BAKER CITY-COUNTY PLANNING DEPARTMENT

1995 Third Street | Suite 131 | Baker City, OR | 97814
Phone: (541) 523-8219 | Fax: (541) 523-8340

APPLICATION FOR A FLOODPLAIN DEVELOPMENT PERMIT

App. No. FDP-_____-_____ City Planning: 101-131-3-40-4104
Received by: _____ Date Received: _____
Fee Collected: $_____ Date Paid: _____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY PLANNING**

All development proposed within an established Special Flood Hazard Area shall obtain a Floodplain Development Permit prior to the commencement of construction. This helps to reduce flood losses and ensure compliance with federal floodplain regulations. Specific regulations are provided in Baker City Municipal Code and National Flood Insurance Program (NFIP) requirements.

PROPOSED USE: _____

_____

APPLICANT(S)			**PROPERTY OWNER(S)** ☐ check if same as 'Applicant' info		
Last Name	**First**	**MI**	**Last Name**	**First**	**MI**
Mailing Address			**Mailing Address**		
Physical Address			**Physical Address**		
City	**State**	**Zip**	**City**	**State**	**Zip**
Telephone			**Telephone**		
Email			**Email**		

PROPERTY INFORMATION

Township _____ Range _____ Section _____ Tax Lot _____ Ref. _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. _____

Address of Property: _____ Land Use Zone: _____

Name of Watercourse: _____ Flood Zone: _____

Panel Number: _____ Floodway: ☐ YES ☐ NO

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on this application form and in the applicable Code Section prior to submitting an application.

Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

DESCRIPTION OF WORK (COMPLETE FOR ALL WORK, CHECK ALL APPLICABLE BOXES):

1. Type of Structure:

- ☐ Residential
- ☐ Non-Residential
- ☐ Combined Use
- ☐ Manufactured Home
- ☐ Garage
  - ☐ Attached
  - ☐ Detached
- ☐ Accessory Structure
- ☐ Other: _____

Type of Activity

- ☐ New Structure
- ☐ Addition*
- ☐ Alteration to Existing Structure*
- ☐ Relocation of Existing Structure**
- ☐ Demolition of Existing Structure
- ☐ Replacement of Existing Structure
- ☐ Subdivision

Other Activities:

- ☐ Excavation
- ☐ Fill/Grading
- ☐ Habitat Restoration/Improvements
- ☐ Dredging
- ☐ Watercourse Alt.
- ☐ Mining
- ☐ Street/Bridge Construction
- ☐ Draining Improvements
- ☐ Utilities
- ☐ Other: _____

* *An alternation includes the repair or improvement of a structure. If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated a substantially improved structure.*

** *A relocated structure must be treated as new construction.*

NEW RESIDENTIAL STRUCTURES

1. Please select one: ☐ BFE provided by FEMA FIRM/FIS ☐ BFE determined by surveyor ☐ No BFE determined

2. Options for development:

a. **ELEVATING**: Lowest habitable floor (including basement) must be elevated:

☐ ≥1 foot above the Base Flood Elevation OR
☐ 3 feet above Highest Adjacent Grade

b. **FLOOD-VENTING**: Fully-enclosed areas below the lowest floor used *solely for parking vehicles*, *building access or storage in an area other than a basement* SHALL be equipped with flood vents. Designs for meeting this requirement must either be:

☐ Certified by a registered professional engineer or architect

Total square feet of structure: _____
Total number of flood vents: _____
Proposed venting (in^2): _____

OR

☐ Include a minimum of 2 openings having a total net area of ≥1 in^2 for every ≥1 ft^2 enclosed area

Total square feet of structure: _____
Total number of flood vents: _____
Proposed venting (in^2): _____

All development applications must also include:

☐ Location of all flood vents on structure on building plans or elevation drawings
☐ Evidence that the bottom of all flood vent openings are located ≤1 foot above grade
☐ Evidence that chosen flood vents will permit the automatic entry and exit of floodwaters (may be equipped with screens, louvers, or other coverings or devices only if operable without human intervention)

3. Requirements for development:

   a. **UTILITIES**: ☐ Evidence that all utilities and other service facilities have been designed and/or elevated so as to prevent water from entering or accumulating within the components during flood conditions (include plans).

      Details for design/elevation of utilities: _____

      _____

   b. **MATERIALS**: ☐ Evidence that flood-resistant materials will be used in all new construction and substantial improvements.

