

**CITY OF ONEIDA
OFFICE OF THE CITY ENGINEER**

Jeffrey A. Rowe, P.E.
City Engineer



109 North Main Street
Oneida, New York 13421
Tel: 315-363-4800
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www.oneidacityny.gov

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

A floodplain development permit is required for any development activity in the regulated floodplain. This includes any man-made change to improved or unimproved real estate, including but not limited to the construction, reconstruction, renovation, repair, expansion or alteration of buildings, accessory structures or other structures; the placement of manufactured homes; mining dredging; streets and other paving; docks, utilities; filling grading and excavation; drilling operations; storage of equipment or materials and formation of manufactured home, recreation vehicle, or trailer parks.

Applicant/Property Owner Instructions:

1. Check the Flood Insurance Rate Map (flood hazard map) to determine if the proposed project is in the Special Flood Hazard Area / 100-year (1%) floodplain. This is the regulated floodplain within which a floodplain development permit is required. NFIP maps can be found at FEMA's flood Map Service Center; <https://msc.fema.gov/portal>

2. Is the project located in a special flood hazard area?

☐ **No** - A Flood development permit is not required.

Note: Projects located near the mapped floodplain boundary, in the 500-year floodplain, near streams and in drainage areas do not require a floodplain development permit, but may warrant flood protection measures.

☐ **Yes** - A Flood Development Permit is required – Continue to Section 1 below.

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SECTION 1: GENERAL PROVISIONS (APPLICANT to read and sign):

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the City Engineer or his/her representative to make reasonable inspections required to verify compliance.
8. Applicant is the property owner
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE _____

DATE _____

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

PROJECT ADDRESS _____

OWNER NAME _____

PHONE _____

EMAIL _____

OWNER ADDRESS _____

CONTRACTOR NAME _____

ENGINEER NAME _____

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DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

<u>ACTIVITY</u>	<u>STRUCTURE TYPE</u>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured (Mobile) Home
<input type="checkbox"/> Replacement	(In Manufactured Home Park? <input type="checkbox"/> Yes)
	<input type="checkbox"/> Other _____

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES:

☐ Fill ☐ Mining ☐ Drilling ☐ Grading

☐ Excavation (Except for Structural Development Checked Above)

☐ Watercourse Alteration (Including Dredging and Channel Modifications)

☐ Drainage Improvements (Including Culvert Work)

☐ Road, Street or Bridge Construction

☐ Subdivision (New or Expansion)

☐ Individual Water or Sewer System

☐ Other (Please Specify) _____

After completing SECTION 2, **APPLICANT** should submit form to **City Engineer** for review.

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SECTION 3: FLOODPLAIN DETERMINATION (To be completed by **City Engineer**)

The proposed development is located on FIRM Panel No. _____

Dated _____

The Proposed Development:

☐ Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).

☐ Is located in a Special Flood Hazard Area.
FIRM zone designation is _____.
100-Year flood elevation at the site is:
_____ Ft. DATUM _____

☐ The proposed development is located in a floodway.
FBFM Panel No. _____

Dated _____

☐ See Section 4 for additional instructions.

SIGNED _____ DATE _____

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SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by City Engineer)

The applicant must submit the documents checked below before the application can be processed:

- ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- ☐ Elevation Certificate
- ☐ Development plans, drawn to scale, and specifications, include where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor.
Additional Info: _____
- ☐ Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
- ☐ Top of new fill elevation _____ Ft. NGVD (MSL).
- ☐ Floodproofing protection level (non-residential only) _____ Ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
- ☐ Other: _____

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SECTION 5: PERMIT DETERMINATION (To be completed by City Engineer)

I have determined that the proposed activity: ☐ Is ☐ Is not
in conformance with provisions of Local Law # _____, (yr) _____. The permit is issued
subject to the conditions attached to and made part of this permit.

SIGNED _____, DATE _____

If BOX A is checked, the City Engineer may issue a Development Permit upon payment of designated fee.

If BOX B is checked, the City Engineer will provide a written summary of deficiencies

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a
registered professional engineer or a licensed land surveyor (or attach a certification to this application).
Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard
Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is:
_____ FT. NGVD (MSL).

2. Actual (As-Built) Elevation of floodproofing protection is _____ FT. NGVD (MSL).

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

SECTION 7: COMPLIANCE ACTION (To be completed by City Engineer)

The **City Engineer** will complete this section as applicable based on inspection of the project to ensure
compliance with the community's local law for flood damage prevention.

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

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by City Engineer)

Certificate of Compliance issued: DATE: _____ BY: _____