

Floodplain Development Permit Application

GENERAL PROVISIONS:

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Lincoln City Municipal Code (LCMC) Chapter 15.16 and with all other applicable local, state, and federal regulations. This application does not create liability on the part of the City of Lincoln City or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.

1. No work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will not be issued until any other necessary local, state, or federal permits have been obtained (approved).

Please provide the following information for ALL property owners and contract purchasers shown on the legal deed/purchase contract. Attach additional sheets as necessary to provide a full and accurate ownership list.

PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract): *Copy of purchase contract (if applicable) must be included with submittal.*

NAME: _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____

PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract): *Copy of purchase contract (if applicable) must be included with submittal.*

NAME: _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____

PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract): *Copy of purchase contract (if applicable) must be included with submittal.*

NAME: _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____



DEVELOPMENT PROPOSAL INFORMATION:

TAX MAP AND LOT: _____

SITE ADDRESS: _____

SUBDIVISION NAME, LOT, AND BLOCK: _____

A. Structural Development (Check all that apply)

Activity

- New Structure
- Addition*
- Alteration*
- Relocation**
- Demolition
- Replacement

Structure Type

- Residential: Single, Duplex,
 Multi-Family (3+)
- Non-Residential: Elevated, Floodproofed
- Mixed Use (Residential and Non-Residential)
- Manufactured Home
- Recreational Vehicle (RV)

If the value of an addition or alteration, **or any previous additions or alterations during the previous five years, to a structure equals or exceeds 49% of the assessed value of the structure before the addition or alteration, the entire structure must be treated as a substantially-improved structure.*

***A relocated structure must be treated as new construction.*

B. Other Development (Check all that apply)

- Clearing Fill* Mining Drilling Grading Dredging
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration Drainage Improvement (including culvert work)
- Individual water or sewer system Road, Street, or Bridge Construction
- Subdivision (New or Expansion) Utilities
- Other (Please specify) _____

***Any fill added to the flood zone within the project area, must be balanced with the removal of an equal amount of fill from the same flood zone.**

FLOOD HAZARD INFORMATION:

1. The proposed development is located on FIRM Panel: _____ (number and suffix). Dated: _____

2. The proposed development is located partially or fully within the lateral (horizontal) boundaries of the Special Flood Hazard Area, Zone: _____ (A, A1 -30, AE, AO, AH, AR, A99, V, V1-30, or VE)

3. The one-percent-annual chance (100-year) flood elevation at this site is: _____ ft NGVD 29 / NAVD 88 (circle the correct datum), source: _____ None Available

Check if the proposed development is **NOT** located laterally (horizontally) within the Special Flood Hazard Area.

Check if the property is partially located laterally within the Special Flood Hazard Area, but the proposed development activity site is NOT.

4. Is the proposed development located partially or fully within a designated Floodway: **Yes** **No**
If “Yes”, then is this proposal for:

Temporary encroachment (less than 30 days – outside of flood season)

Habitat restoration*

Fence (type and material: _____)

**For habitat restoration projects a rise in elevation may be allowed if a CLOMR is approved by FEMA. Permit shall not be issued, until FEMA approval is received.*

5. If “Yes” was answered to (4.) above, then is a “No Rise Certification” with supporting engineering (must be stamped by an Oregon-licensed engineer) hydrologic and hydraulic data attached? **Yes** **No**

6. Are other Federal, State, or local permits required? **Yes** **No**

If yes, what type: _____

ADDITIONAL INFORMATION REQUIRED: (Complete all that apply)

1. Complete for all Proposed Structures and Building Sites:

A. Base Flood Elevation at this site: _____ ft (NGVD 29/NAVD 88).

B. Elevation of highest adjacent grade: _____ ft (NGVD 29/NAVD 88).

C. Required Elevation of lowest enclosed area including crawlspace or basement floor (two feet above Base Flood Elevation): _____ ft (NGVD 29/NAVD 88).

D. Proposed Elevation of lowest floor (including basement) _____ ft (NGVD 29/NAVD 88).

E. Elevation of top of proposed garage slab, if any: _____ ft (NGVD 29/NAVD 88).

F. Elevation of next highest floor: _____ ft (NGVD 29/NAVD 88).

G. Details for anchoring structures (type of anchoring used and location of anchoring):

H. Details of floodproofing or elevation of utilities (elevation of floodproofing and utilities, and description of floodproofing):

I. Location on structure, elevation of bottom of opening, and size of opening for all flood openings, if required (reference diagram, site plan or drawings):

J. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:

K. Is this project exempt from meeting no net loss requirements?

Yes

No

If Yes, Please indicate which exemption _____

If exempt, please disregard sections L-Q below and Section 6: Planned Mitigation measures

