

# Floodplain Development Permit Application for the City of Bentonville, Arkansas

**Permit Application Fee: \$100.00**

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal monies available to local communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so.

Floodplain Development Permits are ONLY required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FPA, or online at the FEMA website ([www.FEMA.gov](http://www.FEMA.gov)).

If you are proposing a development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to your local FPA. Depending upon the type of development you are proposing, additional forms **may** be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided in Section III of this application packet, **but should only be completed if they are required by the FPA for the proposed development.**

The Applicant completes this packet and submits the information to the local FPA. The FPA reviews the submission and determines whether or not additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the local Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain development Permit is only a permit to complete the proposed development. It is a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system or grade a parcel of land. Before the house can actually be occupied, or the developed land used, a Compliance Certificate must be issued by the local FPA. The FPA will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been completed.

# INSTRUCTIONS FOR COMPLETION

## SECTION I - COMPLETED BY APPLICANT

### General Information

Self-explanatory. Note the last two items under this heading.

### Owner Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

### Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

### Project Information

Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether or not the improvement is a "substantial improvement."

### Signature

Print your name, sign your name, and date the application.

## SECTION II - COMPLETED BY APPLICANT

### Floodplain Information

The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA 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 permit will be issued.

## SECTION III COMPLETED BY APPLICANT

### Forms

Templates for forms that may be required are provided in this Section.

## SECTION IV COMPLETED BY THE CITY

### Permit Determination

The FPA will indicate whether or not the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

## SECTION V COMPLETED BY THE CITY

### Certificate of Compliance

The applicant will provide "As-Builts" for lowest floor elevation for structural developments via FEMA-approved elevation certificate. Applicant will also provide other "As-builts" as deemed necessary for the type of construction. Once all requirements have been met, the FPA will issue a Certificate of Compliance to Applicant.

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION  
FORM FOR THE CITY OF BENTONVILLE

OFFICE USE ONLY

Date Received: \_\_\_\_\_

File Number: \_\_\_\_\_

**SECTION I: Completed by Applicant (Applicant and Project Information)**

**GENERAL INFORMATION**

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued and shall be posted onsite in public view.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 1 year of the date of issuance.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

**OWNER INFORMATION**

Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup>Attached forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Notes:

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Signature of applicant listed above

Section I continued on next page

## PROJECT INFORMATION

Project _____	Lot _____	Block _____
Address _____	Subdivision _____	Legal Description _____
(Attach to this document)		

Description of work      (*Please check all that apply.*)

**A. Structural development**

Type of Structure

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
  - Elevated
  - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured (Mobile) Home
  - Located within a Manufactured Home Park
  - Located outside a Manufactured Home Park

Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Value of Existing Structure: \_\_\_\_\_

<sup>2</sup>Estimate Cost of Project: \_\_\_\_\_

**B. Other Development Activities**

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of fill material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Utility work
- Roadway or bridge construction
- Other development not listed above (specify) \_\_\_\_\_

<sup>2</sup>If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

## SIGNATURE

*I certify that to the best of my knowledge the information contained in this application is true and accurate.*

(PRINTED name) \_\_\_\_\_

(SIGNED name) \_\_\_\_\_

(Date) \_\_\_\_\_

## SECTION II: Completed by Applicant (Site Specific Information)

## FLOOD INFORMATION

1. The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
2. The date on the FIRM \_\_\_\_\_
3. The proposed development is located in zone: \_\_\_\_\_ (A, AE, X, or shaded zone X)
4. If the proposed development is located in Zone B or shaded Zone X, a floodplain development permit is only required if the Development is a “critical facility” as defined in the Flood Damage Prevention Ordinance.
5. Is the proposed development located within a regulatory floodway
 

YES     NO
6. If YES, a **No Rise Certificate** is necessary before proceeding.
7. If NO, continue.
 

Structures must be elevated three feet above the base flood elevation. Utilities must be elevated to base flood elevation.
8. Base flood elevation at the site: \_\_\_\_\_ feet above mean sea level (MSL)
9. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_
10. Source of the base flood elevation
 

FIRM (flood map)  
 Flood Insurance Study Profile # \_\_\_\_\_

Other sources of the BFE  
 (specify, such as LOMR): \_\_\_\_\_
11. Proposed lowest floor elevation (including utilities): \_\_\_\_\_ feet above MSL  
 (For non-residential structures, floodproofing may be used for protection.)

## SECTION III: Completed by Applicant (Documents which may be required)

## DOCUMENTS SUBMITTED WITH APPLICATION

The following documents may be required; check all that apply. Only **City Approved Forms** will be allowed.

- Maps and plans of the development
- An **Elevation Certificate**<sup>3</sup> – required for all structures
- A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
- A **No-Rise Certificate**<sup>3</sup> – if the proposed development is in a “regulatory floodway”
- An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
- A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits: \_\_\_\_\_

<sup>3</sup>Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

# ARKANSAS FLOODPLAIN DEVELOPMENT PERMIT

OFFICE USE ONLY

Date Issued: \_\_\_\_\_

File Number : \_\_\_\_\_

## SECTION IV : (To be completed by the Floodplain Administrator)

### PERMIT DETERMINATION

I have determined that the proposed development

IS  
 IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance  
Number 2012-41, dated 5/22/2012 .

The Floodplain Development Permit

IS  
 IS NOT *(reasons for denial to be described in a separate document)*

issued, subject to any conditions attached to and made part of this permit.

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SIGNATURE

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DATE

*The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.*

## CERTIFICATE OF COMPLIANCE

OFFICE USE ONLY

Date Issued: \_\_\_\_\_

File Number : \_\_\_\_\_

### SECTION V : CERTIFICATE OF COMPLIANCE

“AS-BUILT” ELEVATION (to be completed by the applicant after construction)

**The Elevation Certificate must be submitted to verify compliance with the code before slab pour and before Certificate of Occupancy.**

COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)

*The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community's local flood damage prevention ordinance.*

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CERTIFICATE OF COMPLIANCE (to be completed by the Local Floodplain Administrator)

Certificate of Compliance issued.

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SIGNATURE

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DATE

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*