirements or Accessory Structure threshold]

Proposed Lowest Floor elevation [for new or substantially improved structure]: Article III.H.3.

OTHER PERMITS

Are other permits required from State or Federal jurisdictions? Yes No
If yes, are these other permits attached? Yes No Not Applicable

Federal and State Permits may include but are not limited to: ME/DEP/Natural Resource Protection Act, Site Location of Development Act, Metallic Mineral Exploration, Advanced Exploration and Mining; USACE/Section 9 &10 of the Rivers and Harbors Act/ Section 404 of the Clean Water Act; Federal Energy Regulation Commission.

SEWER AND WATER

Sewage Disposal: Public Private [*Article III.F., Article VI.C.&D., and NFIP Reg. Part 60.3(a)(6)*]
 Existing Proposed Not Applicable Type _____

Water Supply: Public Private [*Article III.F., Article VI.B., and NFIP Reg. Part 60.3(a)(5)*]

(This section to be completed by Municipal Official)

LOCATION

Flooding Source (name of river, pond, ocean, etc.): Recommended but not required by FPMO

- V1-30 Zone VE Zone AE Zone A1-30 Zone A Zone AO Zone AH Zone [Needed to administer Article VI]
- FRINGE FLOODWAY (1/2 width of floodplain in A Zone) [Needed to administer Article VI]

Base Flood Elevation (bfe) at the site _____ NGVD [Required for New Construction or Substantial Improvement]

Lowest floor elevation of proposed or existing structure _____ NGVD [Required for New Construction or Substantial Improvement]

If proposed development is in an AE or A1-30 Zone and cross section data is available in the Flood Insurance Study, please note the nearest cross section reference letter and elevation of base flood at nearest cross section above and below the site. [Recommended but not required by FPMO]

Cross Section Letter	Base Flood Elevation
Above Site _____	Above Site _____
Below Site _____	Below Site _____

Basis of unnumbered A Zone bfe determination: [Article V.B., also NFIP Reg Part 60.3(b)(4)]

- From a Federal Agency: USGS USDA/NRCS USACE Other _____
- From a State Agency: MDOT Other _____
- Established by Professional Land Surveyor
- Established by Professional Engineer HEC/RAS HEC II HY 7 TR20 TR55 Quick-2
- Other _____
- Highest Known Water Level
- Other (Explain) _____

VALUE

If the development involves work on an existing structure, enter the **Market Value** of existing structure before improvements:
\$ Needed to administer Substantial Improvement requirements of Article VI.

- New Construction or Substantial Improvement Minor improvement or minor addition to existing development

TYPE OF DEVELOPMENT [Article III.D. , also Article XIII Definition of Development]

Check the appropriate box to the left of the type(s) of development requested and complete information for each applicable line:

- 1. Residential Structure Dimensions Cubic Yards
 - 1a. New Structure _____
 - 1b. Add to Structure _____
 - 1c. Renovations/repairs/maintenance _____
- 2. Non-Residential Structure Dimensions Cubic Yards
 - 2a. New Structure _____
 - 2b. Add to Structure _____
 - 2c. Renovations/repairs/maintenance _____
 - 2d. Floodproofing _____
- 3. Accessory Structure _____
- 4. Functionally Dependent Use:
 - 4a. Dock _____
 - 4b. Pier _____
 - 4c. Boat Ramp _____
 - 4d. Other _____
- 5. Paving _____
- 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide) _____
- 7. Filling¹ _____
- 8. Dredging _____
- 9. Excavation _____
- 10. Levee _____
- 11. Drilling _____
- 12. Mining Number of Acres _____
- 13. Dam: Water surface to be created _____
- 14. Water Course Alteration [Article III.L., also NFIP Reg. 60.3(b)(6)] _____
- 15. Storage of equipment or materials _____
- 16. Sewage Disposal System _____
- 17. Water Supply System _____
- 18. Other: Explain _____

Note: Detailed description must be attached with copies of all applicable notifications, state and federal permits.

Note: Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.

¹ Certain prohibitions apply in Velocity Zones

Attach a Site Plan – Drawn to scale with north arrow. [Article III.C.]

- Show property boundaries, floodway, and floodplain lines.
- Show dimensions of the lot.
- Show dimensions and location of existing and/or proposed development on the site.
- Show areas to be cut and filled.

Attach Statement – describing in detail how each applicable development standard in Article VI will be met. [Article III.M.]

For New Construction or Substantial Improvement also show:

- Existing and proposed grade elevations adjacent to the walls of the structure done by a Professional land Surveyor, Architect, or Engineer.
- Location and elevation of temporary elevation reference marks on the site.

Special Note:

Substantial Improvement is defined as any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. Please refer to the floodplain management ordinance, Article XIV, for more complete definitions of New Construction and Substantial Improvement.