      Materials to be used: _____

      _____

   c. **ANCHORING:** ☐ Details for anchoring structures

      Type of anchoring used and location of anchoring: _____

      _____

NEW NON-RESIDENTIAL STRUCTURES

1. Please select one: ☐ BFE provided by FEMA FIRM/FIS ☐ BFE determined by surveyor ☐ No BFE determined

2. Options for development:

   a. **ELEVATING**: Lowest floor (including basement) must be elevated:

      ☐ ≥1 foot above the Base Flood Elevation OR
      ☐ 3 feet above Highest Adjacent Grade

   b. **FLOOD-VENTING**: Fully-enclosed areas below the lowest floor used *solely for parking vehicles, building access or storage in an area other than a basement* shall be equipped with flood vents. Designs for meeting this requirement must either be:

      ☐ Certified by a registered professional engineer or architect

      Total square feet of structure: _____
      Total number of flood vents: _____
      Proposed venting (in^2): _____

      OR

      ☐ Include a minimum of 2 openings having a total net area of ≥1 in^2 for every ≥1 ft^2 enclosed area

      Total square feet of structure: _____
      Total number of flood vents: _____
      Proposed venting (in^2): _____

All development applications must also include:

☐ Location of all flood vents on structure on building plans or elevation drawings
☐ Evidence that the bottom of all openings are located ≤1 foot above grade
☐ Evidence that chosen flood vents will permit the automatic entry and exit of floodwaters (may be equipped with screens, louvers, or other coverings or devices only if operable without human intervention)

a. **FLOOD-PROOFING**: That portion of the structure below BFE shall be substantially impermeable to the passage of water. The following components are required:

☐ Certification from a registered professional engineer
- Type of flood-proofing method
- Required flood-proofing elevation
- Structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy
- Design and methods of construction are in accordance with accepted standards of practice

☐ Flood Emergency Operation Plan
☐ Inspection & Maintenance Plan

3. Requirements for development:

a. **UTILITIES**: ☐ Evidence that all utilities and other service facilities have been designed and/or elevated so as to prevent water from entering or accumulating within the components during flood conditions (include plans).

Details for design/elevation of utilities: _____

_____

b. **MATERIALS**: ☐ Evidence that flood-resistant materials will be used in all new construction and substantial improvements.

Materials to be used: _____

c. **ANCHORING:** ☐ Details for anchoring structures

Type of anchoring used and location of anchoring: _____

_____

MANUFACTURED HOMES:

1. Please select one: ☐ BFE provided by FEMA FIRM/FIS ☐ BFE determined by surveyor ☐ No BFE determined

2. Requirements for development:

a. **ELEVATING**: Bottom of longitudinal chassis frame beam must be elevated:

☐ ≥1 foot above the Base Flood Elevation OR
☐ 3 feet above Highest Adjacent Grade

If the manufactured dwelling is supported on solid foundation walls, the foundation walls shall be designed to automatically equalize hydrostatic forces by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be:

☐ Certified by a registered professional engineer or architect

OR

☐ Include a minimum of 2 openings having a total net area of ≥1 in^2 for every ≥1 ft^2 enclosed area

Total square feete of structure: _____
Total number of flood vents: _____
Proposed venting (in^2): _____

Total square feet of structure: _____
Total number of flood vents: _____
Proposed venting (in^2): _____

All development applications must also include:

- ☐ Location of all flood vents on structure on building plans or elevation drawings
- ☐ Evidence that the bottom of all openings are located ≤1 foot above grade
- ☐ Evidence that chosen flood vents will permit the automatic entry and exit of floodwaters (may be equipped with screens, louvers, or other coverings or devices only if operable without human intervention)

b. **ANCHORING**: ☐ Evidence that the manufactured dwelling will be securely anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to use of over-the-top frame ties to ground anchors *(Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).*

Type of anchoring used and location of anchoring: _____

_____

c. **UTILITIES**: ☐ Evidence of the following (include plans):

- Electrical crossover connections shall be a minimum of 12 inches above the BFE
- All utilities and other service facilities shall be designed and/or elevated so as to prevent water from entering or accumulating within the components during flood conditions
- Crossover ducts may be installed below BFE but must be constructed to prevent floodwaters from entering or accumulating within system components

Details for design/elevation of utilities: _____

_____

d. **MATERIALS**: ☐ Evidence that flood-resistant materials will be used in all new construction and substantial improvements.

Materials to be used: _____

_____

ALTERATIONS, ADDITIONS, OR IMPROVEMENTS TO EXISTING STRUCTURES:

1. What is the market value of the existing structure prior to damage or improvement, based on current data from the Baker County Assessor? **$_____**

2. Using the equation below, what is 50% of the estimated market value of the existing structure prior to damage or improvement?

