

*RETAIN IN PERPETUITY*

**FLOOD DEVELOPMENT REVIEW**

<input type="checkbox"/> Flood Development Review - (if associated with another city permit/approval) <input type="checkbox"/> Flood Development Permit (Type I-A) - (if no other city permit applies) <input type="checkbox"/> Flood Development Permit (Type II) – (if requesting a Variance from 16.08)	<p><b>Office Use Only</b></p> Permit # _____ Associated Permits: _____ _____ _____ _____
<b>Property address or general location (cross-streets):</b> _____	
<b>Current Legal Description and Tax #:</b>  Addition: _____ Block(s): _____  Lot(s): _____ <b>Assessor's Parcel Number:</b> _____	
<b>Property Owner:</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	<b>Contact/Representative (if different):</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
<b>Description of Proposed Development and Methods of Construction:</b> (include square footage, quantities) (Attach additional pages as needed)	
<b>General Information:</b> 1) Is the proposed development in a FEMA Special Flood Hazard Area (All A or V Zones)? <input type="checkbox"/> No (Flood development review is <u>not</u> required) <input type="checkbox"/> Yes <input type="checkbox"/> Partially  2) Estimated Project Cost: \$ _____  3) Will impervious surface be changed? <input type="checkbox"/> No change <input type="checkbox"/> Yes: Existing Square footage: _____ Proposed Square footage: _____  4) Does the proposal involve a historic site, building or structure? <input type="checkbox"/> No <input type="checkbox"/> Yes    Year built: _____  5) Are other Federal, State or local permits required? If yes, list the permit(s) and status (not yet applied/pending/issued)? _____ _____ <p><b><i>Copies of all necessary state and federal permit approvals will be required prior to start of construction.</i></b></p>	

<p><b>Complete if work involves remodel/addition to an existing structure:</b></p> <ol style="list-style-type: none"> <li>1. Existing Footprint _____ square feet. Proposed: _____ square feet <input type="checkbox"/> No change</li> <li>2. Assessor's Value of Existing Building: \$ _____ (Attach copy of Assessor's data)</li> <li>3. What is the cost of the proposed construction? \$ _____</li> </ol> <p style="margin-top: 10px;">If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions apply</p>
<p><b>Complete for New Structures and Additions:</b> For non-residential structures, floodproofing may be used, see below. A relocated structure is treated as new construction.</p> <ol style="list-style-type: none"> <li>1. Base Flood Elevation at the site: _____ feet NAVD88</li> <li>2. Proposed lowest floor elevation (including basement): _____ feet NAVD88</li> <li>3. Elevation to which all attendant utilities, including all heating and electrical equipment will be protected from flood damage: _____ feet NAVD88.</li> </ol>
<p><b>Complete for Non-Residential Construction proposing flood proofing:</b></p> <ol style="list-style-type: none"> <li>1. Type of floodproofing method: _____</li> <li>2. Building is floodproofed to an elevation of: _____ feet NAVD88</li> <li>3. Height of floodproofing on the building above lowest adjacent grade is ____ feet.</li> <li>4. Floodproofing certification by a registered professional engineer currently licensed in the State of Washington or architect that the flood proofing methods meet the floodproofing criteria of PTMC 16.08 is attached <input type="checkbox"/> No <input type="checkbox"/> Yes</li> </ol>
<p><b>Complete for Subdivisions and Planned Unit Developments:</b></p> <ol style="list-style-type: none"> <li>1. Will the subdivision or other development contain 50 lots or 5 acres? <input type="checkbox"/> No <input type="checkbox"/> Yes</li> <li>2. If yes, does the plat or proposal clearly identify base flood elevations? <input type="checkbox"/> No <input type="checkbox"/> Yes</li> <li>3. Is the special flood hazard area delineated on the site plan? <input type="checkbox"/> No <input type="checkbox"/> Yes</li> </ol>
<p><b>Habitat Assessment:</b> Check one:</p> <p><input type="checkbox"/> The project is subject to a Section 7, Section 4d, or Section 10 under the Endangered Species Act</p> <p><input type="checkbox"/> A habitat assessment is attached</p> <p><input type="checkbox"/> A habitat assessment is being prepared</p> <p><input type="checkbox"/> Is not required <input type="checkbox"/> Unknown</p> <p style="margin-top: 10px;">Unless otherwise excepted per PTMC 16.08.120 C and D, applications for projects located within the SFHA shall include a habitat impact assessment prepared in accordance with PTMC Section 19.05.080 (I) "Special Report Required". Projects within the Protected Area must be inherently designed to avoid adverse impacts to floodplain functions that support ESA listed species.</p>

