



CITY OF TROUTDALE FLOOD HAZARD PERMIT APPLICATION

FOR CITY USE

File No.: _____

Date Rec'd.: _____

Fee Paid: \$ _____

Receipt #: _____

Complete Sections I and II (pages 1 through 4) and submit them with a preliminary site / development plan to the Planning Division. If a Flood Hazard Permit is required, instructions will be mailed to you that outline additional submission requirements.

SECTION I. GENERAL INFORMATION

Site Address:	
County Assessor's Tax Map/Tax Lot #:	
Existing Improvements at site address: list	
APPLICANT INFORMATION	
Name:	
Address	
Phone #	
fax #	
e-mail	
OWNER INFORMATION	
Name	
Address	
Phone #	
fax #	
e-mail	
BUILDER INFORMATION	
Name	
Company	
Address	
Phone	
fax #	
e-mail	

SECTION II. DESCRIPTION OF WORK

A. STRUCTURAL DEVELOPMENT. CHECK ALL THAT APPLY

TYPE OF DEVELOPMENT	<input checked="" type="checkbox"/>	EST. COST OF PROJECT
NEW CONSTRUCTION		N/A
Residential		
Non-Residential		
Mixed-Use (commercial with residential)		
Multiple-family		
Manufactured Home		
Institutional: school, public building, hospital, nursing home or similar		
ADDITION/ALTERATION/ REMODEL		EST. COST OF PROJECT
Residential		
Non-Residential		
Mixed-Use (commercial with residential)		
Multiple-family		
Manufactured Home		
Institutional: school, public building, hospital, nursing home or similar		
RELOCATION ON THE LOT		EST. COST OF PROJECT
Residential		
Non-Residential		
Mixed-Use (commercial with residential)		
Multiple-family		
Manufactured Home		
Institutional: school, public building, hospital, nursing home or similar		
DEMOLITION		N/A
OTHER: deck, shed, hot tub, swimming pool, tennis courts, picnic shelter, or similar improvements, window replacement, re-roof, new siding, flatwork. Please specify: _____		

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B. NON-STRUCTURAL DEVELOPMENT ACTIVITIES: CHECK ALL THAT APPLY

TYPE OF NON-STRUCTURAL ACTIVITY: Attach An Explanation Or Sketch	<input checked="" type="checkbox"/>
Clearing of vegetation, including tree removal. Show location as best as you can. Use an aerial photo, if available.	<input type="checkbox"/>
Mining	<input type="checkbox"/>
Drilling	<input type="checkbox"/>
Grading/ Fill/ Excavation	<input type="checkbox"/>
Watercourse alteration including dredging and channel modifications	<input type="checkbox"/>
Drainage Improvements (including culvert work)	<input type="checkbox"/>
Road, street or bridge construction	<input type="checkbox"/>
Subdivision / partition plat /property line adjustment	<input type="checkbox"/>
Individual water well or sanitary septic system: new or replacement?	<input type="checkbox"/>
Utility service line extension: water, sewer, gas, electricity, telephone, fiber optics, etc.	<input type="checkbox"/>
Other – specify	<input type="checkbox"/>

C. PRELIMINARY PLAN.

Submit a preliminary site plan showing where on the property the development will occur and a sketch of the structure or other development activity with dimensions. The City can provide you with an aerial photo, FIRMETTE and dimensional map of your property from the recorded plat or subdivision, if available, to use for the preliminary site plan.

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TO BE READ AND SIGNED BY THE APPLICANT

1. No work of any kind may start until a flood hazard permit has been issued.
2. The flood hazard permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until a flood hazard permit is re-issued.
4. If changes to the approved plan are proposed, all work must cease until a flood hazard permit is re-issued for those changes or the City determines a re-issued permit is unnecessary.
5. Development shall not be used or occupied until the Certificate of Compliance is issued by the Planning Division.
6. The permit will expire if no work is commenced within six months of issuance.
7. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements, such as, but not limited to building, electrical, plumbing, erosion control, driveway permits, right-of-way permits, etc.
8. Applicant hereby gives consent to a City of Troutdale representative to make reasonable inspections required to verify compliance with the Flood Hazard Permit conditions of approval.

I HEREBY CERTIFY THAT THE STATEMENTS MADE IN SECTIONS I AND II OF THIS APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

 APPLICANT'S SIGNATURE

 DATE

 PRINTED NAME OF APPLICANT

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**SECTION III: SPECIAL FLOOD HAZARD AREA DETERMINATION
(TO BE COMPLETED BY STAFF)**

COMMUNITY: _____

FIRM Panel No. _____ Effective Date _____

Additional FIRM Panels Nos: _____ Effective Date _____

FIRM zone designation _____. If the FIRM SFHA designation is Zone A and the Base Flood Elevation (BFE) data is not available from another authoritative source as authorized in subsection 4.613(B) of this chapter, the Flood Hazard Permit shall be reviewed for compliance with FEMA Publication 265 issued July 1995 “Managing Floodplain Development in Approximate Zone A Areas” and applicable State of Oregon building codes.