Structures in Velocity Zones are not permitted on fill or excavations. Structures must be built on open foundation systems, i.e., columns, piles, posts. Certification of structural design, specifications, plans and construction methods completed by a Professional Engineer or Architect shall accompany the application as required in Article VI.L.3. of the floodplain management ordinance.

[Article VI.P.]

The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain management Ordinance;
- If issued, the permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this application are a true description of the existing property and the proposed development project.

Owner: Recommended but not required by FPMO Date: Recommended but not required by FPMO
Signature

or

Authorized Agent: Recommended but not required by FPMO Date: Recommended but not required by FPMO
Signature

[Article IV & V] (This section to be completed by Municipal Official)

Date: Submitted _____; Fee Paid _____; Reviewed by CEO _____; Reviewed by Planning Board _____

Permit # _____ Issued by _____ Date _____

FLOOD HAZARD DEVELOPMENT PERMIT

PART I

Community Name, Maine

(For New Construction or Substantial Improvements)

For New Construction or Substantial Improvement of any structure, this Flood Hazard Development Permit allows construction only up to the establishment of the lowest floor. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance. Once the lowest floor is established, the permittee must provide an Elevation Certificate establishing the as built lowest floor elevation. When the Code Enforcement Officer finds the documentation in the Elevation Certificate to be in compliance with the Floodplain Management Ordinance, the Part II Flood Hazard Development Permit shall be issued. The Part II Permit must be issued in order for construction to continue. [Article V.F.I.]

A Part I Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of Community Name, Maine, for development as defined in said ordinance.

Tax Map: _____ Lot #: _____

[Recommended but not required by FPMO]

Project Description: _____

[Recommended but not required by FPMO]

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: Recommended but not required by FPMO Date: Recommended but not required by FPMO
Signature

or

Authorized Agent: Recommended but not required by FPMO Date: Recommended but not required by FPMO
Signature

Issued by: Recommended but not required by FPMO Date: Recommended but not required by FPMO

Permit #: Recommended but not required by FPMO

FLOOD HAZARD DEVELOPMENT PERMIT

PART II

Community Name, Maine

(For completion of New Construction or Substantial Improvements)

The following information has been submitted and found compliant with the Development Standards of the Floodplain Management Ordinance:

FEMA Elevation Certificate Form 81-31 [Article V.F.1.]

For construction in Zones V1-30 and VE only:

Review of the structural design, specifications, plans, and construction methods by a Professional Engineer or Architect certifying that they meet or exceed the technical criteria contained in the FEMA/Coastal Construction Manual and are in accordance with accepted standard of practice for meeting the criteria of Article VI.P.2. [Article VI.P.2&3.]

A Part II Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of Community Name, Maine, for development as defined in said ordinance.

Tax Map: _____ Lot #: _____
[Recommended but not required by the FPMO]

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the elevation certificate;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

or

Authorized Agent: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

Issued by: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*

Permit #: _____ *Recommended but not required by the FPMO* _____

FLOOD HAZARD DEVELOPMENT PERMIT

For Minor Development

Community Name, Maine

(For Development not considered a Substantial Improvement)

This Flood Hazard Development Permit allows minor development as provided in Article V.F.3. of the Floodplain Management Ordinance of Community Name, Maine, for development in a Special Flood Hazard Area as defined in said ordinance. Development authorized by this permit must be adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, be constructed with materials resistant to flood damage and be constructed by methods and practices that minimize flood damage. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance.

Tax Map: _____ Lot #: _____
[Recommended but not required by the FPMO]

Project Description: _____
[Recommended but not required by the FPMO]

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

or

Authorized Agent: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

Issued by: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*

Permit #: _____ *Recommended but not required by the FPMO* _____

FLOOD HAZARD DEVELOPMENT PERMIT

For Conditional Use

Community Name, Maine

This Flood Hazard Development Permit allows new construction or substantial improvement of any structure which has been reviewed and approved, or approved with conditions, by the Planning Board as a Conditional Use, only as provided for in the Floodplain Management Ordinance of Community Name, Maine, and pursuant to Article VII of the Ordinance. Development authorized by this permit must meet the conditional use requirements specified in Article VI.P.7. of the Ordinance. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance.

Tax Map: _____ Lot #: _____
[Recommended but not required by the FPMO]

Project Description: _____
[Recommended but not required by the FPMO]

Project Condition(s): _____
[Recommended but not required by the FPMO]

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

or

Authorized Agent: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
Signature

Issued by: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*

Permit #: _____ *Recommended but not required by the FPMO* _____

FLOOD HAZARD DEVELOPMENT PERMIT

For FLOODPROOFING

Non-Residential Structures

Community Name, Maine

This Flood Hazard Development Permit allows Floodproofing of Non-residential Structures in a Special Flood Hazard Area. Floodproofing means any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance. *[Article V.F.2.]*

If the floodproofing is to serve as a method of bringing a structure into compliance with National Flood Insurance Program (NFIP) elevation requirements:

- All standards required by NFIP 44 CFR 60.3(c)(3) and all standards required by Article VI.G. of the Floodplain Management Ordinance must be met; and
- The application for this permit must include a FEMA Floodproofing Certificate (Form 81-65) signed by a registered professional engineer or architect certifying that the design and methods of construction will be in accordance with accepted standards of practice for meeting the provisions of NFIP 44 CFR 60.3(c)(3) as well as Article VI.G. of the Floodplain Management Ordinance. *[Article VI.G. and NFIP Reg Part 60.3(c)(4)]*

A Flood Hazard Development Permit for Floodproofing is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of Community Name, Maine, for development as defined in said ordinance.

