

Floodplain Development Permit Review Checklist

Building Permit #	FIRM Panel #	FIRM Date
Property Location		
Map	Lot	Zoning

For all development, complete Sections A through D

A. General

The following requirements have been met as detailed in the floodplain ordinance.

- Y N NA 1. Utilities
- Y N NA 2. New or replacement water and sewer systems (including on-site systems)
- Y N NA 3. Anchoring
- Y N NA 4. Flood damage-resistant materials
- Y N NA 5. Other permits required from State or Federal jurisdictions have been received.

B. Watercourses

- Y N NA 1a. Is this development located in the floodway? If yes, complete #1b and #1c. If no, complete #2.
- Y N NA 1b. A copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.
- Y N NA 1c. The hydraulic/hydrologic analysis shows a 0.00 feet or less increase in the Base Flood Elevation as a result of the proposed development.

If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA.
- Y N NA 2. Is this development located in Zone A or Zone AE with no floodway designated? If Zone A, complete #3. If Zone AE, complete #4a and #4b.

- Y N NA 3. For Zone A, is there another source that has designated a floodway in the area where the proposed development is located? If yes, complete #1a to #1c.
- Y N NA 4a. For Zone AE, a copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.
- Y N NA 4b. For Zone AE, the hydraulic/hydrologic analysis shows a 1.0-foot or less increase in the Base Flood Elevation as a result of the proposed development.
If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA.
- Y N NA 5a. Will the proposed development alter or relocate a watercourse? If Yes, complete #5b to #5d
- Y N NA 5b. The Wetlands Bureau of the NH Department of Environmental Services has been notified and such notification has been received.
- Y N NA 5c. Other applicable notifications have been completed and received.
- Y N NA 5d. Certification provided by a registered professional engineer assuring that the flood carrying capacity of an altered or relocated watercourse can and will be maintained has been received.

NA C. Substantial Improvement/Damage Determination

For reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause.

\$ _____ 1. Actual cost of construction (See FEMA Reference Guide P-758 as to what items to include/exclude. Include volunteer labor and donated supplies.)

\$ _____ 2. Present Market Value of Structure Only (Market Appraisal or Adjusted Assessed Value BEFORE improvement, or if damaged, BEFORE damage occurred).

_____ % 3. Ratio of Cost of Improvement (or Cost to Repair) to Market Value (#1 divided by #2 then multiplied by 100)

If Ratio is 50% or greater then the proposed development is considered a Substantial Improvement. The entire structure including the existing building must comply with the floodplain regulations including elevating the lowest floor to or above the Base Flood Elevation.

☐ NA **D. Manufactured Homes and Recreational Vehicles**

- Y N NA 1a. Manufactured home is on a permanent foundation and the lowest floor of the manufactured home is at or above the Base Flood Elevation.
- Y N NA 1b. Manufactured home has been securely anchored.
- Y N NA 2a. The recreational vehicle will be on site for fewer than 180 consecutive days.
- Y N NA 2b. The recreational vehicle is fully licensed and ready for highway use (on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions).
- Y N NA 2c. If answer to both #2a and #2b is No, the recreational vehicle meets the requirements listed #1a and #1b for a manufactured home.

Next, complete either Section E or F dependent upon the development's flood zone.

☐ NA **E. Development in Zones A, A1-30, AE, and AO**

- Y N NA 1. The elevation of the lowest floor (including a basement) is located at or above the Base Flood Elevation.
- Y N NA 2. If development is located in Zone A and no Base Flood Elevation data is available from other sources, the elevation of the lowest floor (including a basement) is located at least 2 feet above the Highest Adjacent Grade.
- Y N NA 3. If development is located in Zone AO, the elevation of the lowest floor (including a basement) is located at the required flood elevation (Highest Adjacent Grade elevation plus the depth number shown on the FIRM or, if no depth number is shown, the Highest Adjacent Grade elevation plus at least 2 feet).
- Y N NA 4a. If a non-residential structure is floodproofed, the structure is protected up to or above the Base Flood Elevation.
- Y N NA 4b. If floodproofed, Floodproofing Certification has been received.

☐ NA **Enclosures (solid foundation perimeter walls) below Base Flood Elevation**

- Y N NA 1. Enclosed area is unfinished or flood resistant used solely for parking of vehicles, building access, or storage.

- Y N NA 2. Enclosed area is not a basement (the floor of the enclosure is NOT below grade on all sides).
- Y N NA 3a. Minimum of 2 flood vents on two different walls.
- _____ 3b. Square footage of enclosed area below Base Flood Elevation.
- _____ 3c. Square inches of venting required (must be equal or greater than #3b).
- _____ 3d. Square inches per opening (multiply length and width of opening).
- _____ 3d. Number of vents required (#3c divided by #3d).
- Y N NA 3e. Foundation contains the minimum number of vents.
- Y N NA 3f. The bottom of each opening is no higher than one (1) foot above either the exterior or interior grade (whichever is higher).
- Y N NA 3g. If there is any cover on the openings it will permit the automatic flow of floodwaters in both directions.

NA F. Development in Zones V, V1-30, and VE

- Y N NA 1. Bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings and columns is located at or above the Base Flood Elevation.
- Y N NA 2. Structure is securely anchored to pilings and columns using the appropriate water and wind loading values.
- Y N NA 3. Certification by a registered professional engineer or architect has been received.
- Y N NA 4a. Space below the lowest floor is used solely for parking of vehicles, building access, or storage.
- Y N NA 4b. Space below the lowest floor is either free of obstructions or constructed with non-supporting breakaway walls, open lattice-work or insect screening that meet the minimum design requirements.
- Y N NA 5. No fill has been used for structural support of the building.
- Y N NA 6. No man-made alterations of sand dunes that would increase potential flood damage.
- Y N NA 7. Proposed development is located landward of the reach of mean high tide.

Compliance Action

Complete this section as applicable based on project inspections and/or elevation and other data received from applicant to ensure compliance with the community's local regulations for floodplain management.

Inspections:

1. First Inspection (After staking and before ground breaking)

Date: _____ By: _____

2. Second Inspection (Just prior to the installation of the lowest floor)

Date: _____ By: _____

3. Final Inspection (Project Completion)

Date: _____ By: _____

Submittal of Elevation Certificate:

1. Based on Construction Plans (Pre-Construction)

Submittal Date: _____ Verification By: _____ Date: _____

2. Building Under Construction (Just prior to the installation of the lowest floor)

Submittal Date: _____ Verification By: _____ Date: _____

3. Finished Construction/As-Built (Required before Certificate of Compliance/Occupancy is issued)

Submittal Date: _____ Verification By: _____ Date: _____

Certificate of Compliance/Occupancy

Certificate of Compliance/Occupancy issued: Date: _____ By: _____

Checklist Completed By :

_____ Date: _____
(Signature of Local Administrator)