The undersigned, as owner or authorized agent of the property owner, hereby makes application for a permit to develop in the Special Flood Hazard Area (SFHA) and certifies that, to the best of his/her knowledge, the information submitted in support of the application is true and correct. The work to be performed is described above and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of Port Townsend Flood Damage Prevention Ordinance (Chapter 16.08 PTMC) and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the City of Port Townsend or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder. The undersigned grants permission for City staff and agents to enter areas covered by this permit application for the sole purpose of inspecting these areas to process this application and to enforce code provisions to the issued permit(s). The undersigned acknowledges that the final certificate of occupancy will be issued only if the applicant provides copies of the required federal, state, and local permits or letters stating that a permit is not required.

**Print Name:** \_\_\_\_\_

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

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

**SECTION 2: Planning Staff Review**

1. Proposed activities will occur:

Outside the Special Flood Hazard Area (SFHA) – Flood Development Review is not required.

Attach site plan showing area of proposed activity in relation to SFHA. Review is complete.

In the Special Flood Hazard Area <sup>1</sup>

AE (Subject to 16.08.160 & 16.08.170)

VE (Subject to 16.08.160, 16.08.170 & 16.08.220)

Base Flood Elevation: \_\_\_\_\_NAVD88

FEMA Map Panel Number: \_\_\_\_\_

2. **Type of Activity (check all that apply):**

New Structure                       Small Structure (Subject to 16.08.176)

Addition/Remodel                   Filling/Grading/Paving/Excavation

Dredging/mining                     Drilling

Storage of Equipment/Materials

Change in Watercourse (Subject to 16.08.150 D)

Subdivision                    (Subject to 16.08.160 D)

Other: \_\_\_\_\_

3. Review under PTMC 16.08 is  Required  Not Required (*attach FEMA Worksheet*)

4. The proposal is (check all that apply):

New construction                       Substantial improvement <sup>2</sup>

Not substantial - less than 50% of market value

Historic (Whatever mitigative measures can be taken to reduce future flood damage must be required—such as elevating electric/mechanical or using flood-resistant materials)

Functionally Dependent Use (16.08.155)

5. **Type of Construction (check all that apply):**

Residential (#\_\_\_\_units) (16.08.170A)

Non-residential (16.08.170B)

Manufactured Home (16.08.170E)

RV (16.08.175)

Critical facility (16.08.170D)

Utilities/Mechanical/Propane tank (16.08.160C)

<sup>1</sup> (Per NFIP regulations, if a building is partially in the SFHA, the entire building is considered in the SFHA)

<sup>2</sup> Term does not include corrections of existing violations (see 16.08.020 HH1) or alteration of a “historic structure” provided the alteration will not preclude it’s continued historic designation (see 16.08.020HH2)

Other: \_\_\_\_\_

6. **A Habitat Assessment** is  Required  Not Required

If required, the HA has been reviewed and found compliant with PTMC 19.05 (\_\_\_\_\_) initial

The proposal is:  Outside the Protected Area

In the Protected Area – project design inherently avoids adverse effects.

Habitat Assessment concludes: \_\_  **No Effect**  **May Affect, Not likely to Adversely Affect**

**Comments:**

**Section 3: Building Official Review**

Plans submitted under Building Permit Application BLD\_\_\_\_\_ have been reviewed and found in conformance with flood damage regulations in PTMC16.08.

