Example Standard Operating Procedures for Processing Floodplain Development Permits

(Prepared by DLCD, June 2019)

- Review all building, grading, and other permits to determine if the proposed development activity is within the regulatory floodplain.
- Hold a pre-application conference to go over the floodplain development form, regulatory floodplain mapping information for the property in question, and the community floodplain regulations (that pertain to the development proposal) with the applicant.
- Require a floodplain development permit for all development within the regulatory floodplain unless a Letter of Map Amendment (LOMA) or Letter of Map Revision-Fill (LOMR-F) has been approved by FEMA for the structure/parcel.
- Verify that the floodplain development permit application has been signed and completed, and that all the required supporting information has been obtained. (i.e. pre-development Elevation Certificate).
- Coordinate with other internal parties (i.e. public works, building department) and complete internal review procedures.
- Ensure all other required local, state, or federal permits have been approved and obtained.
- Complete the floodplain development permit review process and deny or approve the permit.

If a floodplain development permit is approved:

- For structures send a copy of the floodplain development permit form and the pre-development Elevation Certificate to the building official.
- Coordinate with the building official and the applicant during the construction and inspection process. Ensure field inspections are conducted. Ensure that the building official notifies the floodplain administrator regarding any changes from the proposed development activities detailed in the permit application form.
- For structures obtain and review from the building official the second elevation certificate when the foundation is in place, but before the walls are on to ensure the foundation location and elevation, and the flood vents sizing and elevations are correct.
- Obtain the As-built Elevation Certificate from the building official and review it prior to the building official completing the final inspection process and the certificate of occupancy being issued.
- Ensure file is complete and ensure copies of all Elevation Certificates are in both the project file and the Elevation Certificate file.

If a violation (i.e. unpermitted work, violation of approved permit conditions, etc..) is identified:

- Community will utilize its enforcement procedures to address and seek to resolve violation.