DUTIES OF A LOCAL FLOODPLAIN ADMINISTRATOR

The Floodplain Administrator is responsible for implementing the community's local floodplain ordinance and ensuring that the community is complying with minimum NFIP standards and enforcing any locally imposed higher standards:

1. Require, review, and evaluate floodplain development permit applications for all development located in a Special Flood Hazard Area (SFHA). This includes minor development (fences, accessory structures, grading, et al) that may not require building permits.
2. Provide information related to the Base Flood Elevation and answer general questions about floodplain/floodway boundaries.
3. Review elevation certificates for completeness and accuracy. Identify deficiencies before accepting as part of a development application.
4. Review development plans and specifications for compliance with the floodplain ordinance.
5. Discourage development in the floodplain when alternatives are possible and restrict development in the floodway (if allowed by local ordinance) to that which will not cause a rise in the elevation of the base flood. Review engineering analyses to ensure local regulations are being met.
6. Advise applicants of other State, federal or local permits or approvals that may be necessary when developing in an SFHA.
7. Notify FEMA of any changes to watercourses within corporate limits.
8. Inspect floodplain construction to verify location relative to the floodplain/floodway and ensure compliance with local floodplain ordinance.
9. Educate community members and local officials about floodplain management.
10. Ensure building officials are fully aware of building code requirements related to floodplain development.
11. Maintain complete documentation and records of all floodplain activities. Records should be maintained indefinitely.
12. Investigate violations of the floodplain ordinance and initiate corrective action.

Read your local floodplain ordinance. There may be additional duties assigned to this role.