



## FLOODPLAIN DEVELOPMENT APPLICATION (SVMC 21.30)

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<b>(For Staff Use Only)</b>	
<b>DATE SUBMITTED:</b> _____	<b>RECEIVED BY:</b> _____
<b>PLUS FILE No.:</b> _____	
 <b>Fee:</b> _____	

A floodplain development permit is required before any construction or development can begin in an area designated as a special flood hazard area (SFHA), also known as the 100-year floodplain. The permit is for all structures including manufactured homes and for all development including fill and other activities. Please refer to the City of Spokane Valley Municipal Code (SVMC) Section 21.30

**Note** - The degree of flood protection required by the City code is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions and flood heights may be increased by manmade or natural causes. Due to this, land located outside the areas of special flood hazard, or uses permitted within the special flood hazard areas, may experience flooding or flood damages (SVMC 21.30.060).

Before you fill out your floodplain application, please do the following:

1. Carefully review the items listed below. The information is needed to meet the National Floodplain Insurance Program (NFIP) requirements.
2. Contact Deanna Horton, Administrative Assistant for the Floodplain Administrator in the Community and Public Works Department (509-720-5301) for help in filling out the application.
3. Complete the application and prepare the drawings for submittal. Once a complete Floodplain Development Application and associated fee has been submitted to the Spokane Valley Permit Center, the City will review the application materials. The City may request additional information or issue a decision on the permit. During construction, elevation certifications of finished floors, equipment, or other elements of the project may be required. The required certification forms will be provided to you along with the permit. These will require completion by a Washington State registered land surveyor and be turned in to the City before proceeding with work or securing occupancy.

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### Packet Contents:

- Part 1: General Information and Applicant Acknowledgement
- Part 2: Site and Project Information
- Part 3: Floodplain Determination
- Part 4: Additional Project Submittals
- Part 5: Determination and Conditions of Approval
- Part 6: Certification Sign-offs

## Part 1: General Information and Applicant Acknowledgement

### APPLICANT

NAME:  
MAILING ADDRESS:  
CITY: STATE:  
ZIP:  
PHONE: FAX:  
EMAIL ADDRESS:

### LEGAL OWNER (IF OTHER THAN APPLICANT)

NAME:  
MAILING ADDRESS:  
CITY: STATE:  
ZIP:  
PHONE: FAX:

### PROPERTY INFORMATION

PARCEL NUMBERS OF SITE:  
STREET ADDRESS OF SITE (if any):  
SITE AREA (square feet)  
BRIEF DESCRIPTION OF WORK (ATTACH SITE PLAN):

### ASSOCIATED APPLICATIONS

THIS PERMIT IS SUBMITTED IN CONJUNCTION WITH (check all that apply):

Residential Building Permit     Commercial Building Permit     Grading Permit  
 Land Division Application (SHP, SUB, BSP)     Shoreline Substantial Development Permit  
 Other - Describe:  
\_\_\_\_\_

### APPLICANT to read and sign.

The undersigned hereby declares that -

1. No work of any kind may start until a floodplain development permit is issued.
2. This permit will not be issued until all other permit approvals have been granted.
3. The permit may be revoked if any false statements are made herein.
4. If revoked, all work must cease until permit is re-issued.
5. Development shall not be used or occupied until final approval is issued.
6. The permit will expire if no work is commenced within twelve months of issuance.
7. Applicant gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. The work to be performed is described below and in attachments hereto.
9. All such work shall be done in accordance with the requirements of the City of Spokane Valley Municipal Code (SVMC) Chapter 21.30, with all other applicable local, state and federal regulations, and with all necessary required federal and/or state permits and/or certifications attached.
10. This application does not create liability on the part of the City of Spokane Valley or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully hereunder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 2: Site and Project Information

Complete Section A. Site Work-Only Project or Section B. Structural Development Project

### A. Site Work-Only Project

(No buildings or structures; just earthwork, driveways, streets, drainage, utilities, etc.)

1. Project Components (check all that apply):

Stream Alteration     Paving (Driveway, Road, Parking)     Drainage Structures  
 Utilities (water, sewer, elec. etc.)     Other - Describe: \_\_\_\_\_

2. Earthwork Type and Quantities within SFHA:

Filling - Cubic Yards to be brought in: \_\_\_\_\_  
 Excavation - Cubic Yards to be removed: \_\_\_\_\_

### B. Structural Development Project

(Residential or commercial structures with related site work)

1. Use:  Residential     Commercial

2. Type of Construction (check and complete all that apply)

New Residence/Building:

Structure's area: \_\_\_\_\_ square feet

Is it a Manufactured/Modular Structure? Yes No (circle one)