Elevation of Lowest Floor, including basement or crawlspace:

\_\_\_\_\_ NAVD88

Elevation of Lowest Habitable Floor:

\_\_\_\_\_ NAVD88

**Comments:** (e.g. flood damage prevention methods proposed/added as condition

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

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

**Section 4: Permit Determination (To be completed by Floodplain Administrator)**

I have determined that the activity proposed in application BLD \_\_\_\_\_

**Is** in conformance with provisions of Chapter 16.08 of the Port Townend Municipal Code.

The permit is issued subject to any applicable conditions.

**Is Not** in conformance with provisions of Chapter 16.08 of the Port Townend Municipal Code.

The permit is denied.

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

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

Emma Bolin, AICP, Planning and Community Development Director

# Flood Development Review Application Submittal Requirements CHECKLIST

- Completed Application
- Vicinity Map – Using an aerial photo as a base, outline the area of proposed improvements, include street names and address.

**The following documents may be required:**

- Application fee: \$312.94. Fee may be waived if processed with an associated permit. Additional Habitat Assessment fee may apply.
- Two copies of a site plan, prepared to scale, showing:** *(note, much of this information is likely required for your permit, however there are a few things that are specific to projects in the special flood hazard area):*
  - Name, address, and phone number of the person who prepared the drawing. All drawings prepared by a registered/licensed professional shall be signed & stamped.
  - Vicinity map showing sufficient detail to clearly locate the project in relation to streets, natural features, water bodies within 300 feet of the site, and municipal boundaries.
  - Graphic scale and north arrow.
  - Reference datum and control points
  - The nature, location, dimensions, and elevations of the area in question
  - Dimensions of all property lines
  - Rights-of-way and private roads or driveways including alleys and streets names labeled.
  - Existing and proposed structures, fill, storage of materials, drainage facilities, impervious surfaces, associated at grade improvements (e.g. propane tanks, mechanical, fencing)
  - Limits of construction area
  - Location of the special flood hazard area (i.e., Zones A and/or V) as designated on Flood Insurance Rate Maps**
  - The proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads.
  - Existing native vegetation and proposed revegetation.
  - For projects involving regrading, excavation, or filling, include quantities of cut and fill
    - Existing contours at 5' intervals on site and extending 20' from property.
    - Proposed contours at 5' intervals; shown in darker line than existing contours.
    - Description of the extent to which a watercourse will be altered or relocated as a result of the proposed development.
- For **work on, within or connected to an existing structure-**  
Attach copy of Assessor's data with valuation of the existing building:  
Go to: <http://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>  
Scroll down to "Improvement/Building"

- For projects requiring a building permit: Construction Drawings** – Three (3) copies (24" x 36") drawn to an architectural scale (e.g. 1/4" = 1' minimum size). Identify the building code editions used to design the project. (Elevation datum shall be the North America Vertical Datum of 1988 (NAVD 1988) with conversions provided as needed).

**Non-Structural**

- Detail heated and unheated square footage by floor level.
- Floor plans of each floor. Provide dimensions for all areas. For additions include floor plans of adjacent portions of the existing buildings.

**Elevations** – If the proposed project includes a new structure, substantial improvement, or repairs to a substantially damaged structure that will be elevated, the application shall include the flood protection elevation(s) for the building site and the proposed elevations of the following:

- Elevation drawings for all sides of structure, including building height, average existing grade, and proposed finished grade.
- Proposed lowest floor elevation (including basement) of all structures and/or top of slab for an attached garage.
- Proposed elevation of crawl space.
- Proposed elevation of the lowest horizontal structural member (in V zones only).
- Proposed elevation of lowest and highest adjacent grades.

**Floodproofing**

- Elevation in relation to mean sea level to which any structure has been floodproofed.
- Construction details indicating the types of water-resistant materials used below the first floor with section cuts identifying where they can be located on the plans.
  - Details of floodproofing of utilities located below the first floor including lowest elevation of machinery or equipment servicing the structure.
- Details of enclosures below the first floor.
- Details for anchoring structures.

