

Flood Hazard Development Permit Application  
&  
Permit Forms

For Communities with Base Flood Elevations  
[60.3(c&d)]

CONTENTS

1. Cover Letter
2. Decision Tree
3. Flood Hazard Development Permit Application
4. Flood Hazard Development Permit Part I
5. Flood Hazard Development Permit Part II
6. Flood Hazard Development Permit For Minor Development
7. Flood Hazard Development Permit For Conditional Use
8. Flood Hazard Development Permit For Floodproofing Non-Residential Structures
9. Hydraulic Openings Certificate
10. Certificate of Compliance
11. FEMA Elevation Certificate
12. FEMA Floodproofing Certificate

This document was prepared by the  
Maine Floodplain Management Program  
State Planning Office  
38 State House Station  
184 State Street  
Augusta, Maine 04333-0038

Phone (207) 287-8050

# FLOOD HAZARD DEVELOPMENT APPLICATION

\_\_\_\_\_, Maine

(All applicants must complete entire application)  
[60.3(c&d)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications.

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

Phone No.: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

## LEGAL DESCRIPTION

Is this part of a subdivision?  Yes  No If yes, give the name of the subdivision and lot number:

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Road Name

Zip Code: \_\_\_\_\_  
Town/Zip Code

General explanation of proposed development: \_\_\_\_\_

Estimated Value of Proposed Development: \$ \_\_\_\_\_

Proposed Lowest Floor elevation [for new or substantially improved structure]: \_\_\_\_\_

## OTHER PERMITS

Are other permits required from State or Federal jurisdictions?  Yes  No  
If yes, are these other permits attached?  Yes  No  Not Applicable

Federal and State Permits may include but are not limited to: ME/DEP/Natural Resource Protection Act, Site Location of Development Act, Metallic Mineral Exploration, Advanced Exploration and Mining; USACE/Section 9 & 10 of the Rivers and Harbors Act/ Section 404 of the Clean Water Act; Federal Energy Regulation Commission.

## SEWER AND WATER

Sewage Disposal:  Public  Private  
 Existing  Proposed  Not Applicable Type \_\_\_\_\_

Water Supply:  Public  Private

(This section to be completed by Municipal Official)

**LOCATION**

Flooding Source (name of river, pond, ocean, etc.): \_\_\_\_\_

- AE Zone  A1-30 Zone  A Zone  FRINGE  FLOODWAY (2 width of floodplain in A Zone)

Base Flood Elevation (bfe) at the site \_\_\_\_ NGVD [Required for New Construction or Substantial Improvement]

Lowest floor elevation of proposed or existing structure \_\_\_\_ NGVD [Required for New Construction or Substantial Improvement]

If proposed development is in an AE or A1-30 Zone and cross section data is available in the Flood Insurance Study, please note the nearest cross section reference letter and elevation of base flood at nearest cross section above and below the site.

Cross Section Letter	Base Flood Elevation
Above Site _____	Above Site _____
Below Site _____	Below Site _____

Basis of unnumbered A Zone bfe determination:

- From a Federal Agency:  USGS  USDA/NRCS  USACE  Other \_\_\_\_\_  
 From a State Agency:  MDOT  Other \_\_\_\_\_  
 Established by Professional Land Surveyor  
 Established by Professional Engineer  HEC/RAS  HEC II  HY 7  TR20  TR55  Quick-2  
 Other \_\_\_\_\_  
 Highest Known Water Level  
 Other (Explain) \_\_\_\_\_

**VALUE**

If the development involves work on an existing structure, enter the **Market Value** of existing structure before improvements:  
 \$ \_\_\_\_\_

- New Construction or Substantial Improvement  Minor improvement or minor addition to existing development

**TYPE OF DEVELOPMENT**

Check the appropriate box to the left of the type(s) of development requested and complete information for each applicable line:

