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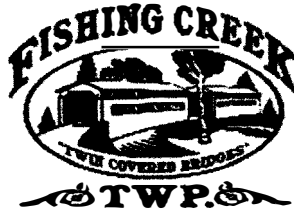
### **Standard Operating Procedure for Handling Development in the Floodplain**

**\*A determination will be made as to the property's location in or out of the Special Flood Hazard Area prior to a permit being issued.**

**LONG FORM = Charges applied as per the adopted Fee Schedule**

**SHORT FORM= Review charges do not apply**

1. Receive inquiry from a resident or business located in the Special Flood Hazard Area (SFHA).
  - a. The Floodplain manager will then determine whether the project indicated and described will create a substantial improvement or new obstruction to flood flow. In example: Enlarging of the footprint on the parcel; altering of drainage; creation of impervious surface; addition of fill potentially increasing the flood levels; substantial improvement is being made (>50% of the building's assessed value); A new structure is being built.
    - i. **(LONG FORM)** If any of these **are found** to be occurring the inquiry will be handled with a Floodplain development **Long** form application. This will be used if there any of the following: Enlarging of the footprint on the parcel; altering of drainage; creation of impervious surface; addition of fill potentially increasing the flood levels; substantial improvement is being made (>50% of the **building's assessed value**); A new structure is being built. If it requires a zoning or building codes review, it requires the long form. **(SEE SHORT FORM (ii) FOR ALL OTHER INQUIRIES)**
    - ii. **(SHORT FORM)** will be used if there **is not** any of the following: Enlarging of the footprint on the parcel; altering of drainage; creation of impervious surface; addition of fill potentially increasing the flood levels; substantial improvement is being made (>50% of the **building's assessed value**); A new structure is being built. If unsure, use the Long form.



## **Floodplain Development Permit Application- Long Form**

**\*A determination will be made as to the property's location in or out of the Special Flood Hazard Area prior to a permit being issued.**

**Permit Requirements:** As required by the Federal Emergency Management Agency (FEMA) Code of Federal Regulations, National Flood Insurance Program (NFIP), 44 CFR PART 60.3 (a) (1), no work of any kind may begin in the special flood hazard area (SFHA) as designated on the Township Flood Insurance Rate Map (FIRM) until a Floodplain Development Permit has been issued by the Floodplain Manager. The permit shall be for all "development" as written in the Township floodplain ordinance.

### **§03-7 Permits Required**

A Permit shall be required before any construction or development is undertaken within any area of Fishing Creek Township. A pre construction permit must first be obtained from the Township before a floodplain permit may be issued.

The Township's Floodplain Development Permit requirement for the Special Flood Hazard Area (SFHA) is to ensure the following:

- Current Base Flood Elevations (BFE) do not rise as a result of ongoing development.
- All structures in floodplains and floodways are constructed using the most recent guidelines to reduce property damage, environmental hazards and financial loss.
- Substantially damaged and or improved buildings are brought into compliance with the current standards.

**Submittal requirements:** Site plan showing the location of all existing and proposed structures, water bodies, adjacent roads, lot dimensions, Base Flood Elevation (BFE) and floodway boundary, if applicable, and proposed development (a Professional Engineer is recommended). If proposed development is a new structure or substantial improvement of an existing structure, a certified and completed FEMA Elevation Certificate (EC) that includes the proposed elevation of the structure's lowest floor (including basement) shall be submitted. A licensed land surveyor, professional engineer, or certified architect who is authorized by law to certify elevation information is required. If the development is to take place in the Floodway, a "No Rise Certificate" completed by a certified Engineer will be required and a Variance from the Zoning Hearing Board may be needed prior to the issuance of a Floodplain Development Permit.

# Floodplain Development Permit Application

## Property Information:

Address/Location \_\_\_\_\_

Owner Name \_\_\_\_\_

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

Owner Phone Number(s) \_\_\_\_\_

Owner Email \_\_\_\_\_

## Contractor Information:

Contractor Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

## Floodplain Map Information:

Panel # \_\_\_\_\_ Floodway? \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_

Market Value of existing \_\_\_\_\_ Cost of Improvements \_\_\_\_\_

## Description of Development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Certification and Acknowledgement:

I certify that I am the owner or the authorized agent of the owner of the property upon which the work authorized by the permit sought will be performed. I further certify that the information given is true and correct to the best of my knowledge. All work will be performed in accordance with all applicable laws of the state of Pennsylvania and Fishing Creek Township.

\_\_\_\_\_  
*Printed Name of Owner or Representative*

\_\_\_\_\_  
*Signature of Owner or Owner Representative*

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

Reviewed By: \_\_\_\_\_

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