



BAKER CITY PLANNING DEPARTMENT

P.O. Box 650, Baker City, OR 97814-0650

541-524-2054

www.bakercity.com

APPLICATION FOR A FLOODPLAIN DEVELOPMENT PERMIT

App. No. _____
City Planning: 101-100-4100701
Received by: _____
Date Received: _____

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) <input type="checkbox"/> 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 OR
- Include a minimum of 2 openings having a total net area of ≥1 in² for every ≥1 ft² enclosed area

Total square feet of structure: _____
Total number of flood vents: _____
Proposed venting (in²): _____

Total square feet of structure: _____
Total number of flood vents: _____
Proposed venting (in²): _____

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 OR Include a minimum of 2 openings having a total net area of ≥ 1 in² for every ≥ 1 ft² enclosed area

Total square feet of structure: _____

Total square feet of structure: _____

Total number of flood vents: _____

Total number of flood vents: _____

Proposed venting (in²): _____

Proposed venting (in²): _____

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
 - o Type of flood-proofing method
 - o Required flood-proofing elevation
 - o Structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy
 - o 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 in² for every ≥1 ft² enclosed area

Total square feet of structure: _____
 Total number of flood vents: _____
 Proposed venting (in²): _____

Total square feet of structure: _____
 Total number of flood vents: _____
 Proposed venting (in²): _____

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):

- o Electrical crossover connections shall be a minimum of 12 inches above the BFE
- o 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
- o 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			

- 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. ***