



Instructions

Floodplain Development Applications are ONLY required for developments in areas designated as “Special Flood Hazard Areas” (SFHAs) on Flood Hazard Rate Maps issued by the Federal Emergency Management Agency (FEMA). Flood Hazard Rate Maps (FIRMs) may be viewed at the City’s Department of Public Works office, or online at the FEMA Map Service Center website (<https://msc.fema.gov/portal/>).

If you are proposing a development of any kind (including but not limited to: renovations to existing structures, HVAC, replacing windows/doors/roof/siding, constructing a new building, adding to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, storage of materials, etc.) in a floodplain, you **MUST** obtain approval for development in the floodplain prior to beginning the project. There are penalties for failing to do so. This approval is required prior to applying for any other relevant City permits for the proposed development.

Note: This application is only to determine compliance of the proposed development with the City of Warren Floodplain Ordinance. **Approval of this application does not constitute approval to begin the project. The applicant must obtain approval for all other relevant permits for the proposed development (building, occupancy, HVAC, electrical, environmental, etc.) in order to begin work.**

Section I – To be completed by Applicant

Project Information: Check the box(es) besides the type of development that is being proposed. Documentation of the cost of the proposed project is required so the Floodplain Administrator can determine whether or not the improvement is a “substantial improvement”. A PDF copy of the Warren County Assessment value as well as a professional cost estimate/contract must be attached.

Applicant Signature: Applicant must sign, print and date the application

Section II – To be completed by Floodplain Administrator

Special Hazard Flood Area Information

The Floodplain Administrator will review the application to determine if the project complies with the requirements of the City of Warren Floodplain Ordinance. If the project is a “substantial improvement”, additional documentation as described in the Supplement may be required before the Floodplain Administrator can make this determination.

If any of the additional documentation is required, the Floodplain Administrator is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the proposed development is in compliance.

Section III – To be completed by Floodplain Administrator

Compliance Determination: The Floodplain Administrator will indicate whether or not the proposed development is in compliance with the requirements of the City of Warren Floodplain Ordinance. If the project does NOT comply, the Floodplain Administrator will provide an explanation of the deficiencies to the Applicant.



SECTION I (TO BE COMPLETED BY APPLICANT)

A. PROJECT INFORMATION

1. APPLICATION TYPE: New Application Amendment/Addition to existing application

2. SITE INFORMATION:

Development Address: _____

Parcel ID(s)/Lot-and-Block Number(s): _____

Describe the proposed development in detail (include changes to use, new construction, renovations, accessory structures and uses, etc.; if development is only in a portion of the building identify which areas):

3. DEVELOPMENT (Please check all that apply)

Type of Use:

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
 - Elevated
 - Flood proofed
- Mixed Use (Residential & Non-Residential)
- Manufactured (mobile) Home
- Accessory Structure
- Other

Type of Activity:

- Alteration of Existing Structure (Interior)
- Alteration of Existing Structure (Exterior)
- Addition to Existing Structure
- Relocation of Existing Structure
- New Structure (Primary)
- New Structure (Accessory)
- Demolition of Existing Structure
- Replacement of Existing Structure

Other Development Activities:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Excavation Only <input type="checkbox"/> Clearing <input type="checkbox"/> Placement of Fill Material <input type="checkbox"/> Grading <input type="checkbox"/> Mining <input type="checkbox"/> Temporary Event of Seasonal Use <input type="checkbox"/> Storage of Equipment and Materials <input type="checkbox"/> Sign <input type="checkbox"/> HVAC | <ul style="list-style-type: none"> <input type="checkbox"/> Dredging <input type="checkbox"/> Watercourse Alteration <input type="checkbox"/> Drainage Improvement (incl. culvert work) <input type="checkbox"/> Individual water or sewer system <input type="checkbox"/> Roadway or Bridge Construction <input type="checkbox"/> Drilling <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Electrical <input type="checkbox"/> Other Development _____ |
|--|---|

4. COST OF DEVELOPMENT: (Please check applicable source and attach copy of document)

Current Market Value of Structure: _____ Project/Job Value: _____

- Warren County Assessment (structure only) Itemized Contract with Licensed Contractor
 Certified Appraisal (structure value only) Itemized Professional Construction Estimate

B. CONTACT INFORMATION

Owner Name: _____

Owner Address: _____

Owner Contact (phone and Email): _____

Is owner also the applicant? Yes No (If No, complete the applicant info below)

Applicant Name: _____

Applicant Address: _____

Applicant Contact (phone and email): _____

My signature (below) certifies that all information provided as part of this application is correct and that I am authorized by the legal property owner to make this application.

Applicant or Owner Signature: _____ Date: _____

C. ADDITIONAL DOCUMENTS AS REQUIRED BY CODE

For any project with new development (including accessory structures) or with improvement exceeding 50% of the structure(s) pre-improvement market value, a site plan is required with the following information:

- **A plan of the entire site, clearly and legibly drawn at a standard architect's or engineer's scale (being a scale of one (1) inch equal to one hundred (100) feet or less), showing the following:**
 - **North arrow, scale and date;**
 - **Topographic contour lines;**
 - **The location of all existing and proposed buildings, structures, and other improvements, including the location of any existing or proposed elements;**
 - **Subdivision;**
 - **The location of all existing streets, drives, or other access ways; and**
 - **The location of any existing bodies of water or watercourses and Special Flood Hazard areas as delineated by current FEMA Flood Insurance Rate Maps, including the floodway, if available.**

Note: FOR ALL PROJECTS THAT ARE CONSIDERED A "SIGNIFICANT DEVELOPMENT", THE FLOODPLAIN ADMINISTRATOR WILL REQUIRE ADDITIONAL DOCUMENTATION BASED ON THE LOCATION AND SCOPE OF WORK TO DETERMINE COMPLIANCE WITH THE FLOODPLAIN REGULATIONS.

