



# City of Norman

## Floodplain Permit Application

Floodplain Permit No. \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Date \_\_\_\_\_

### FLOODPLAIN PERMIT APPLICATION (\$100.00 Application Fee Required)

#### **SECTION 1: GENERAL PROVISIONS (APPLICANT to read and sign):**

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. The permit will expire if no work is commenced within 2 years of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements and must be included with this floodplain permit application.
7. Applicant hereby gives consent to the City of Norman or his/her representative to access the property to make reasonable inspections required to verify compliance.
8. The following floodplain modifications require approval by the City Council:
  - (a) A modification of the floodplain that results in a change of ten percent (10%) or more in the width of the floodplain.
  - (b) The construction of a pond with a water surface area of 5 acres or more.
  - (c) Any modifications of the stream banks or flow line within the area that would be regulatory floodway whether or not that channel has a regulatory floodplain, unless the work is being done by the City of Norman staff as part of a routine maintenance activity.
9. All supporting documentation required by this application is required along with the permit fee by the submittal deadline. Late or incomplete applications will not be accepted.

10. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

#### **SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT.)**

APPLICANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



**C. ATTACHMENTS WHICH ARE REQUIRED WITH EVERY APPLICATION:**

The applicant must submit the documents listed below before the application can be processed. If the requested document is not relevant to the project scope, please check the Not Applicable box and provide explanation.

A. Plans drawn to scale showing the nature, location, dimensions, and elevation of the lot, existing or proposed structures, fill, storage of materials, flood proofing measures, and the relationship of the above to the location of the channel, floodway, and the regulatory flood-protection elevation.

B. A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information.

Not Applicable:

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C. Subdivision or other development plans (If the subdivision or other developments exceeds 50 lots or 5 acres, whichever is the lesser, the applicant **must** provide 100-year flood elevations if they are not otherwise available).

Not Applicable:

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D. Plans (surface view) showing elevations or contours of the ground; pertinent structure, fill, or storage elevations; size, location, and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream, soil types and other pertinent information.

Not Applicable:

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E. A profile showing the slope of the bottom of the channel or flow line of the stream.

Not Applicable:

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F. Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.

Not Applicable:

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G. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.

Not Applicable:

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- H. For proposed development within any flood hazard area (except for those areas designated as regulatory floodways), certification that a rise of no more than five hundredths of a foot (0.05') will occur on any adjacent property in the base flood elevation as a result of the proposed work. For proposed development within a designated regulatory floodway, certification of no increase in flood levels within the community during the occurrence of the base flood discharge as a result of the proposed work. All certifications shall be signed and sealed by a Registered Professional Engineer licensed to practice in the State of Oklahoma.
- I. A certified list of names and addresses of all record property owners within a three hundred fifty (350) foot radius of the exterior boundary of the subject property not to exceed 100 feet laterally from the Special Flood Hazard Area. The radius to be extended by increments of one hundred (100) linear feet until the list of property owners includes not less than fifteen (15) individual property owners of separate parcels or until a maximum radius of one thousand (1,000) feet has been reached.
- J. A copy of all other applicable local, state, and federal permits (i.e. U.S. Army Corps of Engineers 404 permit, etc).

**After completing SECTION 2, APPLICANT should submit form to Permit Staff for review.**

**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by Permit Staff.)**

The proposed development is located on FIRM Panel No.: \_\_\_\_\_, Dated: \_\_\_\_\_

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area  
(Notify the applicant that the application review is complete and NO FLOODPLAIN PERMIT IS REQUIRED).
- Is located in a Special Flood Hazard Area.
- The proposed development is located in a floodway.
- 100-Year flood elevation at the site is \_\_\_\_\_ Ft. NGVD (MSL)       Unavailable

See Section 4 for additional instructions.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by Permit Staff.)**

The applicant must also submit the documents checked below before the application can be processed.

- Flood proofing protection level (non-residential only) \_\_\_\_\_ Ft. NGVD (MSL). For flood proofed structures applicant must attach certification from registered engineer.
  
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood (Base Flood Elevation). A copy of all data and calculations supporting this finding must also be submitted.
  
- Certification from a registered engineer that the proposed activity in a regulatory flood plain will result in an increase of no more than 0.05 feet in the height of the 100-year flood (Base Flood Elevation). A copy of all data and calculations supporting this finding must also be submitted.
  
- All other applicable federal, state, and local permits have been obtained.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: PERMIT DETERMINATION (To be completed by Floodplain Chairman.)**

The proposed activity: (A)  **Is**; (B)  **Is Not** in conformance with provisions of Norman’s City Code Chapter 36, Section 533. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

If BOX A is checked, the Floodplain committee chairman may issue a Floodplain Permit.

If BOX B is checked, the Floodplain committee chairman will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Floodplain committee or may request a hearing from the Board of Adjustment.

APPEALS: Appealed to Board of Adjustment:  Yes  No  
Hearing date: \_\_\_\_\_

Board of Adjustment Decision - Approved:  Yes  No

Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Occupancy is issued.)**

1. FEMA Elevation Certificate  
and/or
2. FEMA Floodproofing Certificate

NOTE: The completed certificate will be reviewed by staff for completeness and accuracy. If any deficiencies are found it will be returned to the applicant for revision. A Certificate of Occupancy for the structure will not be issued until an Elevation and /or Floodproofing Certificate has been accepted by the City.