

# Town of Hyde Park

FLOOD DAMAGE PREVENTION – CHAPTER 60

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

This form is to be submitted in duplicate.

(Applicable to properties in whole or part within the  
Flood Insurance Rate Maps and Flood Boundary Floodway Maps)

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

Application # _____	Date of Submittal: _____
Reviewed By: _____	Date of Review: _____
File Name: _____	Fee: _____
	Escrow: _____

### SECTION 1 - GENERAL PROVISIONS (Applicant and owner are 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 a permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit is invalid if no work is commenced within 6 months of issuance, and expires two years from date of issuance.
6. The applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. The applicant and owner hereby give consent to the Local Administrator or the Administrator's representative to make reasonable inspections required to verify compliance.
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: \_\_\_\_\_

Property Owners Signature: \_\_\_\_\_ - Date: \_\_\_\_\_

### SECTION 2: PROPOSED DEVELOPMENT

NAME	ADDRESS	TELEPHONE #
------	---------	-------------

Property Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Engineer \_\_\_\_\_

### Project Location and Description

Property Address \_\_\_\_\_

GRID No.: \_\_\_\_\_

\_\_\_ Attach an area map showing the GRID parcel.

## Description of Work

### Structural Development

**Type of Activity:** Check those that apply

- Demolition
- Relocation
- Replacement
- Nonresidential - repair of flooding damage.
- Nonresidential new or substantial improvement.
- Nonresidential – utility placement.
- Residential new or substantial improvement, addition, alteration renovation.
- Residential repair of flooding damage.
- Manufactured Home or recreational vehicles.

### Structure Type

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Flood proofing? \_\_\_ Yes)
- Combined Use (Residential & Commercial)
- Manufactured (Mobile) home  
(In Manufactured Home Park? \_\_\_ Yes / \_\_\_ No )

**Estimated Cost of Structural Development project:** \$ \_\_\_\_\_

### Other Development Activities:

- Fill
- Mining
- Drilling
- Grading
- Excavation (other than for structural development checked above)
- Watercourse: alteration, alignment, stabilization, dredging, channel modifications
- Drainage improvements (including culvert work)
- Stormwater control structures or ponds
- Road, street or bridge construction
- Subdivision (new or Expansion)

- Individual Water or Sewer System
- Other (please specify) \_\_\_\_\_

**Plans and Details to be attached as appropriate 60-13** (to be based on 1988 vertical datum)

**Attach a narrative and sketch of the project.**

- Include a sketch drawn to scale, showing the project location, layout, dimensions, elevations of the land and the extent to which any watercourse will be altered or relocated as a result of proposed development.
- Include the 100 year flood elevation.
- Include flood zone designation.
- Show existing and proposed structures.
- Show areas of cut and/or fill. Include estimated quantity.
- Show location of material(s) storage.
- Show drainage facilities.

\_\_\_ **Residential Structures**

- Proposed elevation of the lowest floor, including basement or cellar: \_\_\_\_\_
- As-built certification required upon completion of lowest floor.
- Is structure new or being substantially improved: \_\_\_\_\_
- Proposed elevation to which the new or substantially improved structure will be flood proofed: \_\_\_\_\_
- Structure as built flood proofed elevation certification.
- Structures are to be anchored in areas of special flood hazard.

\_\_\_ **Utilities**

- Prior certification that utility flood proofing will meet criteria in 60-16C, Utilities.

\_\_\_ **Nonresidential structures**

- Proposed elevation that structure is to be flood proofed: \_\_\_\_\_
- Prior certification that the nonresidential flood proofed structure will meet 60-18.
- As-built certification required upon completion of elevation of flood proofed portion.
- Is structure new or being substantially improved: \_\_\_\_\_
- Structures in areas of special flood hazard are to be anchored.

\_\_\_ **Watercourses**

- A description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
- Include computations that the segment will provide equal or greater conveyance compared to original segment and include pre and post development flood velocities.

- Provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.
- If flood maps are to be revised provide all FEMA required maps and documents, pay fees and other costs assessed by FEMA and the Town.
- Professional Engineer to provide information whether proposed development in the area of the special flood hazard may result in physical damage to any other property.
- Provide technical analysis by PE that there will be no increase in flood levels during base flood.
- Notification to adjacent communities and the NYSDEC prior to permitting any alteration or relocation of a watercourse.
- Submittal of evidence of notification to the Regional Administrator, Region II, FEMA.
- Determine that the permit holder has provided for maintenance within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

\_\_\_ **Developments in Zone A of 50 lots or 5 Acres**

- Base flood elevation data is required to be provided by the permit applicant.
- If the activity alters the area of special flood additional materials may be required.