	Dimensions	Cubic Yards
<input type="checkbox"/> 1. Residential Structure		
<input type="checkbox"/> 1a. New Structure _____		_____
<input type="checkbox"/> 1b. Add to Structure _____		_____
<input type="checkbox"/> 1c. Renovations/repairs/maintenance _____		_____
<input type="checkbox"/> 2. Non-Residential Structure		
<input type="checkbox"/> 2a. New Structure _____		_____
<input type="checkbox"/> 2b. Add to Structure _____		_____
<input type="checkbox"/> 2c. Renovations/repairs/maintenance _____		_____
<input type="checkbox"/> 2d. Floodproofing _____		_____
<input type="checkbox"/> 3. Accessory Structure _____		
<input type="checkbox"/> 4. Functionally Dependent Use:		
<input type="checkbox"/> 4a. Dock _____		
<input type="checkbox"/> 4b. Pier _____		
<input type="checkbox"/> 4c. Boat Ramp _____		
<input type="checkbox"/> 4d. Other _____		
<input type="checkbox"/> 5. Paving _____		
<input type="checkbox"/> 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide)		
<input type="checkbox"/> 7. Filling <sup>1</sup> _____		_____
<input type="checkbox"/> 8. Dredging _____		_____
<input type="checkbox"/> 9. Excavation _____		_____
<input type="checkbox"/> 10. Levee _____		_____
<input type="checkbox"/> 11. Drilling _____		_____
<input type="checkbox"/> 12. Mining _____		Number of Acres _____
<input type="checkbox"/> 13. Dam: Water surface to be created _____		_____
<input type="checkbox"/> 14. Water Course Alteration _____		_____
<b>Note:</b> Detailed description must be attached with copies of all applicable notifications, state and federal permits.		
<input type="checkbox"/> 15. Storage of equipment or materials _____		_____
<input type="checkbox"/> 16. Sewage Disposal System _____		_____
<input type="checkbox"/> 17. Water Supply System _____		_____
<input type="checkbox"/> 18. Other: Explain _____		_____

**Note:** Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.

<sup>1</sup> Certain prohibitions apply in Velocity Zones

**Attach a Site Plan** – 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.

**Attach Statement** – describing in detail how each applicable development standard in Article VI will be met.

**For New Construction or Substantial Improvement also show:**

- Existing and proposed grade elevations adjacent to the walls of the structure done by a Professional land Surveyor, Architect, or Engineer.
- Location and elevation of temporary elevation reference marks on the site.

**Special Note:**

**Substantial Improvement** is defined as any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. Please refer to the floodplain management ordinance, Article XIV, for more complete definitions of New Construction and Substantial Improvement.

**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 Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain management Ordinance;
- If issued, the 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 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this application are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

(This section to be completed by Municipal Official)

Date: Submitted \_\_\_\_\_; Fee Paid \_\_\_\_\_; Reviewed by CEO \_\_\_\_\_; Reviewed by Planning Board \_\_\_\_\_

Permit # \_\_\_\_\_ Issued by \_\_\_\_\_ Date \_\_\_\_\_

# FLOOD HAZARD DEVELOPMENT PERMIT PART I

\_\_\_\_\_, **Maine**

(For New Construction or Substantial Improvements)

**For New Construction or Substantial Improvement of any structure, this Flood Hazard Development Permit allows construction only up to the establishment of the lowest floor.** This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance. Once the lowest floor is established, the permittee must provide an Elevation Certificate establishing the as built lowest floor elevation. When the Code Enforcement Officer finds the documentation in the Elevation Certificate to be in compliance with the Floodplain Management Ordinance, the Part II Flood Hazard Development Permit shall be issued. The Part II Permit must be issued in order for construction to continue.

A Part I Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance.

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

### The permittee understands and agrees that:

- 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 ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- 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 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

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

Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# FLOOD HAZARD DEVELOPMENT PERMIT PART II

\_\_\_\_\_, **Maine**  
(For completion of New Construction or Substantial Improvements)

The following information has been submitted and found compliant with the Development Standards of the Floodplain Management Ordinance:

FEMA Elevation Certificate Form 81-31

A Part II Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance.

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

**The permittee understands and agrees that:**

- The permit is issued on the representations made herein and on the elevation certificate;
- 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 ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- 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 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_