City of Haltom City

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1: GENERAL PROVISIONS

1 No work of any kind may begin until permit is issued.
2 The permit may be revoked if any false statements are made within.
3 If revoked, all work must cease until permit is re-issued.
4 Development shall not be used and/or occupied until a Certificate of Occupancy is issued or construction has been accepted by the City of Haltom City.
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 (refer to Exhibit A).
7 Applicant hereby gives consent to the City of Haltom City Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

SECTION 2: PROPOSED DEVELOPMENT INFORMATION (to be completed by Applicant)

NAME COMPANY ADDRESS TELEPHONE EMAIL

Applicant

Builder

Engineer/Surveyor

PROJECT LOCATION: To avoid a delay in processing of the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description, and/or the distance to the nearest intersecting road or well-known landmark. A sketch of the project location is strongly recommended, and may be required if location is not easily identified.

_____

_____

_____

_____

_____

Floodplain Permit #_____

DESCRIPTION OF WORK (check all applicable boxes):

A. Structural Development

Activity

☐ New Structure
☐ Addition
☐ Alteration
☐ Relocation
☐ Demolition Structure Type

☐ Residential (Single Family)

☐ Non-Residential (Includes Multi-Family)

☐ Combined Use

☐ Manufactured Home

Estimated Cost of Project: $_____

B. Other Development Activities

□ Clearing
□ Cut/Fill
□ Mining
□ Drilling
□ Grading
□ Excavation (except for structural development above)
□ Watercourse Alteration (including dredging and channel modifications)
□ Drainage Improvements (including culverts)
□ Road, Street, or Bridge Construction
□ Subdivision – Acreage? _____ac.
□ Utility Improvement
□ Other (specify) _____

SECTION 3: FLOODPLAIN INFORMATION (to be completed by the Applicant)

The proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

☐ Is NOT located in a Special Flood Hazard Area (no application required).
☐ Is partially located in the SFHA but building/development is NOT.
☐ Is located in a SFHA.
0 FIRM Zone Designation is _____. 0 BFE at the site is _____ ft. NAVD88 (MSL)
☐ Is located in the floodway.
0 See section 4 for additional instructions.

Authorized Signature Date

_____
_____ _____

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by Local Floodplain Administrator). The applicant must submit the following documents which are applicable to the development before the application will be processed.

☐ A site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.

☐ Development plans, drawn to scale, and specification, including 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 below the first floor, and details of enclosures below the first floor.

☐ Subdivision or other development plans. If the subdivision or other development exceeds 50 lots or 5 acres, the applicant must provide 100-year base flood elevations if they are not otherwise available.

☐ Plans showing the extent of watercourse relocation and/or landform alterations.

☐ Change in water surface elevation (in feet)

o Meets Ordinance limits on elevation increases? (Yes / No)

☐ Floodproofing protection level (non-residential only) _____ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect. Please note that for floodproofing of non-residential structures is not allowed.

☐ Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) but outside the Floodway will not result in an increase of more than 1 ft. to the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. Additionally, supporting data must ensure that there will be <u>no</u> adverse impacts to any adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval.

☐ Certification from a registered engineer that the proposed activity within a SFHA with both Base Flood Elevations and Floodway (no proposed encroachment into the Floodway) established will <u>not</u> adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.

☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in <u>any</u> increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.

☐ Fee: $25.00 Residential $50.00 Commercial

☐ Complete this section if the proposed development involves the improvement of a structure (i.e. walled and roofed building, manufactured home, or gas and liquid storage tanks)

Pre-improvement Value of Structure $_____Cost of Improvement $_____

SECTION 5: PERMIT DETERMINATION (To be completed by the Local Floodplain Administrator).

I have reviewed the information provided and the proposed activity DOES / DOES NOT comply with all applicable codes of the City of Haltom City. The permit is issued subject to the conditions attached hereto, indicated below, and made part of this permit.

