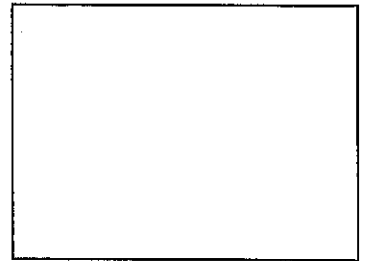




Portage County Building Department
449 S. Meridian Street; P.O. Box 1217
Ravenna, OH 44266
Phone: 330-297-3530 Fax: 330-297-3896
Website: www.co.portage.oh.us



SPECIAL FLOOD HAZARD DEVELOPMENT PERMIT APPLICATION

Submit one application for each building or structure. Please print or type. All sections must be completed.

This area for official use:

Permit # _____ Township/Village _____

Plan Exam # _____

Permanent Parcel # _____ FEMA-FIRM Map/Zone _____

Zoning # _____ Date _____ Septic/Sewer # _____ Date _____

PROJECT INFORMATION

Name _____

Site Address _____ Twp/Village _____

Estimated Project Cost \$ _____

Description of work to be done _____

OWNER INFORMATION & MAILING ADDRESS

Owner's Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

APPLICANT

☐ Owner

☐ Contractor

☐ Designer

☐ Agent

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

I hereby certify that I am the applicant of the subject of this application and all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that the omission of reference to any provisions will not nullify any requirement, nor exempt any structure from such requirement of the applicable building code. The Owner and/or the Agent of the Owner identified on the plans and construction documents shall be responsible for the design, structure, safety, and maintenance of the structure per the requirements of the applicable building code and also confirm and be responsible for the construction and/or installation of any components that are indicated on the approved construction drawings, which may not be visible by the inspector at the next required sequential inspection. The approval of the submitted application, plans, construction documents or any notations thereon, and issuance of a Certificate of Plan Approval shall not excuse the Owner from complying with all rules and laws of the State and County, all of which are implied to be included herein and made a part thereof. Any objections may be appealed to the applicable board of building appeals. I understand that all fees are non-refundable and non-transferable. All official correspondence in connection with this application will be sent to the attention of the Applicant as listed above.

Signature _____ Print Name _____ Date _____

Special Flood Plain Hazard Development Fee: All fees are non-refundable

<input type="checkbox"/> Special Flood Plain Hazard Development Application	\$112.00 ea.	\$ _____
Please complete and submit both this form and the Special Flood Plain Hazard Development		
<input type="checkbox"/> Special Flood Plain Hazard Development Plan Review Fee	\$80.00/hr.	\$ _____
<input type="checkbox"/> Special Flood Plain Hazard Development Inspections	Number of Inspections required _____ X \$75.00/ea.	\$ _____
Sub Total		\$ _____
Total Fee Due		\$ _____

This area is for Official Use Only:

Make checks payable to: Portage County Treasurer

Payment ☐ Cash / ☐ Check# _____ Receipt # _____

Notes:

- ☐ Plan Review charges are invoiced in ¼ hr. increments at \$80.00 per hour;
- ☐ After 3rd review hourly rate increases to \$100.00 per hour
- ☐ Plan Review invoice charges are added to applicable permit fees; If project is canceled and/or delayed greater than 60 days from date of review invoice charges will be sent to Applicant for payment. All invoices are to be paid in full within 15 days of invoicing date.
- ☐ All delinquent payments/NSF payments will be forwarded to the County Prosecutor's office for collection

Instructions:

