

Flood Hazard Development Permit Application  
&  
Permit Forms

For Communities with Unnumbered A Zones  
[60.3(b)]

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This document was prepared by the  
Maine Floodplain Management Program  
State Planning Office  
38 State House Station  
184 State Street  
Augusta, Maine 04333-0038

Phone (207) 287-8050

# FLOOD HAZARD DEVELOPMENT APPLICATION

, **Maine**

(All applicants must complete entire application)

[60.3(b)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications.

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

## LEGAL DESCRIPTION

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

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Road Name

Zip Code: \_\_\_\_\_  
Town/Zip Code

General explanation of proposed development: \_\_\_\_\_

Estimated Value of Proposed Development: \$ \_\_\_\_\_

Proposed Lowest Floor elevation [for new or substantially improved structure]: \_\_\_\_\_

## 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  
 Existing  Proposed  Not Applicable Type \_\_\_\_\_

Water Supply:  Public  Private

(This section to be completed by Municipal Official)

**LOCATION**

Flooding Source (name of river, pond, ocean, etc.): \_\_\_\_\_

- A Zone    FRINGE    FLOODWAY (2 width of floodplain in A Zone)

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]

Basis of unnumbered A Zone bfe determination:

- 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:  
\$ \_\_\_\_\_

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

**TYPE OF DEVELOPMENT**

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

- |  | Dimensions | Cubic Yards     |
|--|------------|-----------------|
| <input type="checkbox"/> 1. Residential Structure  |            |                 |
| <input type="checkbox"/> 1a. New Structure   | _____      | _____           |
| <input type="checkbox"/> 1b. Add to Structure  | _____      | _____           |
| <input type="checkbox"/> 1c. Renovations/repairs/maintenance   |            | _____           |
| <input type="checkbox"/> 2. Non-Residential Structure  |            |                 |
| <input type="checkbox"/> 2a. New Structure   | _____      | _____           |
| <input type="checkbox"/> 2b. Add to Structure  | _____      | _____           |
| <input type="checkbox"/> 2c. Renovations/repairs/maintenance   |            | _____           |
| <input type="checkbox"/> 2d. Floodproofing   |            | _____           |
| <input type="checkbox"/> 3. Accessory Structure  | _____      |                 |
| <input type="checkbox"/> 4. Functionally Dependent Use:  |            |                 |
| <input type="checkbox"/> 4a. Dock  | _____      |                 |
| <input type="checkbox"/> 4b. Pier  | _____      |                 |
| <input type="checkbox"/> 4c. Boat Ramp   | _____      |                 |
| <input type="checkbox"/> 4d. Other   | _____      |                 |
| <input type="checkbox"/> 5. Paving   | _____      |                 |
| <input type="checkbox"/> 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide)                                      |            |                 |
| <b>Note: Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.</b> |            |                 |
|  |            | Number of Acres |
| <input type="checkbox"/> 7. Filling <sup>1</sup>   |            | _____           |
| <input type="checkbox"/> 8. Dredging   |            | _____           |
| <input type="checkbox"/> 9. Excavation   |            | _____           |
| <input type="checkbox"/> 10. Levee   |            | _____           |
| <input type="checkbox"/> 11. Drilling  |            | _____           |
| <input type="checkbox"/> 12. Mining  |            | _____           |
| <input type="checkbox"/> 13. Dam: Water surface to be created  |            | _____           |
| <input type="checkbox"/> 14. Water Course Alteration   |            | _____           |
| <b>Note: Detailed description must be attached with copies of all applicable notifications, state and federal permits.</b>     |            |                 |
| <input type="checkbox"/> 15. Storage of equipment or materials   |            | _____           |
| <input type="checkbox"/> 16. Sewage Disposal System  |            | _____           |
| <input type="checkbox"/> 17. Water Supply System   |            | _____           |
| <input type="checkbox"/> 18. Other: Explain  | _____      | _____           |

<sup>1</sup> Certain prohibitions apply in Velocity Zones

**Attach a Site Plan** – Drawn to scale with north arrow.

- 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.

**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.

**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 use 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

(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

\_\_\_\_\_, **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.

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

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# FLOOD HAZARD DEVELOPMENT PERMIT PART II

\_\_\_\_\_, **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

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

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# FLOOD HAZARD DEVELOPMENT PERMIT PART II

\_\_\_\_\_, 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

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

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# 2005 Amendments to All Maine Floodplain Management Model Ordinances

*Additions are underlined and deletions are strikethrough*

## **ARTICLE I - PURPOSE AND ESTABLISHMENT** (4<sup>th</sup> paragraph)

The (Town/City) of \_\_\_\_\_ has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, ~~and~~ 4401-4407, and Title 38 MRSA, Section 440.

## **ARTICLE III - APPLICATION FOR PERMIT**

K. The following certifications as required in Article VI by a registered professional engineer or architect:

1. a Floodproofing Certificate (FEMA Form 81-65, ~~08/99~~ 01/03, as amended), to verify...

## **ARTICLE IV - APPLICATION FEE AND EXPERT'S FEE** (optional language change)

A non-refundable application fee of \$ \_\_\_\_\_ for all minor development and \$ \_\_\_\_\_ for all new construction or substantial improvements shall be paid to the (Town/City) Clerk or Code Enforcement Officer and a copy of a receipt for the same shall accompany the application.

## **ARTICLE V - REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS**

B. Utilize, in the review of all Flood Hazard Development Permit applications:

1. the base flood and floodway data contained in the "Flood Insurance Study - (Town/City) of \_\_\_\_\_, Maine," as described in Article I.;
2. in special flood hazard areas where base flood elevation and floodway data are not provided, the \_\_\_\_\_ shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Article III.H.1.b.; Article VI.K.; and Article IX.D., in order to administer Article VI of this Ordinance; and,...

## **ARTICLE VI - DEVELOPMENT STANDARDS** (coastal ordinances with V Zones only)

P. Coastal Floodplains -



5. The enclosed areas below the lowest floor shall ~~may be~~ used solely for parking vehicles, building access, and storage.

### **ARTICLE XIII or XIV - DEFINITIONS**

*(The article number depends on which version of the model ordinance is in effect for your community)*

**Code Enforcement Officer** - ~~any person or board responsible for performing the inspection, licensing, and enforcement duties required by a particular statute or ordinance. A person certified under Title 30-A MRSA, Section 4451 (including exceptions in Section 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.~~

**Development** - ~~means any man made change caused by individuals or entities to improved or unimproved real estate, including but not limited to the construction of buildings or other structures; the construction of additions or substantial improvements to buildings or other structures; , mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. ; and the storage, deposition, or extraction of materials, public or private sewage disposal systems or water supply facilities.~~

*(The new wording of this definition is directly from the FEMA regulations at 44 CFR 59.1)*

**Elevation Certificate** - An official form (FEMA Form 81-31, 07/00 01/03, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.