Tax Map: _____ Lot #: _____
[Recommended but not required by the FPMO]

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
 Signature

or

Authorized Agent: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*
 Signature

Issued by: _____ *Recommended but not required by the FPMO* _____ Date: *Recommended but not required by the FPMO*

Permit #: _____ *Recommended but not required by the FPMO* _____

CERTIFICATE OF COMPLIANCE

Community Name, Maine

Owner: _____ *Recommended but not required by the FPMO*

Address: _____ *Recommended but not required by the FPMO*

Tax Map: _____ Lot #: _____

[Recommended but not required by the FPMO]

Location of Property: _____

[Recommended but not required by the FPMO]

The development described above has been constructed in compliance with the Floodplain Management Ordinance for the

(City/Town) _____ of _____, Maine. *[Article VIII]*

A variance was was not required for this development.

This determination is based on: Elevation Certificate data Floodproofing Certificate data
provided by: [check appropriate box] *[Required for New Construction or Substantial Improvement]*

Professional land Surveyor

Name: _____

Address: _____

License #: _____

Architect

Name: _____

Address: _____

License #: _____

Professional Engineer

Name: _____

Address: _____

License #: _____

On Site Inspection by Code Enforcement Officer: _____ *Recommended but not required by the FPMO*
Code Enforcement Officer (please print)

Signature: _____ *Recommended but not required by the FPMO* Date: _____ *Recommended but not required by the FPMO*

Flood Hazard Development Permit #: _____

National Flood Insurance Program

V-ZONE CERTIFICATE

[A V-Zone certification is required by the FPMO at Article VI.P.2.c]

Name _____ Policy Number (*Insurance Co. Use*) _____
Building Address or
Other Description _____
City _____ State _____ Zip Code _____

SECTION I: Flood Insurance Rate Map (FIRM) Information

Community Number _____ Panel Number _____ Suffix _____ Date of FIRM Index _____ FIRM Zone _____

SECTION II: Elevation Information

NOTE: This Certificate does not substitute for an Elevation Certificate

1. Elevation of the Bottom of Lowest Horizontal Structural Member..... _____ feet (NGVD)
2. Base Flood Elevation (BFE)..... _____ feet (NGVD)
3. Elevation of Lowest Adjacent Grade..... _____ feet (NGVD)
4. Approximate Depth of Anticipated Scour/Erosion used for Foundation Design..... _____ feet (NGVD)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade..... _____ feet (NGVD)

SECTION III: V-Zone Certification Statement

NOTE: This section must be certified by a registered engineer or architect

I certify that I have developed or reviewed the structural design, plans, and specifications for construction and that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

- The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE; and
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

SECTION IV: Breakaway Wall Certification Statement

NOTE: This section must be certified by a registered engineer or architect
when breakaway walls exceed a design safe loading resistance of 20 pounds per square foot

I certify that I have developed or reviewed the structural design, plans, and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (wind and water loading values to be used are defined in Section III).

SECTION V: Certification

Signature below certifies: _____ Section III; _____ Section IV

Certifier's Name _____
Title _____ License Number _____
Street Address _____
City _____ State _____ Zip Code _____

Signature _____ Date _____ Telephone Number _____

National Flood Insurance Program

Hydraulic Openings Certificate

[A Hydraulic Openings certification is required by the FPMO at Article III.K.3. for all engineered hydraulic openings other than those specified by the FPMO at Article VI.L.2.b.]

Project Name

I, _____, do hereby certify that the opening(s) designed for installation in the aforementioned building have been engineered to allow for the automatic equalizing of hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater during floods up to and including the base (100-year) flood.

[Guidance on engineered openings is available in FEMA's Technical Bulletin 1-93, *Openings in Foundation Walls.*]

Certifier's Name

Title

Type of License

License Number

Company Name

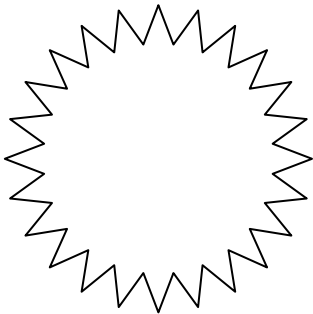
Street Address

City, State, Zip

Telephone Number

Signature

Date



PROFESSIONAL SEAL