Nearest stream cross-section: _____ River mile: _____

Base Flood Elevation (zone AE): _____

Is development located in the floodway?

YES	NO

Is development fully or partially located in the Special Flood Hazard Area (SFHA)?

YES	NO

Is additional information needed prior to a determination?

YES	NO

DETERMINATION:

	The property is partially within the SFHA, but the development is not in the SFHA or floodway and a Flood Hazard Permit is <u>not</u> required.
	Development is in the SFHA or floodway, additional information as noted in Part IV must be submitted to the Planning Division along with the \$50.00 application fee.

The determination of the SFHA of this property was completed by:

PRINTED NAME AND TITLE

Signed by _____ Date: _____

SECTION IV: ADDITIONAL INFORMATION TO BE SUBMITTED.
(TO BE COMPLETED BY STAFF)

Items required are checked.

- Site Plan. Show the location and dimensions of all existing structures, water bodies, adjacent roads, lot lines and dimensions and the location and dimensions of proposed development.
- Architectural Plans. Submit a fully dimensional drawing showing building height, width, depth, and a cross section of the building and foundation based upon diagrams available in the FEMA Elevation Certificate instructions or FEMA Technical Bulletins. Dimensions of the lowest and highest adjacent grades on all four sides of the building and the depth of the crawl space (if used) in relationship to the Base Flood Elevation are required.
- Topographic survey. A topographical survey prepared by a licensed professional shall be submitted with the plans. The survey shall be in two-foot contours, shall be prepared for the entire site and shall label the Base Flood Elevation from the FIRM based upon NAVD 88. Label the base flood elevation, bankfull stage of the flooding source and width of vegetation corridor on the topographic survey in accordance with Troutdale Development Code Chapter 4.300 Vegetation Corridor and Slope District.
- A FEMA Elevation Certificate. Submit an Elevation Certificate (EC) completed by a licensed professional based upon construction plans if this is new construction. If it is a remodel, alteration, or addition to an existing structure, the EC shall be based upon finished construction. All ECs shall be based upon NAVD 88 datum.
- Hydrology and soils report for any grading/fill-removal/paving or development requiring a building permit or development that must be engineered. This report shall include information on the hydrological activities of the site, the effect of hydrologic conditions on the proposed development, and any hydrological or erosion hazards. This report shall also include characteristics of the soils on the site, suitability for development, its carrying capacity, and erosion or slumping characteristics that might present a hazard to life and property, or adversely affect the use or stability of a public facility or utility. This report shall include information on the nature, distribution, and strength of existing soils; the adequacy of the site for development purposes; and an assessment of grading procedures required to impose the minimum disturbance to the natural state. The report shall be prepared by a professional engineer registered in Oregon.
- Grading plan. The grading plan shall be specific to a proposed physical structure or use and shall include information on terrain (two-foot intervals of property), drainage, direction of drainage flow, location of proposed structures and existing structures which may be affected by the proposed grading operations, water quality facilities, post-grading, and finished contours or elevations, including all cut and fill slopes and proposed drainage channels. Project designs

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including, but not limited to, locations of surface and subsurface devices, walls, dams, sediment basins, storage reservoirs, and other protective devices shall form part of the submission. The grading plan shall also include a construction phase erosion control plan and a schedule of operations and shall be prepared by a professional engineer registered in Oregon.

Only excavation that is balanced cut and fill within the floodplain is permitted. It is rare that variances would be authorized. Grading plans shall clearly show fill and removal activity within the one-percent annual chance flood and shall show avoidance of the floodway.

The floodway data is available from the Planning Division on the FIRM and in the floodway and flood profile tables that can be used by the surveyor for accurately mapping this data. If fill in the floodway is proposed, a "No-Rise" certification and a Letter of Map Revision-Fill (LOMR-F) shall be submitted with the land use application for the following activities within the floodway as mapped by FEMA: a. Permanent bank stabilization that occurs in the floodway; and/or b. Development, alterations or relocations of the floodway, including any permanent fill within the floodway.

Erosion control Plan. If your area of disturbance is one-acre or greater, a State NPDES 1200-C erosion control permit will be required. Contact the City of Troutdale Civil Engineer in Public Works for the application form at 503-674-7241.

