

MODEL GUIDE TO
WRITTEN ADMINISTRATIVE
PROCEDURES FOR
LOCAL FLOODPLAIN REGULATIONS

FEDERAL EMERGENCY MANAGEMENT AGENCY

Region VII
911 Walnut, Room 200
Kansas City, Missouri 64106
(816) 283-7002

Passed by the Council of the City of Buffalo, IA this 05th day of December, 1994.
Approved and signed by the Mayor of Buffalo, IA this 05th day of December, 1994.

Attest: Carol A. Bernauer

Carol A. Bernauer,
City Clerk of Buffalo, IA

Signed: Phil C. Hoover

Phil C. Hoover,
Mayor of Buffalo, IA

FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

Application # _____ Date _____

TO THE ADMINISTRATOR: The undersigned hereby makes application for a Permit to develop in a floodplain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable county/city ordinances and the laws and regulations of the State of _____.

Owner or Agent _____ Date _____ Builder _____ Date _____
Address _____ Address _____
Phone: _____ Phone: _____

SITE DATA

1. Location: _____ 1/4; _____ 1/4; Section _____; Range _____; Township _____
Street Address _____
2. Type of Development: Filling _____ Grading _____ Excavation _____ Min Improvement _____
Routine Maint _____ Substantial Improv _____ New Const _____ Other _____
3. Description of Development: _____
4. Premises: Size of site _____ ft X _____ ft Area of site _____
Estimated cost \$ _____ Principal use _____
Accessory uses (storage, parking, etc.) _____
5. Addition or modification to nonconforming use? Yes _____ No _____
Assessed value of structure \$ _____
6. Elevation of the 100-year flood (ID source) _____
_____ MSL/NGVD
7. Elevation of the proposed development site _____ MSL/NGVD
8. Elevation/floodproofing requirement _____ MSL/NGVD
9. Other floodplain elevation information (ID and describe source) _____
10. Other permits required? Corps of Engineer 404 Permit: Yes _____ No _____
State Dept. of Natural Resources: Yes _____ No _____
Other _____
_____ All provisions of Ordinance _____, Floodplain Management Ordinance shall be in compliance.

PERMIT APPROVAL/DENIAL

Plans and Specifications Approved/Denied this _____ Day of _____, 19_____

Signature of Developer/Owner _____ Authorizing Official _____

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED 1.0 FT. ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED 1.0 FT. ABOVE THE BASE FLOOD ELEVATION.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OF SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT.

cc: Floodplain Permit Section
State Department of Natural Resources