- FEMA Elevation Certificate (FEMA Form 81-31) – Required for all new or substantially improved structures. For non-residential structures, floodproofing may be used, see Floodproofing certificate below. A new Certificate will be required when construction is complete.
- FEMA Floodproofing Certificate: Required if floodproofing a nonresidential structure, provide certification by a registered professional engineer currently licensed in the state of Washington or architect that the floodproofing methods meet the floodproofing criteria in PTMC 16.08.170(B). This information shall be recorded on a current FEMA flood-proofing certificate (A new Certificate will be required when construction is complete).
- Habitat impact assessment - Unless otherwise excepted per PTMC 16.08.120 C and D, applications for projects located within the SFHA shall include a habitat impact assessment. Projects within the Protected Area must be inherently designed to avoid adverse impacts to floodplain functions that support ESA listed species.
- If on-site wastewater (septic tanks) disposal is proposed, please contact city staff. Under the limited circumstances where city code does not require connection to the city's municipal sewer system, written verification from Jefferson County Environmental Health that the site is adequate to accommodate an on-site sewage system is required. For projects within the SFHA, this may not be feasible.

- SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are in a critical area. Critical Area maps are available at the City Planning & Community Development (PCD) office or on the website.

NOTE: Please be sure that all drawings are clear, and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. The Port Townsend Municipal Code (Chapter 16.08) is located at <http://www.codepublishing.com/WA/PortTownsend/>

## Floodplain Development Permit/Review

**What is the Purpose of this Permit/Review?** You have proposed development within the “Special Flood Hazard Area” as designated by the Federal Emergency Management Agency (FEMA) on Flood Insurance Rate Maps (FIRMS). Flood maps can be reviewed at the City’s Development Services Department or online at the FEMA website (<https://msc.fema.gov/portal/search> ).

The City participates in [The National Flood Insurance Program](#) (NFIP) which 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. 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 document a project’s compliance with flood damage prevention regulations. This application packet is a tool to ensure that the minimum standards are met.

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 FEMA designated “Special Flood Hazard Area”, prior to beginning work, the City **MUST** review your proposal for compliance with the City’s Flood Damage Prevention Ordinance codified in Chapter 16.08 of the Port Townsend Municipal Code (PTMC) available online at: <http://www.codepublishing.com/WA/PortTownsend/>

**Who Reviews this information?** The City of Port Townsend Development Services staff reviews this information during the permit process. In future, the City may be required to share this information with FEMA and the Department of Ecology to demonstrate compliance with NFIP.

**What Activities Require this Permit?** Any development within the 100-year floodplain must be reviewed for compliance with flood damage prevention regulations. Development is defined 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 located within the area of special flood hazard.* Review is typically conducted in conjunction with another city permit or authorization; however, where no other city permit or authorization is required, a flood development permit is required.

**What is the Appeal Process for the Permit?** Applications for flood development permit are processed according to the procedures for a Type I-A permit. Type I-A – Administrative without notice; administrative appeal by the applicant only; appealable to the hearing examiner. Please refer to Chapter 20.01 of the Port Townsend Municipal Code for appeals procedures.

**Can I contest the 100-year floodplain map?** The property owner has the right to hire a surveyor or engineer to delineate the parcel and determine whether it is within a 100-year floodplain. If the property is not within a 100-year floodplain the property owner can submit the finding and request a letter of map amendment from FEMA for a fee.

**Notes / Comments:** If you propose to build a residence within the 100-year floodplain and intend to finance the construction through any federally insured lending institution, you must complete an elevation certificate and submit it as part of the application. Flood insurance will be required by the lending institution. The premium rate will be based on the elevation of the structure in relation to the base flood elevation within the 100-year floodplain.

### Legal Authority:

Chapter 16.08 Flood Damage Prevention of the Port Townsend Municipal Code (PTMC):  
<http://www.codepublishing.com/WA/PortTownsend/>

- [Chapter 173-158 Flood Plain Management WAC](#)
- [Chapter 86.16 Flood Plain Management RCW](#)
- [Title 44, Ch I, S 59.1 CFR](#)
- [Title 44, Ch I, S 60.3 CFR](#)