- L. Location coordinates, address, or parcel number where the project is occurring: _____
- M. Total Size of Project Area (ft²): _____
SFHA (ft² or acres): _____ RBZ (ft² or acres): _____ RBZ Fringe (ft² or acres): _____
- N. Amount of developed space added as volume: _____
SFHA (ft³): _____ RBZ (ft³): _____ RBZ Fringe (ft³): _____
- O. Area disconnected from floodplain (if applicable) (acres): _____
- P. Amount of new impervious surface created in SFHA (ft²): _____
- Q. Total Number of Trees Removed: _____
 - a. Number of Trees Removed in the RBZ:
Number of small trees removed: 6 < dbh ≤ 20": _____
Number of medium trees Removed: 20" < dbh ≤ 39": _____
Number of large trees removed: dbh > 39": _____
 - b. Number of Trees Removed in the RBZ Fringe:
Number of small trees removed: 6 < dbh ≤ 20": _____
Number of medium trees Removed: 20" < dbh ≤ 39": _____
Number of large trees removed: dbh > 39": _____

*Lowest floor is defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements

2. Complete for Alterations, Additions, or Improvements to Existing Structures:

- A. Please complete Appendix A including the Construction Cost Affidavit
- B. What is the estimated market value of the existing structure prior to damage/improvement? \$ _____
- C. What is the cost of the proposed construction?* \$ _____
- D. Does the proposed development activity qualify as a substantial improvement?
 Yes No

NOTE: Estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, construction management, and any improvements beyond pre-damaged condition or **before the start of construction of any improvements.**

***If the cost of the proposed construction, and any additions or alterations in the previous five years, equals or exceeds 49% of the market value of the structure, then the entire structure must be treated as a substantially-improved structure and the substantial improvement provisions shall apply.**

3. Complete for Non-Residential Flood-proofed Construction:

- A. Type of floodproofing method: _____
- B. Required floodproofing elevation is: _____ feet NGVD.
- C. Floodproofing certification by a registered engineer attached?

Yes No

4. Complete for Partitions, Subdivisions, and/or Planned Unit Developments:

- A. Will the subdivision or other development contain 50 lots or 5 acres?
 Yes No
- B. If yes, does the plat or proposal clearly identify base flood elevations?
 Yes No
- C. Are the 100 year Floodplain and Floodway delineated on the site plan?
 Yes No

5. Complete for Other Proposals NOT Included in 1-4 Above:

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
- B. Change in water elevation (in feet) _____.
- C. For stream habitat restoration, provide copy of “no-rise certification” from registered professional engineer or a FEMA approved CLOMR.
- D. Amount of fill to be placed _____.
- E. Amount of fill to be removed _____.
- F. Top of new compacted fill elevation _____ ft. (NGVD 29/NAVD 88)

6. Planned Mitigation Measures:

Please document planned ESA compliance that adheres to no net loss standards that must be implemented to avoid or offset adverse impacts on threatened and endangered species and their critical habitat.

- A. Location coordinates, address, or parcel number where mitigation occurring: _____
- B. Will mitigation efforts be completed within same reach as development?
 Yes
 No
- C. Amount of undeveloped space added as volume total (ft3) : _____
SFHA (ft3): _____ RBZ (ft3): _____ RBZ Fringe (ft3): _____
- D. Area reconnected to the SFHA (if applicable) (ft 2 or acres): _____
- E. Type of water quality mitigation used:
 Pervious surface added (ft2)
 Low Impact Development/Green Infrastructure (LID/GI)
 Storm Water Management
- F. Amount of water quality mitigation provided (if adding Pervious Surface (ft2)): _____
If using LID/GI or Stormwater Management to mitigate, please attach a description if not already included in the Habitat Assessment.
- G. Total Number of Trees Planted: _____
Number of Trees Planted in the RBZ: _____
Number of Trees Planted in the RBZ Fringe: _____
- H. Area of Native Herbaceous and Shrub Vegetation Planted (ft2 or acres)*: _____

*Under FEMA’s beneficial gain standard, an area within the same reach of the project and equivalent to 5% of the total project area within the RBZ, shall be planted with native herbaceous, shrub, and tree vegetation._

7. Required Attachments:

- A. A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment, and drainage facilities. Plans shall include location of all water bodies, adjacent roads, and lot dimensions, as well as, delineation of Special Flood Hazard Areas, regulatory Floodway boundaries including Base Flood Elevations (when available), or flood depth in AO zones.
- B. Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved.
- C. A completed pre-construction benchmark Elevation Certificate signed and sealed by an Oregon-registered professional surveyor.
- D. Certification from an Oregon-registered professional engineer that any proposed non-residential flood proofed structure will meet the flood proofing criteria of the City of Lincoln City and Oregon Specialty Code requirements, if applicable.
- E. A signed non-conversion agreement if proposed construction includes and elevated structure in a V zone.
- F. Floodplain Habitat Assessment (optional).
- G. LID/GI Plan (if required).
- H. Stormwater Management Plan (if required).
- I. Other documentation as required to verify compliance with the above sections.