Vegetation report. This report shall consist of a survey of existing vegetation, whether it is native or introduced, and how it will be altered by the proposed development. Measures for enhancement of the site, including revegetation with approved plant species, will be clearly stated, as well as methods for immediate and long-term stabilization of slopes and control of soil erosion. The vegetation report shall be prepared by a landscape architect, landscape designer, botanist, or arborist with specific knowledge of approved plant species, planting and maintenance methods, survival rates, and their ability to control erosion and sedimentation. The contractor for installation and maintenance will be responsible for replacing any approved plant species that do not survive the first two years after planting.

The justification for vegetation and/or tree removal from the floodplain shall be based upon these standards of TDC 4.700 FLMA:

TDC 4.617 M. Preserve and/or restore the vegetation corridor within the disturbed areas, and retain the existing tree canopy as established in sections 4.316, Width of Vegetation Corridor, and 4.317, Methods for Determining Vegetation Corridors Next to Primary Protected Water Features, of this chapter. An enhancement plan for disturbed areas shall be prepared and implemented to stabilize slopes to prevent landslides on slopes and sedimentation of water features. This plan shall provide for the replanting and maintenance of approved plant species designed to achieve pre-disturbance conditions.

If the development is an addition or improvements to an existing structure within the one-percent annual chance flood (100-year floodplain), the applicant shall include the full value of improvements and include the market value of the existing structure being modified with the application.

Dry-floodproofing certification for non-residential structures. Dry floodproofing requires that the structure is watertight below the base flood level with walls substantially impermeable to the passage of water. A dry floodproofing certificate shall be filed with the City following the form and procedure established by the Federal Emergency Management Agency.

Show temporary stockpile areas and erosion control to be used.

Show anchoring methods that will be utilized.

Submit a list of construction materials and methods. Materials used within the floodplain shall be resistant to flood damage and construction shall be done with methods and practices that minimize flood damage; electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. No construction materials or methods may be used within the floodplain that would impair or damage water quality or native vegetation. All development shall have adequate drainage provided to reduce exposure to flood damage and maintain water quality.

Submit a preliminary stormwater water quality plan prepared by a licensed professional based upon the Portland Stormwater Management Plan.

Submit the Land Use Review Fee of \$50.00 with two sets of the plans and documents as listed herein, to the Planning Division.

Other.

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SECTION V: FLOOD HAZARD PERMIT ANALYSIS (TO BE COMPLETED BY STAFF)

	YES	NO
A. For new construction, a pre-construction Elevation Certificate from a registered land surveyor or professional engineer has been submitted or a post-construction FEMA Elevation Certificate certified by a registered land surveyor or professional engineer submitted for remodel / addition of an existing structure.		
B. For residential construction, is the lowest floor elevation one foot above the Base Flood Elevation and was an Elevation Certificate (EC) submitted? Is the EC correctly completed by the professional?		
C. For non-residential construction, is the lowest floor elevation one foot above the Base Flood elevation or a Flood Proofing Certification submitted?		
D. The electrical, heating, ventilation, plumbing, air conditioning equipment (including duct work) and other service facilities are located above the BFE or flood proofed?		
E. Basement construction? If yes, is the lowest floor of the basement one foot above the Base Flood Elevation?		
F. For crawlspace construction		
1. Is the bottom of the crawlspace no more than two feet below the lowest adjacent exterior grade?		
2. Are there openings that equalize hydrostatic pressures by allowing for the automatic entry and existence of floodwaters is required?		
3. How many foundation openings? What is the area (in square inches) and are screens used?		
4. Are the bottoms of each flood vent opening no more than one foot above the lowest adjacent exterior grade?		
5. Is the height of a below-grade crawlspace no more than four feet as measured from the interior grade of the crawlspace to the top of the crawlspace foundation at any point?		
6. Is a drainage system for the crawlspace provided?		
7. Are flood velocities greater than five feet per second? Check the NFIS. If so, design by a registered professional is required and other foundation types are strongly recommended.		
8. Are mechanical, heating, and electrical junctions above the Base flood Elevation?		
G. For slab floor		
1. If residential construction is the finished elevation of the slab one-foot above the BFE?		
2. If non-residential is the structure floodproofed one foot above the BFE?		
3. Are mechanical, heating, and electrical junctions above the Base flood Elevation?		

