

FLOODPLAIN DEVELOPMENT PERMIT

Section I. Applicant and Project Information

A. General Information

1. No work may begin within a floodplain designated as AE, and A, until a floodplain development permit is issued.
2. The development may not be used or occupied until it has been approved by the Zoning Administrator for compliance with the floodplain regulations.
3. By signing and submitting this application, the Applicant certifies that all statements contained in Section I, II, and any additional documents submitted with the application are true and accurate.
4. The permit may be revoked and a stop work order may be issued if any false information is provided in this application.

B. Owner/Applicant Information

Property Owner	
Applicant/Contractor	
Contractor License Number	
Mailing Address	
Telephone Number	
E-mail Address	

C. Project Information

Project Name		
Address		
Project Cost		
1. Structural Development (Please check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <ul style="list-style-type: none"> <input type="checkbox"/> Elevated <input type="checkbox"/> Floodproofed <input type="checkbox"/> Mixed Use <input type="checkbox"/> Manufactured Home 	2. Type of Structural Activity <ul style="list-style-type: none"> <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration to Existing Structure <ul style="list-style-type: none"> <input type="checkbox"/> Value of Existing Structure (Appraisal or Assessment): _____ <input type="checkbox"/> Substantial Improvement 	

3. Other Development Activities

Additional permits are required from the Public Services Department and/or Zoning Department.

- Grading/Fill
- Drainage Improvements
- Roadway or Bridge Construction
- Water or Sewer Improvements
- Outdoor Storage
- Other: _____

D. Signature

I certify that to the best of my knowledge the information contained in this application is true and accurate. I understand that all development within the floodplain is required to be constructed to meet the requirements of the *Zoning Ordinance* and the VA USBC.

Print

Sign

Date

Section II. Documentation

- Construction Documents for Building Permits
- Elevation Certificate (Consult with Floodplain Manager to determine which certificate is needed for your project if you are unsure)
 - Existing Conditions Certificate (for additions and renovations)
 - Proposed Conditions Certificate - Based on proposed construction (for new construction and substantial improvements)
- Physical Survey (for additions and renovations)
- Approved Site Plan addressing new construction, grading, fill and erosion and sediment control (if required)
- Floodproofing Certificate for nonresidential construction (if required)
 - Certificate must be prepared by registered design professional (engineer) to demonstrate no change in downstream floodplain elevations.
- Calculations to show estimate of value – existing structures only
- Documentation demonstrating the subject structure qualifies as a historic structure (if applicable)

Section III: Permit Review (To be completed by city staff)

Flood Information *All elevations based on NAVD '88*

1. FIRM map panel and date _____
2. The proposed development is located within the: _____ flood zone(s)
3. Base Flood Elevation (NAVD '88) _____
4. Is the proposed development located within the AE, A zones?
 YES NO If NO, floodplain development permit is not required
5. The project is a substantial improvement or renovation? YES NO
6. The project includes alterations to qualified historic structure as defined in
 Section 14.17-17 of the Winchester Zoning Ordinance? YES NO

AE zones

1 foot of freeboard is required for all construction

1. Elevation Certificate attached? Proposed Existing Condition
2. Site Plan/Survey attached? Minor Major NO
3. Design Flood Elevation (BFE + Freeboard) _____
4. Proposed finished floor elevation _____
5. Elevation of mechanical equipment _____
6. Crawl Space is below grade on all sides? YES NO
If yes, plans must be revised (not permitted)
7. Flood venting
 - a. Size of Crawl Space (square feet) _____
 - b. Number of flood vents _____
 - c. Capacity of flood vents (square inches) _____
 - d. Type/Model number(s) of engineered flood vents _____
 - e. Engineer design documents submitted? YES NO
Engineering design documents are required for engineered flood vents.
8. Elevation of attached garage _____
 - a. Plumbing or mechanical within garage YES NO
Plumbing and mechanical required to be elevated above DFE
 - b. Size of attached garage (square feet) _____
 - c. Number of flood vents (if below DFE) _____
 - d. Capacity of flood vents (square inches) _____
 - e. Type/Model number(s) of engineered flood vents _____
 - f. Engineer design documents submitted? YES NO
Engineering design documents are required for engineered flood vents
9. Is the structure floodproofed (non-residential only)? YES NO
 - a. Floodproofing certificate submitted? YES NO
Floodproofing certificate required if this type of construction is proposed

Accessory Structures

1 foot of freeboard required for all construction

- 1. Flood zone at location of accessory structure _____
- 2. Design Flood Elevation (BFE + Freeboard) _____
- 3. Site Plan/Survey attached? YES NO

AE Zone

- 1. Proposed floor elevation of structure _____
- 2. Elevation of mechanical equipment _____
- 3. Flood resistant construction to DFE? (required) YES NO
- 4. Flood Venting (if below BFE)
 - a. Size of enclosed space (square feet) _____
 - b. Number of flood vents _____
 - c. Capacity of flood vents (square inches) _____
 - d. Type/Model number(s) of engineered flood vents _____
 - e. Engineer design documents submitted? YES NO

Engineering design documents are required for engineered flood vents

Approval Signatures

Floodplain Manager / City Engineer:	
Date:	
Zoning Administrator:	
Date:	
Building Official:	
Date:	