- 1) Please complete the following for submittal: Pages 1 thru 4 of this application in its entirety (do not complete pages 5 thru 7) and submit (all 7 pages) along with the \$100.00 application fee and 4 copies of any substantiating data. A Special Flood Plain Hazard Development Plan Review will be conducted pursuant to the Portage County Special Flood Plain Hazard Development Regulations.
- 2) After the Special Flood Plain Hazard Development Plan Review is completed any correspondence or comments developed during the review process will be sent to the Applicant. If approved a permit (full, conditional and/or phased) shall be issued to the Owner of the property. If the Special Flood Plain Hazard Development application is not approved or if additional information is needed for approval written comments will be forwarded to the Applicant for resolution.
- 3) Variance request: After the Special Flood Plain Hazard Development Plan Review is completed and if a variance is requested by the Applicant, please complete page 7 and submit along with the applicable appeals hearing application and associated hearing fee and any substantiating data, drawings, etc. to the Portage County Board of Residential Building and Flood Plain Appeals. A hearing date will be scheduled, and the Applicant will be notified of the hearing date.

FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION

Application is hereby made for a DEVELOPMENT PERMIT as required by the Special Purpose Flood Damage Reduction Regulations of Portage County, Ohio for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said regulations. The development to be performed is described below and in attachments hereto. The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the floodplain regulations;
- If issued, the FHA Development Permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within one year of issuance.

LOCATION OF DEVELOPMENT SITE

1. Location of proposed development site address: _____

2. Legal description: _____

Attach a location map showing the location of the development site relative to adjacent sites. A location map may be a copy of the tax or plat map, including scale, showing the parcel where development activity will occur.

3. DESCRIPTION OF WORK

3a. Kind of development proposed (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Residential structure | <input type="checkbox"/> Non-residential structure |
| <input type="checkbox"/> New structure | <input type="checkbox"/> New structure |
| <input type="checkbox"/> Addition to structure | <input type="checkbox"/> Addition to structure |
| <input type="checkbox"/> Renovations/repairs/maintenance | <input type="checkbox"/> Renovations/repairs/maintenance |
| <input type="checkbox"/> Manufactured home installation | |
| <input type="checkbox"/> Accessory structure: Dimensions: _____ | |
| <input type="checkbox"/> Filling or grading | |
| <input type="checkbox"/> Dredging or excavation or mining | |
| <input type="checkbox"/> Materials/equipment storage: Describe type _____ | |
| <input type="checkbox"/> Watercourse alteration (any change that occurs within the banks of a watercourse) | |
| <input type="checkbox"/> Water supply / sewage disposal | <input type="checkbox"/> Bridge or culvert placement / replacement |
| <input type="checkbox"/> Subdivision greater than 50 lots or 5 acres | <input type="checkbox"/> Other development greater than 5 acres |
| <input type="checkbox"/> Other: _____ | |

Additional activity description: _____

3b. If the proposed construction is an addition, renovation, repair or maintenance to an existing structure, indicate the cost of proposed construction \$ _____. What is the estimated market value of the existing structure \$ _____?

NOTES AND ADDITIONAL SUBMITTAL REQUIREMENTS:

- In addition to completion of this form the applicant agrees to submit any additional information required by the floodplain administrator in order to determine that the proposed development is compliant with the local and federal flood damage prevention criteria of the National Flood Insurance Program. Site plans for all development proposals must:
 - Be drawn to scale with north arrow.
 - Show property boundaries, floodway, and floodplain lines.
 - Show dimensions of the lot.
 - Show dimensions and location of existing and/or proposed development on the site.
 - Show areas to be cut and filled.

