

Bureau of Buildings
Department of Development
515 North Avenue
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APPLICATION # _____
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FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION

This form is to be filled out in duplicate.

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 **six months** of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(APPLICANTS SIGNATURE) _____ DATE _____

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

	ADDRESS	TELEPHONE
APPLICANT	_____	_____
BUILDER	_____	_____
ENGINEER	_____	_____

FIRM PANEL NO: _____

PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban area, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

- | <u>ACTIVITY</u> | <u>STRUCTURE TYPE</u> |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential (1, 2 Family) |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Residential (3 Family or more) |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Non-residential (Flood proofing? <input type="checkbox"/> Yes) |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Combined Use (Residential & Commercial) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Manufactured (Mobile) Home |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> (In Manufactured Home Park? <input type="checkbox"/> Yes) |

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- 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: FLOOD PLAIN DETERMINATION (To be completed by LOCAL ADMINSTRATOR)

The proposed development is located on FIRM Panel No. _____ Date _____

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is located in a Special Flood Hazard Area.
FIRM zone designation is _____
100-Year flood elevation at the site is:
_____ Ft. NGVD (MSL)
 Unavailable
- The proposed development is located in a floodway.
FBFM Panel No. _____ Dated _____
- See Section 4 for additional instructions.

SIGNED _____ 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 showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Development plans, drawn to scale, and specifications, 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 flood proofing of utilities located below the first floor and details of enclosures below the first floor.

Also _____

- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or-landform alterations.
- Top of new fill elevation _____ Ft. NGVD (MSL).
- Flood proofing protection level (non-residential only) _____ Ft. NGVD (MSL). For flood-proofed structures, applicant must attach certification from registered engineer or architect.
- 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. A copy of all data and calculations supporting this finding must also be submitted.
- 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 # 228, 1989. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED _____ DATE _____

If BOX A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee./
If BOX B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

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: _____ FT. NGVD (MSL).
2. Actual (As-Built) Elevation of flood proofing protection is _____ FT. NGVD (MSL).

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 ASMINISTRATOR)

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 _____ BY _____ DEFICIENCIES? YES NO
 DATE _____ BY _____ DEFICIENCIES? YES NO
 DATE _____ BY _____ DEFICIENCIES? YES NO
 DATE _____ BY _____ DEFICIENCIES? YES NO

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)

Certificate of Compliance issued: DATE: _____ BY: _____

For use by Bureau of Buildings

Job site #	
Application #	
Date filed	
Total fee	\$
Fee paid	\$
Receipt #	
Initials	