

Floodplain Permitting Process w/Application

Is the property located in the Floodplain?

If **yes**, proceed to the **Floodplain Permitting Process**.

If **no**, then no further action is required**

*** Note: Bell County at minimum will record and document requestors contact information along with property information being inquired.*

Floodplain Permitting Process Outline

- 1. Requestor submits Floodplain Development Permit Application.**
 - a. Print and submit FP Development Permit to Bell County Office.

- 2. Bell County Reviews Application**
 - a. Locate the development site on the community's floodplain map.
 - b. Ensure project is considered a development
 - c. Owner/Developer submitted Application
 - d. Check for additional building or a substantial improvement of an existing building
 - e. Determine Base Flood Elevation

- 3. Bell County Prepares Package for Inquiry***(includes)*
 - a. Permit Application
 - b. Floodplain Map
 - c. Letter from Engineer (FPA Determines BFE & Slab)
 - d. Additional and Misc Items (as needed)
 - e. "No-Rise" Certificate if Applicable

- 4. Requestor obtains "Certificate of Elevation" (Surveyor, Engineer or Architect) and submits copy to Bell County Engineer's Office**

- 5. Bell County Reviews Floodplain Package**

- 6. Bell County Approves/Disapproves permit**

Q & A

Q: What information should a development permit contain?

- A:
1. Applicant's name, address and telephone number
 2. The location of the proposed development
 3. A site map
 4. Description of proposed activity
 5. Elevation of ground site prior to development
 6. Elevation to which lowest floor of the structure must be built
 7. Elevation to which structure will be flood-proofed (non-residential only)
 8. Base flood elevation data for subdivisions
 9. Description of water course alterations
 10. A space for approving or denying the permit
 11. A space for signature and date

Q: When is a development permit required?

A: All development within the regulatory floodplain requires a permit.

Development includes:

- New construction or a substantially improved structure
- Placing a manufactured (mobile) home
- Mining, dredging, filling, grading or excavating
- Roads, bridges and culverts
- Altering or relocating stream channels
- Travel trailers placed on site for more than 180 days
- Storage of materials including gas or liquid storage tanks

BELL COUNTY
FLOODPLAIN DEVELOPMENT PERMIT

STATE OF TEXAS

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COUNTY OF BELL

PERMIT NO. _____

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A PERMIT TO DEVELOP IN A DESIGNATED FLOOD PLAIN AREA. THE WORK TO BE PERFORMED IS DESCRIBED BELOW AND IN ATTACHMENTS HERETO. THE UNDERSIGNED AGREES THAT ALL SUCH WORK SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BELL COUNTY FLOOD DAMAGE PREVENTION COURT ORDER AND WITH ALL OTHER APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS. THIS APPLICATION DOES NOT CREATE LIABILITY ON THE PART OF THE COUNTY OR ANY OFFICER OR EMPLOYEE THEREOF FOR ANY FLOOD DAMAGE THAT RESULTS FROM RELIANCE ON THIS APPLICATION OR ANY ADMINISTRATIVE DECISION MADE LAWFULLY THEREUNDER.

Owner: _____
Address: _____
Telephone: _____

Builder: _____
Address: _____
Telephone: _____

Address of Proposed Development: _____

A. Description of Work (Complete for all Work)

1. Proposed Development Description:

- New Building Improvement to Existing Building
 Manufactured Home Filling
 Other _____

2. Size and location of proposed development (attach site plan):

3. Is the proposed development in a Special Flood Hazard Area (Zones A, AE, A1-A30, AH, or AO)?
Yes No

4. Per the floodplain map, what is the zone and panel number of the area of the proposed development?
Zone _____ Panel Number _____

5. Are other Federal, State or local permits obtained?
Yes No Type: _____

6. Is the proposed development in an identified floodway?
Yes No

7. If yes to #6, is a "No Rise Certification" with supporting data attached?
Yes No

B. Complete for Alterations, Additions, or Improvements to Existing Structures:

1. What is the estimated market value of the existing structure? \$ _____

2. What is the cost of the proposed construction? \$ _____

3. If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.

C. Complete for Subdivision and Planned Unit Developments:

- 1. Will the subdivision or other development contain 50 lots or 5 acres? Yes No
- 2. If yes, does the plat or proposal clearly identify base flood elevations? Yes No
- 3. Are the 100 Year Floodplain and Floodway delineated on the site plan? Yes No

Applicant's Signature: _____ Date _____

ADMINISTRATIVE

D. Complete for New Structures and Building Sites:

- 1. Base Flood Elevation at the site: _____ feet NGVD
- 2. Required lowest floor elevation (including basement): _____ feet NGVD
- 3. Elevation to which all attendant utilities, including all heating and electrical equipment will be protected from flood damage: _____ feet NGVD

E. Complete for Non-Residential Flood proofed Construction:

- 1. Type of flood proofing method: _____
- 2. The required flood proofing elevation is: _____ feet NGVD
- 3. Flood proofing certification by a registered engineer is attached: Yes No

TO MAINTAIN COMPLIANCE WITH THE BELL COUNTY FLOOD DAMAGE PREVENTION COURT ORDER AND TO ELIMINATE OR MINIMIZE FLOOD DAMAGE POTENTIAL TO THE PROPOSED DEVELOPMENT, YOU ARE HEREBY DIRECTED TO CONSTRUCT YOUR PROPOSED DEVELOPMENT IN ACCORDANCE WITH THE FOLLOWING SPECIAL PROVISIONS:

- For residential structures, the lowest floor (including basement) must be elevated ____ feet mean sea level.
- For non-residential structures, the lowest floor (including basement) must be elevated or flood proofed to ____ feet mean seal level.
- Permittee must submit a certification from a registered professional engineer, architect, or land surveyor that the finished floor level of the residential structure has been constructed at the specified elevation.
- For non-residential flood proofing, a registered professional engineer or architect must certify that the flood proofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood.
- The foundation of the structure must as a minimum comply with the specifications attached.
- The materials used in the structure must be from the list attached.
- The water supply inlet and sanitary sewage outlet must have an automatic back water or back flow device installed.
- Provide a certified copy of all final plans or as-built drawings to the County Administrator.
- "No-Rise Certification" Required by Article-5 Section E. "Floodways" in accordance with Flood Damage Prevention Court Order.
- Other provisions (see attached list)

F. Final Approval and Signatures

- 1. Permit approved Permit denied (Statement attached)
- 2. Elevation Certificate attached: Yes No
- 3. As-Built lowest floor elevation: _____ feet NGVD
- 4. Work inspected by: _____

5. Local Administrator Signature: _____ Date _____