   Market Value x (.50) = Substantial Improvement Threshold $ _____

3. Please complete the table below:

ITEMIZATION OF CONSTRUCTION COSTS TO COMPLETE PROJECT				
	Work Description	**Cost of Materials**	**Cost of Labor**	**Comments**
1	Foundation/ Footings/ Pilings			

2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/ Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished Carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/ Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-in Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	Subtotal			
	GROSS TOTAL			

* *Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management, as well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

COSTS TO BE INCLUDED

☐ Material and labor for all structural elements, including:
- Spread or continuous foundation footings and pilings
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams and trusses
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (brick, stucco, siding) including painting and moldings
- Windows and doors
- Re-shingling or re-tiling a roof
- Hardware

☐ All interior finishing elements, including:
- Tiling, linoleum, stone, or carpet over subflooring
- Bathroom tiling and fixtures
- Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
- Kitchen, utility and bathroom cabinets
- Built-in bookcases, cabinets, and furniture
- Hardware

☐ All utility and service equipment, including:
- HVAC equipment
- Plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central vacuum systems

- Water filtration, conditioning, or recirculation systems

☐ Cost to demolish storm-damaged building components
☐ Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
☐ Overhead and profits

ITEMS TO BE EXCLUDED:

- Plans and specifications
- Survey costs
- Permit fees
- Post-storm debris removal and clean up
- Outside improvements, including:
  - Landscaping
  - Sidewalks
  - Fences
  - Swimming pools
  - Screened pool enclosures
  - Detached structures (including garages, sheds, and gazebos)
  - Landscape irrigation systems

4. Is the value listed in #3 of this section, equal to or greater than the value listed in #2?

☐ **Yes **** If "Yes", the proposed development activity qualifies as a substantial improvement
☐ **No**

*** If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the entire structure must be treated as a substantially improved structure and the substantial improvement provisions shall apply. See FEMA publication P-758, Substantial Improvement/Substantial Damage Desk Reference for more information regarding substantial improvement.*

Source: FEMA Publication P-758, Substantial Improvement/Substantial Damage Desk Reference

SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS:

Will the subdivision or other development contain 50 lots or 5 acres? ☐ Yes ☐ No

☐ If yes, plat or proposal must clearly identify BFE at building sites
☐ 100-year floodplain and floodway must be delineated on the site plan

WORK IN FLOODWAY & ALTERED OR RELOCATED WATERCOURSE:

1. Bank Restoration ONLY:

☐ Certification by a registered professional engineer that the flood carrying capacity of the watercourse will not be diminished

2. Alteration of Watercourses:

☐ A FEMA-approved CLOMR is required if the project will cause a *watercourse alteration*, *modify Base Flood Elevation*, or *change the boundaries of the floodway or special flood hazard area*.

- The applicant is responsible for obtaining all necessary permits from Federal, State, or local agencies
- Staff will notify adjacent communities and DLCD prior to any alteration or relocation of a watercourse
- Maintenance of altered or relocated portion of said watercourse is required

3. Development in Floodway:

☐ No Rise Certification from registered surveyor *(supporting technical data must be attached)*

The undersigned hereby makes application for a permit to develop in a designated floodplain 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 Baker City Floodplain Ordinance and with all other applicable local, State, and Federal regulations. This application does not create liability on the part of the City or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

APPLICANT'S SIGNATURE AND CONSENT AGREEMENT

Please read carefully and initial each applicable line.

_____ I understand that this approval will not modify the maintenance of, or snow removal on, any City access road(s) to this parcel.

_____ I hereby certify that all work to be performed shall be in accordance with all governing laws and rules.

_____ I understand that the approval herein, if granted, represents only land use approval of my building permit and that a copy of this land use approval must be attached to the building permit form issued by the Building Department.

_____ I understand and agree that my land use approval may be revoked if I do not comply with the approved Site Plan and Conditions of Approval that may be contained herein.

_____ Planning approval is valid for a period of 1 / 2 / 4 year(s) from the date of approval. I understand that any work must be completed within this time period. I understand that I may apply for an *Extension of Time* if I am unable to complete the Conditions of Approval within the allotted time frame. I understand that an *Extension of Time* application must be submitted prior to the expiration of the final approval.

_____ I am the property owner and I am doing my own work.

_____ I am an authorized agent of the property owner.

Applicant Signature: _____ Date: _____

Property Owner(s) Signature: _____ Date: _____

_____ Date: _____

***** NOTE:** All property owners must sign. Authorized signatures must provide legal documentation at the time of submittal. ******