

Building Official & Flood Plain Administrator Flood Plain Development Check Sheet

Name: _____

Date: _____

Property Address: _____

- Is any portion of the property or subdivision in a designated **Flood Plain**?
- Is any portion of the property or subdivision in a designated **Floodway**?
- Attach Geo-referenced Flood Plain map of site
- Flood Plain administrator review map and confirm Flood Zone Area _____
Panel Number _____
- Permit is issued with the condition** that the lowest floor (including basement floor) of any new or substantially improved residential building will be elevated at least one foot above the base flood elevation. If no base flood elevation is defined, lowest floor will be elevated one foot above the highest adjacent grade.
- Residential or Commercial _____
- Filled out Application for permit to develop in a flood plain area and elevation certificate **completed and accepted** by the Flood Plain Administrator prior to issuance of a building permit.
- Collect fee - \$35
- File is placed in a red folder
- The Certificate of Occupancy in a Flood Plain must have the signature from the Building Official **and** the Flood Plain Administrator indicating review of the elevation certificate for compliance before occupancy of the structure.

Building Department _____ Date: _____

Flood Plain Administrator _____ Date: _____