\_\_\_ **Other approvals**

- Evidence of appropriate NYDEC permit, or letter of no jurisdiction.
  - o *Submitted permit*
- Evidence of appropriate US Army Corps of Engineers permits, or letter of no jurisdiction.
  - o *Submitted permit*
- Local ESC permit or SWPPP *Submitted Exempt for emergency repairs.*
- Evidence of appropriate Dutchess County Department of Health approvals, and all other required approvals. NA
- Copy of completed Federal Emergency Management Agency National Flood Insurance Program *Elevation Certificate. Submitted NA not structure by def.*
- Copy of completed New York State Department of Environmental Conservation and the United States Army Corps of *Engineers Joint Application for Permit.*
  - o *See above permits*

**Section 3 Floodplain Determination (to be completed by local administrator)**

FIRM Panel No.: \_\_\_\_\_

Dated: \_\_\_\_\_

The proposed development:

The proposed development is reasonably safe from flooding.

The entire property is in Zone B, C or X.

The proposed development is adjacent to a flood prone area.

100 – Year flood elevation at the site is:

- \_\_\_\_\_ Ft.
- \_\_\_\_\_ NGVD 1929
- \_\_\_\_\_ NAVD 1988
- \_\_\_\_\_ Unavailable

The proposed development is or may be in a flood prone area. (See section 4)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 4: Additional Information required (to be completed by local administrator)**

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.
- Development plans and specifications, drawn to scale, 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 flood proofing of utilities located below the first floor, details of enclosures below the first floor, openings in foundation for entree and exit of floodwaters and other \_\_\_\_\_.
- Elevation Certificate
- Subdivision or other development plans (If the subdivision or other development exceeds 50 new 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 watercourse location, proposed relocation's, floodway location.
- Topographic information showing existing and proposed grades, location of all proposed fill.
- Top of new fill elevation \_\_\_\_\_ Ft. \_\_\_\_\_ NGVD 1929; \_\_\_\_\_ NAVD 1988

- PE Certification of Soil Compaction
- Flood proofing protection level (non-residential only) : \_\_ NGVD 1929;  
\_\_ NAVD 1988.  
(For flood proofed structures, applicant must attach certification from Registered engineer or architect.)
- Other: \_\_\_\_\_  
\_\_\_\_\_

**Section 5: Permit Determination (to be completed by local administrator).**

I have determined that the proposed activity:

- A Is in conformance
- B Is not in conformance

With the provisions of **Local Law # 2 of 2012**, This permit is hereby issued subject to the conditions attached to and made part of this permit.

**CONDITIONS:**

1. Compliance with the ACOE permit
2. Compliance with the NYS DEC Permit
3. Preconstruction meeting on site at the onset of the project with the Zoning Administrator (ZA) and Town Engineer (TE)
4. Compliance inspections to be scheduled during construction with ZA & TE
5. Compliance inspection to be scheduled at completion of project with ZA & TE
6. Submittal of an 'as-built' survey including the horizontal and vertical extent of material removal areas and deposition areas. Top of bank elevations (NAVD 1988) to be shown in the areas of repair.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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

If BOX B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

Expiration Date: \_\_\_\_\_.

**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 1929/
  - NACD 1988 (MSL)
 Attach Elevation Certificate FEMA Form 81-31
- 2. Actual (As-Built) Elevation of flood proofing protection is \_\_\_\_\_ ft.
  - NGVD 1929/
  - NACD 1988 (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 local administrator)**

The local administrator 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?	Yes / No
	Date: _____	By: _____	Deficiencies?	Yes / No
	Date: _____	By: _____	Deficiencies?	Yes / No
	Date: _____	By: _____	Deficiencies?	Yes / No

**Section 8: Certificate of Compliance (To be completed by Local Administrator)**

Certificate of Compliance issued: Date: \_\_\_\_\_

BY: \_\_\_\_\_

## CERTIFICATE OF COMPLIANCE FOR DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA

(Owner Must Retain This Certificate)

Premises located at: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner: \_\_\_\_\_  
 \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit Number: \_\_\_\_\_

Permit Date: \_\_\_\_\_

Check one:

- New Building
- Existing Building
- Fill
- Other \_\_\_\_\_

The Local Floodplain Administrator is to complete one or the other below:

Compliance is hereby certified with the requirements of Local Law No. 2 of 2012.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Compliance is hereby certified with the requirements of Local Law No. 2 of 2012, as modified by variance number \_\_\_\_\_ Dated \_\_\_\_\_.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_