SIGNATURES:

I (We) hereby request a Floodplain Development Permit on the above-described real property that is located within the City of Lincoln City, Oregon. I (We) hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I (We) have read and fully understand, and agree to meet, the criteria for floodplain development as outlined in Chapter 15.16 of Lincoln City Municipal Code and reflected in this application.

I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application.

Property Owner/Contract Purchase (signature required)

Date

Property Owner/Contract Purchaser (signature required)

Date

Property Owner/Contract Purchaser (signature required)

Date

- *All property owners listed on the deed must sign the application.*
- *All contract purchasers listed on the purchase contract must sign the application.*
- *If contract purchasers are individuals other than the property owners shown on the deed, all property owners listed on the deed as well as all contract purchasers listed on the purchase contract must sign the application.*

NOTE: THIS APPLICATION IS ONLY FOR A FLOODPLAIN DEVELOPMENT PERMIT. STRUCTURAL (BUILDING) PERMITS, DEVELOPMENT REVIEW REQUESTS, AND ANY OTHER PERMITS OR REVIEWS REQUIRE SEPARATE APPLICATIONS.

OFFICE USE ONLY:

The proposed development activity is determined to be in conformance with the provisions of City of Lincoln City Municipal Code Section 15.16:

YES NO

If yes, then the floodplain development permit is hereby issued, subject to the following conditions, attached to and made part of this permit: _____

If no, the following items are not in conformance with the provisions of City of Lincoln City Ordinance 2019-25: _____

Staff Signature: _____ Date: _____

APPENDIX A

To be completed for alterations, additions, rehabilitations, repairs, or improvements to existing structures.

Section I.

COSTS TO BE INCLUDED

1. Material and labor for all structural elements, including:
 - ✓ Spread or continuous foundation footings and pilings
 - ✓ Monolithic or other types of concrete slabs
 - ✓ Bearing walls, tie beams, and trusses
 - ✓ Floors and ceilings
 - ✓ Attached decks and porches
 - ✓ Interior partition walls
 - ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
 - ✓ Windows and doors
 - ✓ Re-shingling or re-tiling a roof
 - ✓ Hardware

2. All interior finishing elements, including:
 - ✓ Tiling, linoleum, stone, or carpet over subflooring
 - ✓ Bathroom tiling and fixtures
 - ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
 - ✓ Kitchen, utility and bathroom cabinets
 - ✓ Built-in bookcases, cabinets, and furniture
 - ✓ Hardware

3. All utility and service equipment, including:
 - ✓ HVAC equipment
 - ✓ Plumbing and electrical services
 - ✓ Light fixtures and ceiling fans
 - ✓ Security systems
 - ✓ Built-in kitchen appliances
 - ✓ Central vacuum systems
 - ✓ Water filtration, conditioning, or recirculation systems

4. Cost to demolish storm-damaged building components

5. Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions

6. Overhead and profits

ITEMS TO BE EXCLUDED:

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Post-storm debris removal and clean up
5. Outside improvements, including:
 - Landscaping
 - Sidewalks
 - Fences
 - Swimming pools
 - Screened pool enclosures

- Detached structures (including garages, sheds, and gazebos)
- Landscape irrigation systems

Source: FEMA Publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)

Section II.

ITEMIZATION OF CONSTRUCTION COSTS TO COMPLETE PROJECT

	Work Description	Cost of Materials	Cost of Labor	Comments
1	Foundation/ Footings/ Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/ Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished Carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/ Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-in Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			

Section III.

CONSTRUCTION COST AFFIDAVITS FROM FEMA PUBLICATION [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)

Affidavit

Completed by (select one) **Architect** **Contractor** **Property Owner**

Project Address: _____

Architect/Contractor/Property Owner Name: _____

Company Name (if applicable): _____

Address: _____

Phone: _____ **Email:** _____

I hereby attest to the following:

- I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above-noted property.
- I have personally reviewed the Itemization of Costs to Complete Project listed in Section II above.

- The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project constitute the entire scope of work to be done in accordance with plans and specifications prepared by or supervised by me.

Additionally, I understand:

- I will not be held responsible for actions taken by the contractor, architect, or property owner without my knowledge or approval.
- I am subject to enforcement actions and/or fines if I subsequently alter the approved plans without prior approval by the City of Lincoln City.
- The grade of materials may vary as to the manufacturer, but may not exceed the costs stated on the Itemization of Costs to Complete Project.
- Any permit issued by the City of Lincoln City for the proposed project does not authorize the reconstruction, repair, or maintenance of any illegal additions, sheds, or other non-conforming uses or structures on the subject property.

Total Labor and Materials \$ _____
 Overhead & Profit \$ _____
Total Cost \$ _____

Signature: _____ Date: _____
 State of _____ County of _____
 Sworn to and subscribed before me this ____ day of 20__, by _____
 Personally known _____ or produced identification _____

 Notary Public

My commission expires: _____