Estimated cost of the proposed construction \$ \_\_\_\_\_

Existing Residence/Building:

Structure's existing area: \_\_\_\_\_ square feet

Is it a Manufactured/Modular Structure? Yes No (circle one)

Proposed Work:

Renovation or Repair:     Interior     Exterior

Addition: \_\_\_\_\_ square feet

Relocation     Demolition

Estimated market value of the existing structure only: \$ \_\_\_\_\_

Estimated cost of the proposed construction \$ \_\_\_\_\_

*(Note - if the cost of the proposed construction equals or exceeds 50 percent of the market value of the existing structure, then substantial improvement requirements shall apply.)*

3. Associated Work (check all that apply)

Stream Alteration     Paving (Driveway, Road, Parking)     Drainage Structures

Utilities (water, sewer, elec. etc.)     Other - Describe: \_\_\_\_\_

Temporary Construction - Describe: \_\_\_\_\_

Recreational Vehicle Onsite? Yes No (circle one) If yes, used as  
 Office     Residence

4. Earthwork Type and Quantities within SFHA

Filling - Cubic Yards to be brought in: \_\_\_\_\_

Excavation - Cubic Yards to be removed: \_\_\_\_\_

## PART 3: FLOODPLAIN DETERMINATION

**(CITY TO COMPLETE)**

**The proposed development is located on**

FIRM Panel No. \_\_\_\_\_ Dated \_\_\_\_\_

**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 partially located in the SFHA but building/development is NOT.

Is in a Special Flood Hazard Area:

FIRM zone designation is \_\_\_\_\_

Is in the floodway:

“100-Year” flood elevation at the site is \_\_\_\_\_ feet, NAVD (MSL),  
or is  Unavailable.

**(See Parts 4 and 5 for Additional Requirements)**

Includes structures. The required minimum lowest floor elevation is \_\_\_\_\_.

SIGNED \_\_\_\_\_

Date \_\_\_\_\_

## PART 4 – ADDITIONAL PROJECT SUBMITTALS

**(APPLICANT to provide)**

**Plans and Drawings**

The application **must be accompanied by two (2) sets of plans** (SVMC 21.30.070.B) incorporating the following items, as applicable, for the project area within and adjacent to the SFHA. Plans are to be drawn to scale showing the nature, location, dimensions, and elevations of required items. Elevations are to be in relation to mean sea level, per NAVD 1988.

- Existing and proposed site topography
- Base flood (100-year) elevations, both before and after the project
- Floodplain and floodway (if applicable) limits, both before and after the project
- Existing and proposed structures
- Utilities, including sanitary sewage, gas, electrical, water systems, wells, etc.
- Cuts, fills, berms, dikes, levees
- Storage areas of materials
- Drainage facilities and flood containment structures
- Label critical facilities that are constructed within the SFHA
- For AH Zones - show drainage paths around structures on slopes that will guide flood waters around and away from proposed structures
- Indicate location where any excavated material will be placed (note: not in the SFHA)

## **Supporting Documents (APPLICANT to submit, as applicable)**

1.  Details for structures (residential, commercial, industrial, etc.) that are new or substantially improved:
  - Elevation of a) lowest floor (including basement) and b) highest ground surface adjacent to the structure  
(Note: Critical facilities have the lowest floor elevated three feet above BFE or to the height of the 500-year flood (Shaded Zone X), whichever is higher.)
  - Size and location of required foundation openings and/or flood vents
  - Elevation to which any non-residential structure has been flood-proofed
  - Details for anchoring structures, where applicable
  - HVAC (heating, ventilation, air-conditioning), plumbing and electrical equipment
2.  Certification by a registered professional land surveyor, engineer or architect that the flood-proofing methods for any non-residential structure meet the flood-proofing criteria in SVMC 21.30.090.C.2.
3.  Hydrologic and hydraulic analyses, performed in accordance with standard engineering practice, which supports the water surface elevations and floodplain/floodway widths both before and after the project is completed. If applicable, the analyses shall demonstrate that there is no net loss of flood storage or infiltration capacity for areas within a compensatory storage area.
4.  For all new and substantially improved buildings: An elevation certificate (FEMA Form 81-31), completed by land surveyor licensed in the State of Washington. (Not required for structures in "A" zones that don't have base flood elevations.)
5.  If base flood elevation data has not been provided or is not available from an authoritative source, it shall be generated by a land surveyor licensed in the State of Washington.
6.  Provide written documentation that portions of development projects located within the SFHA have been reviewed and approved by the Washington State Department of Ecology (RCW 58.17.120 & 86.16; SVMC 21.30.070.D.7.a and 21.30.090.A.5.e).
7.  If a watercourse is altered: Provide description of required maintenance within the altered portion of said watercourse that will assure the flood carrying capacity is not diminished (SVMC 21.30.070.D.7.b.)
8.  If the base flood elevation on nearby properties is increased: Provide written, notarized approval from the property owners for said increase in base flood elevations.
9.  If development is proposed within a mapped floodway a "no-rise" certification and supporting documentation, completed by a registered professional engineer, must be submitted prior to issuance of a permit, or start of construction.
10.  For water-dependent utilities and other installations:
  - The applicant shall supply convincing evidence that a flood fringe and/or floodway location is necessary in view of the objectives of the proposal; and provided further, that the proposal is consistent with other provisions of this title and relevant local, state, and federal regulations.
  - In all instances of locating utilities and other installations in floodway locations, project design must incorporate flood-proofing, certified by a professional civil engineer registered as such by the State of Washington, to be capable of withstanding 100-year flood flows and velocities.
  - For any works that impound water, the applicant shall provide documentation of easements, flowage rights or ownership of the impoundment area and certification by a professional civil engineer, registered as such by the State of Washington, that the works will cause no increase in the 100-year flood elevation outside the impoundment areas and that the works and associated impoundment area will not impair the ability of natural drainage ways to drain flood waters adequately during a flooding event.

