DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY	STRUCTURE/TYPE
☐ New Structure	☐ Residential (1-4 Family)
☐ Addition	☐ Residential (More than 4 Family)
☐ Alteration	☐ Non-residential (Floodproofing?)
☐ Relocation	☐ Yes ☐ No
☐ Demolition	☐ Combined Use (Residential & Commercial)
☐ Replacement	☐ Manufactured (Mobile) Home
	☐ In Manufactured Home Park
	☐ Yes ☐ No

Estimated Cost of Project $:

B. OTHER DEVELOPMENT ACTIVITIES

☐ Fill ☐ Mining ☐ Drilling ☐ Grading
☐ Excavation (Except for Structural Development Checked Above
☐ Watercourse Alteration (Including Dredging and 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):

After completing SECTION 2, APPLICANT should submit form to Local Administrator for review.

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

The proposed development is located on FIRM Panel No.	Date

The Proposed Development:
☐ The proposed development is reasonably safe from flooding. Entire property is in Zone B, C or X.
☐ The proposed development is in/or adjacent to a flood prone area.
100-Year flood elevation at the site is:

Feet	☐ NGVD 1929	☐ NAVD 1988 (MSL)	☐ Unavailable

☐ See Section 4 for additional instructions for development that is or may be in a flood prone area.

LOCAL ADMINISTRATOR'S SIGNATURE:	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 floodproofing and utilities located below the first floor, details of enclosures below the first floor, openings in foundation for entry and exit of floodwaters.

Other:

☐ Elevation Certificate

☐ Subdivision or other development plans (if the subdivision or other development exceeds 50 lots or five 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 relocations, floodway location.

☐ Topographic information showing existing and proposed grades, location of all proposed fill.

☐ Top of new fill elevation	Feet	☐ NGVD 1929	☐ NAVD 1988 (MSL)

☐ PE Certification of Soil Compaction

☐ Floodproofing protection level (non-residential only) ☐ NGVD 1929 ☐ NAVD 1988 (MSL) For floodproofed 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** B. ☐ **IS NOT** in conformance with provisions of Local Law No. , (Year) . This permit is hereby issued subject to the conditions attached to and made part of this permit.

LOCAL ADMINISTRATOR'S SIGNATURE	**DATE**

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

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

EXPIRATION DATE:	

APPEALS: Appealed to Board of Appeals? ☐ Yes ☐ No
Hearing date:
Appeals Board Decision – Approved? ☐ Yes ☐ No

Conditions:

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:

Feet	☐ NGVD 1929	☐ NAVD 1988 (MSL)

Attach Elevation Certificate FEMA Form 81-31

2. Actual (As-Built) elevation of floodproofing protection is:

Feet	☐ NGVD 1929	☐ NAVD 1988 (MSL)

Attach Elevation Certificate FEMA Form 81-65

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	**INSPECTOR'S NAME**	**DEFICIENCIES**
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)		
Certificate of Compliance Issued on:		
By:		