



## Village of The Hills Floodplain Development Permit Application

### SECTION I

#### General Information

Self-explanatory. Note the last two items under this heading.

#### Owner 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.

#### Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

#### 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 so the Floodplain Administrator (FPA) can determine whether the improvement is a "substantial improvement."

#### Signature

Print your name, sign your name, and date the application.

### SECTION II

#### Floodplain Information

The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention 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 a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

If any of the additional documentation is required, the FPA will notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether the permit will be issued.

### SECTION III

#### Forms

Forms that may be required.

### SECTION IV

#### Permit Determination

The FPA will indicate whether the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

### SECTION V

#### Certificate of Compliance

The FPA will indicate the "As-Built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM FOR THE HILLS

OFFICE USE ONLY

Date Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## SECTION I: Applicant and Project Information

### GENERAL INFORMATION

No work of any kind may begin in a floodplain area designated as A, AE, AO, AH, B, or shaded X until a floodplain development permit is issued.

The permit may be revoked if any false statements are made in this application.

If revoked, all work must cease until a permit is re-issued.

The development may not be used or occupied until a **Certificate of Compliance** is issued.

The permit will expire if no work is commenced within 12 months of the date of issue.

The permit will not be issued until any other necessary local, state or federal permits have been obtained.

By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.

By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

### OWNER INFORMATION

Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>

<sup>1</sup> Attached forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

### APPLICANT INFORMATION

Applicant(s):

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature(s) of applicant(s) \_\_\_\_\_

Permit Number:

PROJECT INFORMATION

Project \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_  
Subdivision \_\_\_\_\_  
Legal Description \_\_\_\_\_  
*(Attach to this document)*

**A. Structural development** *(Please check all that apply.)*

Type of Structure

- Residential
- Non-Residential
  - Elevated
  - Floodproofed

Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Estimate Cost of Project

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of fill material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system
- Roadway or bridge construction
- Other development not listed above (specify) \_\_\_\_\_

<sup>2</sup>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.

SIGNATURE

*I certify that to the best of my knowledge the information contained in this application is true and accurate.*

(PRINTED name)

(SIGNED name)

(Date)

## SECTION II: (To be completed by Floodplain Manager)

## FLOOD INFORMATION

1. The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
2. The date on the FIRM is \_\_\_\_\_
3. The proposed development is located in Zone: \_\_\_\_\_ (A, AE, AO, AH, B, C, or X)
4. Is the proposed development located in any of the following zones? A, AE, AO, AH, B, or shaded X  
 YES     NO    ***If NO, no permit floodplain development is required.***

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated above the base flood elevation. Therefore, it is necessary that the following information be provided:

1. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_
3. Source of the base flood elevation (BFE)
  - FIRM (flood map)
  - Flood Insurance Study Profile # \_\_\_\_\_
  - Other sources of the BFE (specify):  
\_\_\_\_\_
4. Proposed lowest floor elevation (including utilities):

This elevation must be at BFE.

The following documents may be required.

***Check applicable.***

- Maps and plans of the development
- An **Elevation Certificate**<sup>3</sup> – required for all structures
- A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
- A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits:

<sup>3</sup>Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

Permit Number \_\_\_\_\_

## SECTION III : (Forms which may be required by the Floodplain Administrator)

### ELEVATION CERTIFICATE

Attach. *Submit only if required to do so by the Floodplain Administrator.*

### FLOODPROOFING CERTIFICATE

Attach. *Submit only if required to do so by the Floodplain Administrator.*

### PERMIT FEES :

Permit fee: \$250.00 [Only if permit is required]

*If filed separately prior to application for building permit.*

*Three (3) complete sets of plans, sealed by a Texas registered engineer, architect or land surveyor are needed.*

(This section to be completed by Municipal Official)

Date: \_\_\_\_\_; Fee Paid \_\_\_\_\_; Received: by \_\_\_\_\_;

Process by \_\_\_\_\_ Date \_\_\_\_\_

## SECTION IV : (To be completed by the Floodplain Administrator)

### PERMIT DETERMINATION

I have determined that the proposed development

IS  
 IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance Number \_\_\_\_\_, dated \_\_\_\_\_

The Floodplain Development Permit

IS  
 IS NOT *(reasons for denial to be described in a separate document)*

issued, subject to any conditions attached to and made part of this permit.

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FLOODPLAIN ADMINISTRATOR

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DATE

*The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.*

## SECTION V : CERTIFICATE OF COMPLIANCE

### “AS-BUILT” ELEVATION (to be completed by the applicant after construction)

*The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).*

- (1) The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).
- (2) The Actual (“As-Built”) elevation of floodproofing protection is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).

### COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community’s local flood damage prevention ordinance.*

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### CERTIFICATE OF COMPLIANCE (to be completed by the Local Floodplain Administrator)

Certificate of Compliance issued.

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SIGNATURE

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DATE

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*