FLOODPLAIN DEVELOPMENT PERMIT
Application

University Place WASHINGTON

3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

SUBMITTAL REQUIREMENTS: THREE (3) SETS OF PLANS (INCLUDING THREE (3) SITE PLANS), AN ELEVATION CERTIFICATE AND THE FLOODPLAIN DEVELOPMENT PERMIT FEE.

PROJECT ADDRESS (Street, City, State, Zip):		**APPLICATION #:**
Flood Zone:	Base Flood Elevation (BFE):	Parcel #:
APPLICANT:		Phone:
Address (Street, City, State, Zip):		E-Mail Address:
PROPERTY OWNER:		Phone:
Address (Street, City, State, Zip):		E-Mail Address:

PROJECT DESCRIPTION: _____

_____

_____

_____

PROPOSED DEVELOPMENT	**TYPE OF CONSTRUCTION**	**FILLING AND/OR GRADING**
❒ New Construction	❒ New or Existing Residential: _____Sq. Ft	❒ Filling
❒ Stream Alteration	❒ Addition: _____Sq. Ft	❒ Grading
❒ Renovation or Repair	❒ Remodel: _____ Sq. Ft	Number of Cubic Yards:
❒ Manufactured/Modular	❒ Repair	Imported: _____
❒ Road, culvert, utilities	❒ Accessory Structure (garage, shed, etc.):_____Sq. Ft.	Exported: _____
❒ Other: _____	❒ New Non-Residential: _____Sq. Ft	
	❒ Temporary	
	❒ Includes Attached Garage: _____Sq. Ft	
	❒ Utility Installation	
	❒ Other_____	

ALTERATIONS, ADDITIONS OR IMPROVEMENTS TO AN EXISTING STRUCTURE:

1. What is the current assessed value of the existing structure? $_____
2. What is the cost of the proposed construction? $_____
   (If the 10-year cumulative improvement costs equal or exceed 50% of the assessed value of the structure, substantial improvement requirements shall apply). Provide a signed project cost estimate, the Building Official will verify proposed cost of construction prior to review of the floodplain permit.
3. What are the cumulative substantial improvement costs to the structure over the past 10 years? $ _____

I hereby certify that the information provided is correct and that the construction on the above-described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the University Place Municipal Code.

Print Name:_____ ☐Owner ☐Agent/Other (specify):

Signature:_____ Date: _____

Floodplain Development Permit Application Information Sheet

If the proposed project is within or affects the floodplain, a floodplain development permit shall be obtained in addition to all other required regulatory permits. To make a complete floodplain development permit application, please fill out a floodplain application and prepare drawings for submittal to obtain the permit. Before preparing the required drawings, please carefully review the items listed below for guidance in meeting the National Floodplain Insurance Program (NFIP) requirements. Once the drawings and application have been submitted to the University Place Permit Center and the application fee paid, the City will review the documents for conformance and either request additional information or prepare the permit for issuance and contact the applicant. After the floodplain development permit (and all other required permits) are issued, construction may begin. During construction, certifications of elevations may be required for finished grade, lowest finished floors, equipment or other elements of the project. The required NFIP elevation certification form(s) are required to be provided along with the associated building permit application. The NFIP form shall be fully completed by a Washington State registered land surveyor and turned in to the City for approval before proceeding with work. The most current form and instructions may be obtained at: https://www.fema.gov/media-library/assets/documents/160

Submittal:

If the proposed work will include grading, paving, excavation, stockpiling materials or other earth work typically associated with a site-development permit, the construction documents shall clearly address items 1 through 3 below. If the proposed work will include construction of or alterations to a building, items 1 through 12 should be clarified as applicable. Some projects within the floodplain do not include a structure, substantial improvement, and/or will not require some of following items. To allow for a complete review, the construction documentation shall be clarified and demonstrate compliance with items 1 through 12 or state the applicable item number which is not applicable to the project.

The floodplain development permit application must be accompanied by plans and documentation incorporating the following items or stating the item is not applicable (N/A):

1. Provide existing and proposed topographic survey of the site and of the floodplain and floodway delineation. Identify the highest adjacent natural grade near to affected facilities prior to construction (in the AO zones) or the Base Flood Elevation (BFE) of the site (in the AE and VE zones) at a scale 1" = 20' minimum. You can obtain the BFE or flood zone in which your site is located by visiting the University Place Permit Center and requesting the information.

2. If fill is proposed and/or compensatory storage is required, calculations must be submitted to verify enough compensatory storage is being provided.

3. A floodplain habitat assessment and mitigation plan shall be required unless the Director makes a determination of no adverse effect on any species listed under the Federal Endangered Species Act. Unless a project requires a permit that may be applied for with a JARPA Permit or Army Corps of Engineers 404 Permit, strict compliance with the City's stormwater, critical areas and shoreline management regulations ensures that there will be no adverse effect on any species listed under the Endangered Species Act.

4. The building plans shall indicate building utilities, ventilation, ductwork, machinery and equipment, such as furnaces, water heaters, heat pumps, air conditioners, plumbing, elevators and their associated equipment and shall be elevated to a minimum plus one-foot above the base flood elevation or that the components located below this elevation shall be protected with FEMA approved flood resistant material such that floodwater is prevented from entering or accumulating within the system components (impermeable and watertight).

5. Identify which building diagram number from the FEMA Elevation Certificate (EC) you propose to construct. Please provide the most recent Elevation Certificate.

6. Provide the proposed "top of next higher floor" elevation of the structure as described on the Building Diagram of the Elevation Certificate and provide survey datum used as well (NAVD 88).

7. Provide the appropriate size and location of required foundation and/or flood vents. Provide a cross section of the foundation, the location of flood vents, and the internal/external proposed finished grades. Identify existing and proposed final elevations for both the internal and external ground next to the foundation walls. Identify the elevation of the "top of the bottom floor", basement and garage elevations. (See Building Diagrams on the Elevation Certificate).

8. For non-residential structures, provide the proposed floodproofing elevation.

9. All water and fuel piping associated with HVAC systems must be properly protected from damage during flooding.

10. Fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. A design to meet this requirement shall either be certified by a registered professional engineer or architect, or meet or exceed the following minimum criteria:

a. There shall be a minimum of two openings on different sides of each enclosed area. If a building has more than one enclosed area, each area shall have openings on exterior walls to allow floodwater to directly enter.

b. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area, including attached garage if applicable, shall be provided. **The bottom of all openings shall be no higher than one foot above finished grade.** Openings may be equipped with screens, louvers, valves, or other coverings or devices if they permit the automatic unrestricted entry and exit of floodwaters.

11. Any new or substantially improved residential building constructed in an A or V zone must have its lowest horizontal structural member a minimum one-foot above the BFE. Many buildings have structurally attached garages with floor slabs below the BFE. Because such a below-BFE attached garage is an enclosed area below the BFE, flood openings are required either in the exterior walls of the garage or in the garage doors themselves to meet the NFIP flood openings criteria. Openings are required because they prevent flood damage to the garage and subsequently to the structurally attached residence. Garage doors without openings specifically designed to allow for the free flow of floodwaters do not meet the openings requirement. The human intervention necessary to open garage doors when flooding may occur is not an acceptable means of meeting the flood openings requirements.

12. The Building Code requires all new construction of buildings, structures and portions of buildings and structures, including substantial improvement and restoration of substantial damage to buildings and structures, be designed and constructed to resist the effects of flood hazards and flood loads. When applicable all new and existing legal non-conforming structures, shall be constructed or made to conform to a minimum one foot above BFE.