SECTION II (TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR)

A. SPECIAL HAZARD FLOOD AREA INFORMATION

1. The proposed development is located on FIRM map panel (number and suffix): _____
2. The date on the FIRM is: _____
3. The parcel of the development is located in Flood Zone (check all that apply):
 - None, **compliance with Floodplain Ordinance standards is not required, skip to Section III.**
 - Parcel is in SFHA, but development is not, **compliance with Floodplain Ordinance standards is not required, skip to Section III.**
 - A, **proceed to #4.**
 - AE, **proceed to #4.**
 - AE/Floodway, **a No Rise Certificate is necessary before proceeding to #4.**
4. Does the proposed development constitute New Development or Substantial Improvement / Substantial Damage repair?
 - NO, **compliance with Floodplain Ordinance standards is not required, skip to Section III.**
 - YES, **proceed to #5, the project must comply with Floodplain Ordinance standards.**
5. Base flood elevation at the site: _____ North American Vertical Datum of 1988 (NAVD 88).
6. Source of the base flood elevation (BFE):
 - Base flood Insurance Study Profile # _____
 - Other sources of the BFE (If Flood Zone A): _____
7. Proposed lowest floor elevation (including utilities): _____ North American Vertical Datum 1988 (NAVD 88). (This elevation must be greater than the BFE. For non-residential structures, floodproofing may be used for protection. See ordinance for details.)
8. Other: _____

SECTION III (TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR)

A. COMPLIANCE DETERMINATION

- This project IS in compliance with the Floodplain Ordinance requirements, subject to any conditions attached to and made part of this application.
- This project IS NOT in compliance with the Floodplain Ordinance requirements. No permits shall be issued until the project comes into compliance.

Floodplain Administrator (signature)

(Printed name)

Date

The applicant is reminded that this document is a determination of compliance with the City of Warren Floodplain Ordinance design requirements only. All construction permits, inspections, and submission of final documents must be completed and approved before a Certificate of Occupancy will be issued, and before the development can be occupied or used.



**FLOODPLAIN DEVELOPMENT APPLICANT SUPPLEMENT
ADDITIONAL DOCUMENTS AS REQUIRED BY CODE**

The Floodplain Administrator may request any of the following items as supplemental information to determine compliance with the floodplain regulations for any significant development in the floodplain:

- A plan of the entire site, clearly and legibly drawn at a standard architect's or engineer's scale (being a scale of one (1) inch equals to one hundred (100) feet or less), showing the following:
 - North arrow, scale, and date;
 - Topographic contour lines;
 - The location of all existing and proposed buildings, structures, mechanical units, and other improvements, including the location of any existing or proposed elements;
 - Subdivision and development;
 - The location of all existing streets, drives, and other access ways; and
 - The location of any existing bodies of water or watercourses and Special Flood Hazard areas as delineated by current FEMA Flood Insurance Rate Maps, including the floodway, if available.
- Additional maps and plans of the development: _____
- Elevation Certificates** (Required for all structures, must be completed by a Professional Land Surveyor or Registered Professional Engineer). *Please note these will be required for structures during construction drawing review (prior to permit issuance), during construction at placement of the lowest floor, and at finished construction.*
- A **Floodproofing Certificate** (Required for floodproofing a non-residential structure, must be completed by a Professional Land Surveyor or Registered Professional Engineer)
- A **No-Rise Certificate** (Required if in Flood Zone AE/Floodway, must be completed by a Professional Land Surveyor or Registered Professional Engineer)
- A copy of the **Water Obstruction and Encroachment Permit** from the Pa. DEP and/or U.S. Army Corps of Engineers.
- Other federal, state, and local permits:

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- Plans of all proposed buildings, structures and other improvements, drawn at suitable scale showing the following:
 - The proposed lowest floor elevation of any proposed building based upon North American Vertical Datum of 1988;
 - The elevation of the base flood; and
 - Supplemental information as may be necessary under the Building Code

A document, certified by a Registered Professional Engineer or Architect, which states that the proposed construction or development has been adequately designed to withstand the pressure, velocities, impact and uplift forces associated with the base flood. Such statement shall include a

description of the type and extent of floodproofing measures which have been incorporated into the design of the structure and/or the development.

Documentation certified by a Registered Professional Engineer or Architect to show that the cumulative effect of any proposed development, when combined with all other existing and anticipated development, will not increase the base flood elevation more than one (1) foot at any point within the community (for Zone AE areas without floodway – see Section 3.04.C.4.d).

Documentation certified by a Registered Professional Engineer or Architect to show that the cumulative effect of any proposed development, when combined with all other existing and anticipated development, will not cause **any** increase the base flood elevation (for floodway or Zone A – see Section 3.04.C.4.c and Section 3.04.C.4.e).

An elevation study showing BFEs on developments exceeding 50 lots or 5 acre in Zone A.

Detailed information needed to determine compliance with Section 5.03. “Storage” and Section 5.04 “Development Which May Endanger Human Life” including (A) the amount, location and purpose of any material or substances referred to in Sections 5.03.F and 5.04 which are intended to be used, produced, stored or otherwise maintained on site and (B) a description of the safeguards incorporated into the design of the proposed structure to prevent leaks or spills of the dangerous materials or substances listed in 5.04 during a base flood.

Where any excavation or grading is proposed, a plan meeting the requirements of the Department of Environmental Protection, to implement and maintain erosion and sedimentation control, as approved by the Warren County Conservation District.

The appropriate components of the Department of Environmental Protection’s Sewage Facilities Planning Module for Land Development.

For seasonal permits, an evacuation plan detailing the operational procedure for removing the permitted use from harm’s way during a flooding event.

Other: _____