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		YES	NO
H.	For solid foundation perimeter walls located below BFE:		
1.	Are all four walls below ground level on all four sides?		
2.	Are there are at least two (2) foundation openings?		
3.	What is the square footage of enclosed area subject to flooding?		
4.	Square inches of venting required.		
5.	Square inches per opening (multiply length by height).		
6.	Number of required vents (divide result of A3 by A4).		
7.	Foundation contains the minimum number of vents?		
8.	Are the bottoms of each foundation opening no higher than one-foot above grade?		
9.	Will the cover on openings permit the automatic flow of floodwaters in both directions?		
I.	If base flood elevation and/or floodway data not available for A zone.		
1.	The lowest floor is at least three-feet (3) above the highest adjacent grade?		
2.	Is the development non-residential?		
3.	The Base Flood Elevation must be established for development if the site is five acres or greater or it is a 50-lot or greater residential subdivision.		
J.	Floodway data is provided.		
1.	Did this development encroach in the floodway?		
2.	Do the actual field conditions meet the proposed actions and technical data requirements?		
3.	If C1 was "Yes?" provide a No-rise Certification prepared by a licensed professional prior to issuance of the Flood Hazard Permit.		
K.	For Balanced Cut and Fill, provide the following information.		
	Fill in cubic feet		
	Excavation in cubic feet		
L.	Area of floodplain being developed. Provide square footage.		
M.	Area of impervious development within the floodplain. Provide square footage.		
N.	Vegetation removal plan submitted?		
O.	Planting plan submitted?		
P.	Is work within the Vegetation Corridor and Slope District? If yes, are the standards of TDC 4.300 met?		

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SECTION VI: DECISION (TO BE COMPLETED BY STAFF).

Based upon the plans submitted, I evaluated the plans and development for compliance with the standards of Troutdale Development Code 4.600 Flood Management Area effective December 19, 2009 as noted in the analysis and I have determined that the proposed development at

Site Address:	
Site Tax Map/Tax Lot #:	

A. is in conformance with the standards of TDC 4.600.

If A is checked, the Flood Hazard Permit will be issued subject to compliance with conditions attached to and made part of this permit.

B. is not in conformance with the standards of TDC 4.600.

If B is checked, the plans shall be revised as indicated in the staff analysis attached to this decision and resubmitted for reevaluation within 180 days of this decision, if not appealed.

If the applicant disagrees with the decision and/or conditions of approval, the decision and/or conditions may be appealed to the Planning Commission within 10 calendar days of the date of the postmark of this mailed decision. The appeal will be processed under the provisions of Troutdale Development Code Chapter 16.280 Request for Review—Appeal of Decision.

SIGNED _____ DATE _____

PRINTED NAME/TITLE

SECTION VII: DECISION AND APPEALS (TO BE COMPLETED BY STAFF)

Site Address:	
Site Tax Map/Tax Lot #:	

Notice of Decision Mailed: _____

Deadline for appeal to Planning Commission: _____

Appealed to Planning Commission: Yes No Date Received: _____

Reason: _____

Planning Commission hearing scheduled for: _____

Notice of hearing mailed: _____

Planning Commission decision: _____

Deadline for appeal to City Council: _____

Appealed to City Council: Yes No Date Received _____

City Council hearing scheduled for: _____

City Council decision: _____

Deadline for appeal to LUBA: _____

Appealed to LUBA: Yes No Date Received _____

LUBA hearing scheduled for: _____

LUBA decision: _____

SECTION VIII: EVALUATION REQUIRED PRIOR TO COMMENCEMENT OF DEVELOPMENT OR ISSUANCE OF BUILDING PERMIT. (TO BE COMPLETED BY STAFF)

Site Address:	
Site Tax Map/Tax Lot #:	

1. Plans submitted with the building permit or other regulatory permits comply with flood hazard permit conditions of approval.

YES	NO

2. Pre-construction Elevation Certificate received, or details of dry-floodproofing submitted for non-residential structures:

YES	NO

I hereby certify that the development approved under Flood Hazard Permit _____ satisfies the conditions of approval and applicable Flood Management Area development standards of the Troutdale Development Code and a building permit may be issued or work as approved under the flood hazard permit may commence.

NAME/TITLE: _____

SIGNATURE _____ DATE _____

SECTION IX: CERTIFICATE OF COMPLIANCE (TO BE COMPLETED BY STAFF PRIOR TO OCCUPANCY)

Site Address:	
Site Tax Map/Tax Lot #:	

1. For residential construction or elevated non-residential structures, a post-construction Elevation Certificate was submitted.

YES	NO

2. For non-residential construction that is not elevated, a dry-floodproofing certificate completed by a licensed professional was submitted.

YES	NO

3. All regulatory permits have been finalized.

YES	NO

4. Other remaining conditions of Flood Hazard Permit No. _____.to be met?

YES	NO

If Yes, please list:

NAME/TITLE: _____

SIGNATURE _____ DATE _____