Permit No. _____

Village of Alexandria
REQUEST FOR PERMIT TO DEVELOP IN AN IDENTIFIED FLOOD HAZARD AREA

The undersigned hereby makes application for a permit to develop in a designated flood hazard area. The work to be performed is designated below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Special Purpose Flood Damage Reduction Ordinance for the Village of Alexandria, Ordinance #2007-01, and with all other applicable local, state, and federal laws.

Property Owner(s) _____

Mailing Address _____ State_____ Zip Code _____

Project Address _____ State_____ Zip Code _____

Telephone ( )_____ Fax ( )_____

Developer/Builder (if applicable) _____

Address _____ State_____ Zip Code _____

Telephone ( )_____ Fax ( )_____

I certify that all information I have provided is correct and realize that if the information is found to be false, the permit is void.

_____ _____

Signature of Applicant/Owner Date

See also page 3.

Description of Activity (circle the appropriate category)

Structural = any walled and roofed building, manufactured home, or gas or storage tank that is principally above ground in a designated flood hazard area.

Non-structural = any other activity within the designated flood hazard area.

Structural **Non-structural**

Note: If the activity is **Structural**, please proceed to Section B.

Permit No. _____

A. Non-structural Activities

Note: For nonstructural applications, aerial photos and topographic maps of the site are required.

1. Kind of activity proposed. (Check appropriate box.)

   Filling ❑ Excavation ❑ Landscaping ❑ Lake/Pond Development ❑
   Driveway ❑ Maintenance ❑ Rip-rap ❑ Agricultural levee ❑
   Bridge replacement ❑ Other ❑ (specify) _____

2. How long is the activity projected to take? _____
   (Please estimate each activity's time frame.)

The Licking County Soil and Water Conservation District should be contacted for assistance with erosion control and stream maintenance activities (740-670-5330). Depending on the nature of the project, a permit from the Army Corp of Engineers may be necessary, particularly for in-channel activities (304-399-5211).

3. Have you contacted the Army Corp of Engineers? Yes ❑ No ❑

4. Have you contacted the Soil and Water Conservation District or the Natural Resource Conservation Service? Yes ❑ No ❑

B. Structural Activities

1. Type of development proposed. (Check appropriate box.)

   New Building ❑ Manufactured Home ❑ Alteration ❑ Repair ❑
   Mining ❑ Dredging ❑ Stream maintenance ❑
   Other ❑ (specify) _____

2. Location of development site (include address)

   _____

   _____

   Deed recorded at Volume _____. Page _____.
   Note: A copy of the legal description must be included with application.

3. Type of construction: (Check all that apply)

   New Residential ❑ New nonresidential ❑ Accessory structure ❑
   Addition / Improvement to existing structure ❑ Filling ❑
   Lake/Pond Development ❑ Driveway / Landscaping ❑ Repair existing structure ❑
   Other ❑ (specify) _____

4. If the proposed construction is an alteration, addition, repair or improvement to an existing structure, please indicate the cost of the proposed construction $ _____. What is the estimated market value of the existing structure? $ _____.

5. Structure(s) will be protected from flooding by:
   a. Adding fill to construction site ❑
   b. Piers, pilings, posts (circle)
   c. Floodproofing (residential / nonresidential) ❑
   d. Tie downs (mobile homes) ❑
   e. Other ❑ (specify) _____

STRUCTURES PLACED ON A CRAWL SPACE FOUNDATION OR SLAB ON GRADE MUST MEET THE REQUIREMENT LISTED ON THE ATTACHMENT TO THIS PERMIT

If floodproofing the structure, what floodproofing techniques will be used?

_____

_____

Note: Applicant and/or the agent (engineer, contractor, architect, etc.) shall submit 3 sets of construction plans with the application.

Additional comments concerning the type of construction:

_____

_____

_____

I certify that all information I have provided is correct and realize that if the information is found to be false, the request for permit is void.

_____ _____
Signature of Applicant/Owner Date

_____ _____
Signature of Builder/Contractor Date

$ 100 Permit Fee is required; make checks payable to LCPC.

STAFF ONLY

C. Administrative

1. Proposed development:
   a. Must comply with all applicable flood damage prevention regulation standards ❑
   b. Is exempt from flood damage prevention regulation standards ❑

2. Is the proposed development located in an identified floodway? Yes ❑ No ❑

Note: If in floodway, a technical evaluation is required for the request to be processed.

Permit No. _____

3. Detailed Study required Yes ❑ No ❑

What type of detailed study is required?

