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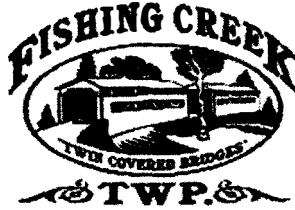
### Standard Operating Procedure for Handling Development in the Floodplain

**\*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- Short Form**

**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.

### **§ 8-802 Specific Definitions. “Development”**

**[Ord. 913, 8/11/2008, § 8.01] Any man-made change to improved or unimproved real estate including, but not limited to, the construction, reconstruction, renovation, repair, expansion, or alteration of buildings or other structures; the placement of manufactured homes; streets and other paving; utilities; filling, grading and excavation; mining, dredging, and drilling operations; storage of equipment or materials; and the subdivision of land.**

The Township 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.

### **Property Information:**

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

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

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

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

Owner 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***

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

***Signature of Owner or Owner Representative***

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