- Applications for residential and non-residential structures must also include:
 - The proposed lowest floor elevation based on the datum used on the effective Flood Insurance Rate Map and base flood elevation for the site.
 - Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters.
 - Description of how building utilities will be protected from flood waters including drawings showing locations of such utilities.
 - Detailed description of anchoring system for all mobile and manufactured homes.
 - Description of construction materials that will be used below the flood protection elevation.
- An existing structure must comply with the flood protection standards if it is substantially improved (an improvement equal to or greater than 50% of the market value of the structure). The "substantial improvement" definition applies to existing structures only and that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes "new construction" means structures for which "start of construction" began on or after the effective date of the initial Flood Insurance Rate Map issued by FEMA for the community.
- Any Pre-FIRM structure within the FHA that has sustained damage from any source (flood, fire, etc...) must be evaluated to determine if the structure is "substantially damaged" (damaged to 50% or more of the market value of the structure). If the structure is "substantially damaged", the structure must be brought into compliance with the flood protection standards.
- For subdivision proposals greater than 5 acres or 50 lots, or large-scale developments greater than 5 acres, a hydrologic and hydraulic analysis must be conducted to determine base flood elevations in flood hazard areas where no base flood elevations are provided.
- A Conditional Letter of Map Revision (CLOMR) must be obtained for proposed projects that would result in more than a 1.0 foot increase in BFE on a watercourse that has been studied through detailed hydrologic and hydraulic analyses where BFEs have been specified, but no floodway has been designated OR when a project proposed (totally or partially within the floodway) along a watercourse for which detailed analyses have been conducted and BFEs and a floodway have been designated would result in any (greater than 0.0 foot) increase in the BFE.
- Applications for non-residential structures proposed to be floodproofed must have a completed FEMA floodproofing certification form attached (can only be completed by a Registered Professional Engineer or Architect).
- All development proposals determined to be located in a floodway must be accompanied by a hydrologic and hydraulic analysis showing impacts on of the development on flood heights (can only be completed by a Registered Professional Engineer).
- Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.

I AGREE THAT ALL STATEMENTS IN AND ATTACHMENTS TO THIS APPLICATION ARE A TRUE DESCRIPTION OF THE EXISTING PROPERTY AND THE PROPOSED DEVELOPMENT ACTIVITY. I UNDERSTAND THE DEVELOPMENT REQUIREMENTS FOR SPECIAL FLOOD HAZARD AREA ACTIVITIES PER THE APPROPRIATE ORDINANCE OR RESOLUTION AND AGREE TO ABIDE THERETO. I UNDERSTAND IT IS MY RESPONSIBILITY TO OBTAIN ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL PERMITS.

Applicant's Signature: _____

Applicant's Printed Name: _____

Date: ____/____/____

FLOOD HAZARD AREA DEVELOPMENT PERMIT ADMINISTRATIVE CHECKLIST

NOTE: The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:
 - a. An identified floodway.
 - i. Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
 - ii. Does the analysis have a certification that flood heights will not be increased Y / N
 - b. Is the analysis certified by a Registered Professional Engineer Y / N
 - c. A flood hazard area where base flood elevations exist with no identified floodway. Y / N
 - d. Does a hydrologic and hydraulic engineering analysis accompany the application Y / N
 - e. Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations (in no case will this be more than one foot) Y / N
 - f. Is the analysis certified by a Registered Professional Engineer Y / N
 - g. An area within the floodplain fringe.
 - h. An approximate flood hazard area (Zone A). Y / N
 - i. Within the banks of a watercourse. Y / N
 - j. Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application Y / N
 - k. Base flood elevation (100-year) at proposed site _____ feet m.s.l.
 - l. Data source _____
 - m. Map effective date Community-Panel No. _____

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?
 - a. Permitted Use
 - i. Zoning Department Y / N
 - ii. Building Department Y / N
 - b. Water and wastewater systems standards met. Y / N
 - c. Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable). Y / N
 - d. Residential/non-residential structures standards met. Y / N
 - i. Lowest floor elevation _____ feet m.s.l.
 - e. Substantial improvement / substantial damage Y / N
 - f. Anchored properly (manufactured home affixed to permanent foundation) Y / N
 - g. Utilities protected against flooding Y / N
 - h. Construction materials below flood protection elevation resistant to flood damage Y / N
 - i. Lowest floor elevated to or above flood protection elevation (BFE + freeboard) Y / N
 - j. Has an enclosure below lowest floor (crawl space, walkout basement) Y / N
 - k. Enclosure have proper number and area of openings Y / N
 - l. Enclosure unfinished and only used for parking, materials storage or entry Y / N
 - m. Accessory structure standards met (square footage, use, foundation openings). Y / N
 - n. Recreational vehicle standards met. Y / N
 - o. Above ground gas or liquid storage tank anchored. Y / N
 - p. Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse. Y / N