Floodway Study ❑ Erosion/Sediment Controls ❑
Drainage Study ❑ Flood Elevation Certificate ❑

Completion of Study By _____ Date _____

4. Elevation of 100-year flood at site: _____ feet mean sea level
Source of elevation data: _____
Two foot freeboard elevation: _____ feet mean sea level
North American Vertical Datum of 1988

Note: All structures must be built with the lowest horizontal structural member supporting the lowest floor or top of the basement floor elevated two feet above the 100-year base flood elevation, unless a variance has been granted or it is exempt under Subsection 3.9 and/or 4.6 of the Special Purpose Flood Damage Reduction Ordinance for the Village of Alexandria, Ordinance #2007-1.

5. Has the Army Corp of Engineers been contacted? Yes ❑ No ❑
Notification – approval necessary? Yes ❑ No ❑
Received? Date _____

6. Has the SWCD and/or NRCS been contacted? Yes ❑ No ❑

7. Application filing fee paid. Payment date _____

8. Application for Request for Permit to Develop in an Identified Flood Hazard Area for the above described development is:

APPROVED ❑ DENIED ❑

STIPULATIONS:_____
_____
_____

_____ _____
Signature of Floodplain Administrator Date

NOTE: Approval of request for a permit is void after one year from date of issue.

IMPORTANT: For structural activities, a Certificate of Elevation must be completed on finished floor construction **before** occupancy is granted. This requirement is to ensure the structure has been built to the standards approved in this permit request. A floodplain permit will not be issued until the Certificate of Elevation is on file with the Floodplain Administrator (the Mayor or designee).

Permit No. _____

APPROVAL

10. Copies of approved application mailed to:

Applicant/Owner	❑
Builder/Contractor	❑
Building Codes Department	❑
Health Department	❑
Township/Village Zoning Inspector	❑

11. If structural, the Certificate of Elevation was received: Date _____

Copies of approved permit mailed to:

Applicant/Owner	❑
Builder/Contractor	❑
Building Codes Department	❑
Health Department	❑
Township/Village Zoning Inspector	❑

DENIAL

12. If application is denied, explain:

_____

_____

_____

13. If the application is denied, the applicant may request a variance from the Special Purpose Flood Damage Reduction Ordinance for Alexandria, #2007-1.

Does the applicant wish to request a variance from the Alexandria Village Council appointed Zoning Board?

Yes ❑ No ❑

Variance application received by applicant.

_____ _____

Signature of Applicant/Owner Date

Permit No. _____

STANDARD FLOODPLAIN PERMITTING PROCEDURE

1. Applicant must submit duplicate site plans made to scale showing the location, nature, floodplain, boundaries, lot dimensions, existing or proposed structures, location of new benchmark, and the elevations of those structures.

   These plans must include:

   a. The elevation in reference to Mean Sea Level of the bottom of the lowest proposed horizontal structural member supporting the floor of a conventional built home, transverse beam supporting a manufactured home placed on a permanent foundation, or top of concrete slab on grade.
   b. The elevation in reference to Mean Sea Level to which any non-residential structure will be flood proofed.
   c. If an applicant chooses to flood proof a non-residential structure they shall submit a completed Flood proofing Certificate from an Architect or Professional Engineer to the Licking County Planning Commission (LCPC) with the completed floodplain permit application.
   d. A permanent benchmark shall be placed on-site in reference to Mean Sea Level and same datum as used on the FIRM by a Licensed Surveyor or Engineer following the survey of the individual parcel prior to permit approval.

2. The Local Floodplain Administrator shall approve the elevation of the slab on grade or the bottom of the lowest horizontal structural member and enclosure openings by signing the Elevation Verification Form that will be attached to the actual building permit located on-site or sent to building codes before construction can proceed.

3. The applicant or owner shall have a Licensed Engineer, Surveyor, or Architect complete an Elevation Certificate for structures built in areas with Base Flood Elevations and submit to the LCPC prior to receiving final inspection approval by the Licking County Building Codes Department and receiving and occupancy permit.

4. In Zone A areas or other areas without Base Flood Elevations, an owner or owner representative may complete the proper sections of the Elevation Certificate and submit to the LCPC prior to receiving final inspection approval.

5. The Elevation Certificate Verification form will be signed by the Local Floodplain Administrator upon receipt of the completed Elevation Certificate and given to the applicant or owner along with the Building Codes. The form shall then be attached to the Building Permit located on-site or sent to Building Codes for review.