## PART 5 – DETERMINATION AND CONDITIONS OF APPROVAL

(CITY to complete)

The Floodplain Development Application, Permit Number \_\_\_\_\_, for property located at \_\_\_\_\_ has been reviewed and approved subject to the following conditions. In addition to those marked below, please see attached conditions of approval if applicable.

- This permit is for improvements for less than 50% of the market value. Therefore, this permit does not require the applicant to comply with the floodplain regulations per FEMA regulations and the City of Spokane Valley interpretation.
- Minor interior remodel only: Value of construction: \_\_\_\_\_ Value of structure is \_\_\_\_\_.
- Highest natural grade adjacent the structure prior to grading is \_\_\_\_\_ feet (NAVD 88).
- Required Elevation of the "top of the next higher floor" shall be \_\_\_\_\_ feet (NAVD 88).
- Required elevation of flood resistant materials, utilities, etc. or flood-proofing construction for non-residential structures (the flood protected elevation) shall be \_\_\_\_\_ feet (NAVD 88).
- The City requires elevating the structure a minimum of one (1) foot above the BFE and using flood resistant materials.
- A "Building Under Construction" elevation verification (top of next higher floor) shall be completed and submitted to the City for review and approval ***prior to any vertical construction***. This certificate shall be completed by a Washington State Licensed Professional Surveyor.
- A "Finished Construction" elevation certificate shall be completed by a Washington State Licensed Professional Surveyor to the City for review and approval ***prior to human occupancy or final inspection of on-site building(s), whichever comes first***.
- A "Floodproofing" certificate, certified by a Washington State registered professional engineer or architect shall be submitted to the City at the time of completion, ***prior to a final inspection or human occupancy, whichever one comes first***.
- A "Letter of Map Revision" issued by FEMA shall be required and shall be submitted to the City within six (6) months of completion of the project, as a condition of proposed alteration of a watercourse.
- Other applicable provisions are required. See attached.

CITY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

## PART 6 – CERTIFICATION SIGN-OFFS

### BUILDING UNDER CONSTRUCTION CERTIFICATION

The “Building Under Construction” elevation certificate has been reviewed and approved:

- Structure elevated BFE + 1 foot
- Structure built with floodproofed materials to the flood-protected elevation or more.
- Structure built with flood resistant materials to the flood protected elevation or more.
- Other conditions:

Floodplain Administrator Signature:

Date:

### FINISHED CONSTRUCTION CERTIFICATION

The “Finished Construction” elevation certificate was received on \_\_\_\_\_, 20\_\_\_\_.

It was reviewed and  returned for more information on \_\_\_\_\_, 20\_\_\_\_;

Floodplain Administrator Signature:

Date:

### FLOODPROOFING CERTIFICATION

All floodplain regulations and conditions of approval have been satisfied and inspected by the Building Division. Utilities, ductwork, machinery, and equipment, such as furnaces, water heaters, heat pumps, air conditioners, and elevators and their associated equipment, are properly elevated to or above the “flood protected” elevation, or the components located below the “flood protected” elevation will be protected such that floodwater is prevented from entering or accumulating within the system components (watertight) to the flood protected elevation, at a minimum.

Inspector Signature:

Date:

### LETTER OF MAP REVISION CERTIFICATION

As a condition of alteration of a watercourse, a “Letter of Map Revision” issued by FEMA has been received by the City.

Floodplain Administrator Signature:

Date:

**DISCLAIMER:** By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state, or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.