3. Does proposed development trigger any requirements to submit a Letter of Map Revision or Conditional Letter of Map Revision? Y / N

DECISION RECORD

4. The proposed development is in compliance with applicable floodplain standards.
FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON _____

5. The proposed development is not in compliance with applicable floodplain standards.
FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON. _____
Reason(s): _____

6. The proposed development is exempt from the floodplain standards per Section _____ of the Flood Damage Prevention Ordinance (Resolution) No. _____

Administrator's Signature: _____ Date: _____

FLOOD HAZARD AREA DEVELOPMENT PERMIT

This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the **Portage County Flood Damage Reduction Regulations**.

1. Location of proposed development site address: _____

2. Legal description: _____

The Applicant understands and agrees that:

- An as-built Elevation Certificate will be submitted to the Floodplain Administrator after the first floor of a new, substantially improved, or substantially damaged, residential or non-residential structure is constructed;
- A final Letter of Map Revision will be obtained where a Conditional Letter of Map Revision was required as part of the permit application;
- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the codes or regulations of the community;
- The permittee hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the Floodplain Management Regulations;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within one year of issuance.

Issued by: _____ Date: ____/____/____
Floodplain Administrator

Permit Number: _____

VARIANCE / APPEAL APPLICATION AND RECORD

A variance is a grant of relief given by a community from the terms of specific standards required in its floodplain regulations. The issuance of a variance is for floodplain management purposes only. Insurance premium rates are determined by the Federal government according to actuarial risk and will not be modified by the granting of a variance. ANY VARIANCE GRANTED BY A COMMUNITY MUST BE CONSISTENT WITH THE NATIONAL FLOOD INSURANCE PROGRAM GUIDELINES AND WITH LOCAL LAW:

1. Name of applicant: _____

2. Specify the section of the floodplain regulations from which a variance is sought: _____

3. Explain how proposed development would vary from the provisions of the floodplain regulations: _____

4. Explain the hardship imposed if a strict application of the floodplain regulations is enforced: _____

NOTE: Applicant may attach any additional supporting documents and data he/she feels necessary to help explain this project and variance request.

AN APPLICANT RECEIVING A VARIANCE TO BUILD A STRUCTURE WITH THE LOWEST FLOOR ELEVATION BELOW THE BASE FLOOD ELEVATION (100-YEAR) IS HEREBY NOTIFIED THAT THE REDUCED FLOOR ELEVATION WILL RESULT IN INCREASED PREMIUM RATES FOR FLOOD INSURANCE UP TO AMOUNTS AS HIGH AS \$25 PER \$100 OF INSURANCE COVERAGE. CONSTRUCTION BELOW THE BASE FLOOD LEVEL INCREASES RISKS TO LIFE AND PROPERTY.

AS PROVIDED IN CHAPTER 2506 OF THE OHIO REVISED CODE, THOSE AGGRIEVED BY THE DECISION OF THE APPEALS BOARD MAY APPEAL SUCH DECISIONS TO THE COUNTY COURT OF COMMON PLEAS.

_____/_____/_____
Applicant's Signature Date Administrator's Signature Date

RECORD OF VARIANCE ACTIONS (Floodplain Administrator complete)

Variance request submitted to on ____/____/____.

Variance hearing on ____/____/____.

In accordance with the criteria and guidelines of Portage County

Flood Damage Reduction Regulations, the Appeal Board hereby ☐ Approves, ☐ Denies the above request for variance.

Date of Hearing: ____/____/____

Chair, Appeals Board _____

Decisions of the Board: _____

Special Provisions of Variance Approval: _____

Note: For permit file purposes, attach the official hearing record and ensure that the eleven variance evaluation factors in the community's flood damage reduction regulations have been considered and are included in the written record.