SIGNED:_____ DATE:_____

PERMIT #:_____

SECTION 6: Elevation Certificate (To be submitted by Applicant prior to CO issuance).

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 two feet (2') above the base flood elevation. If the proposed development is a nonresidential building, the permit is issued with the condition that the lowest floor (including basement) of a new or substantially improved nonresidential building will be elevated two feet (2') above the base flood elevation (one hundred year flood elevation), or flood-proofed to at least two feet (2') above the base flood elevation.

With the issuance of a permit, the Developer/Owner understands that an **elevation certificate is required** and shall be produced by a registered Engineer, Architect, or Land Surveyor of the "as-built" lowest floor elevation (including basement) or floodproofed elevation of any new or substantially improved building. A copy of the elevation certificate or floodproofing certificate shall be provided to Haltom City Public Works 4200 Hollis Street Haltom City, TX 76111 Attn: Engineering Department.

All provisions of* the *City of Haltom City Floodplain Management Ordinance shall be complied with.

SECTION 7: COMPLIANCE ACTION (To be completed by Applicant prior to CO issuance).

The Local Administrator will complete the following section (as required) based on visual inspections of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS DATE:_____BY:_____DEFICIENCIES? (YES/NO)
DATE:_____BY:_____DEFICIENCIES? (YES/NO)
DATE:_____BY:_____DEFICIENCIES? (YES/NO)

Notes:

DISCLAIMER: The flood hazard boundary maps and other flood data used by the City of Haltom City in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions, greater floods may occur and flood heights may be increased. Construction standards required by the City of Haltom City Floodplain Management are the minimum standards deemed necessary to minimize or eliminate flood damage, but reliance on these minimum standards shall not create liability on the part of the City of Haltom City or any other employee of the City of Haltom

City in the event flooding or flood damage occurs**.**

The applicant does hereby:

1 understand this permit is not complete until signed, dated and returned to the City's Floodplain Group;
2 acknowledge the disclaimer described above;
3 agree with the conditions of permit approval;
4 agree to provide certifications of work as may be required;
5 understand that violations of this permit will be subject to citations as provided by the Code;

FLOODPLAIN MANAGER'S SIGNATURE

_____

OWNER_____

CONTRACTOR_____

APPLICANT'S SIGNATURE _____

Date

SECTION 8: CERTIFICATE OF COMPLETION

(To be completed by Local Floodplain Administrator or Building Inspections Department)

Certificate of Completion Issued:
Date:_____BY:_____

EXHIBIT A – Additional Regulating Entities

Floodplain managers should verify that all required permits are obtained for work in the floodplain **prior** to issuing a floodplain development permit. The permitting agencies below regulate land and water development activities. They include but are not limited:

___**Texas Commission on Environmental Quality** TCEQ Permits
organized by business type:
http://www.tceq.state.tx.us/nav/permits/business_types/type_s.html

TCEQ Small Business and Local Government Assistance:
http://www.tceq.state.tx.us/assistance/sblga/sblga.html
800-447-2827

___**United States Army Corps of Engineers**

Fort Worth district
http://www.swf.usace.army.mil/pubdata/environ/regulatory/permittingoverview.as p
817-886-1731

Galveston District
http://www.swg.usace.army.mil/reg/permits.asp
409-766-3930

___**Additional federal agencies including: United States Fish and Wildlife Service, Environmental Protection Agency, and the United States Coast Guard**

___**Texas Parks and Wildlife Department**
http://www.tpwd.state.tx.us/faq/landwater/sand_gravel/
512-389-4639

___**General Land Office** Information on dunes
www.glo.state.tx.us
800-998-4GLO (4456) or 512-463-5001

___**Texas Department of Transportation** Access permits for driveways through TxDOT right-of-way. Also, consider asking the TxDOT area office to provide you with access permit site locations as a way of tracking floodplain development.

___**Additional local and regional permitting agencies including river authorities.**