



CITY OF VERNONIA
1001 Bridge Street
Vernonia OR 97064
503-429-5291 x106
Fax 503-429-4232

Flood Plain Development Permit

Terms and Conditions

1. **Permit Required:** As mandated by the Federal Emergency Management Agency (FEMA), Code of Federal Regulations, National Flood Insurance Program (NFIP) 44 CFR Part 60.3(a)(1) flood plain management criteria for flood-prone areas, no work of any kind may begin in the Flood Plain Management Area as established by Vernonia's Municipal Code, Title 9-05, until a Flood Plain Development Permit is issued. The permit shall be for all structures and for all development, including fill and other activities, as set forth in Vernonia's Title 9-05. Examples of such activities include but are not limited to new construction, reconstruction, rebuilding, placement of manufactured homes, placement of small outbuildings, fences, clearing/planting of trees and other vegetation, placement of driveway culverts or bridges, long term storage of equipment and materials or any man-made change to improved or unimproved real estate such as dredging, drilling, excavation, filling, grading, logging, mining, or paving. The floodplain development permit requirement is intended to allow the City of Vernonia to monitor activities located in the Flood Plain Management Area to insure that:

- A. Base flood elevations do not significantly change as a result of such activities.
- B. Buildings in floodways and flood plains are constructed and maintained properly
- C. Substantially damaged/improved buildings are brought into compliance with current flood plain ordinances and state building code.

Note: Application for a Flood Plain Development Permit is a SEPARATE Process from the Building Permits application process.

2. **Application for Permit:** Application for a Flood Plain Development Permit shall be made on forms furnished by the City of Vernonia. If a change of ownership of the affected property occurs following the issuance of a permit and prior to issuance of a Certificate of Compliance, the new owner(s) shall submit an application within 15 days of the date of ownership change. No deviation from the original application is allowed except the change of ownership. If a new application is not submitted within the 15 days then all work must stop. By signing and submitting this application the Applicant certifies that all statements contained in the application, and in any additional attachments submitted by the Applicant, are true and accurate. All applications shall include the following information:
 - A. Plans in duplicate drawn to scale showing:
 - (1). The nature, location, dimensions and elevations of the area in question, including:
 - (2). Existing and proposed structures
 - (3). Fill and excavation details
 - (4). Location of storage of household hazardous materials
 - (5). Drainage facilities and their location.
 - (6). Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development.*

B. If elevation criteria using NAVD 88 datum is not available for this property at city hall then, as applicable, also include:

- (1). Elevation in relation to mean sea level, of the lowest floor of all structures (including basements or crawl spaces).
- (2). Elevation of top of next higher floor (typically living space)
- (3). Elevation of garage slab.
- (4). For non-residential applications, elevation in relation to mean sea level, to which any structure has been flood proofed.
- (5). Certification by a registered professional engineer that the flood proofing methods for any structure meet the flood proofing criteria established in Vernonia's Title 9-05.
- (6). A No-Rise Certificate if the proposed development is in a regulated floodway.

C. Any additional information required by the City of Vernonia (COV).

3. **Review:** Upon receipt of a complete development permit application, the COV, under supervision of the Planning Commission, shall review the application and grant or deny the requested development permit, in accordance with the provisions of Vernonia's Title 9-05 and all pertinent rules and regulations promulgated by FEMA through the Oregon Department of Land Conservation and Development..
4. **Notice To Applicant, Issuance Of Permit:** After a decision has been rendered, the COV shall return one copy of the application and decision, together with those items required by subsection A of this section, to the applicant, after having marked such copy either as approved or disapproved and attested to the same by signing such copy. One copy of the complete application and decision, similarly marked, shall be retained by the COV. The COV shall issue a placard to be posted in a conspicuous place on the affected property, and the placard shall remain posted until a Certificate of Compliance is issued, attesting to the fact that the use or alteration is in conformance with the provisions of Vernonia's Title 9-05.
5. **Certificate of Compliance:** The development may not be used or occupied until a Certificate of Compliance is issued. By signing and submitting this application the Applicant gives consent to the COV or a designee to make reasonable inspections prior to the issuance of a Certificate of Compliance. Prior to issuance of a Certificate of Compliance the Applicant shall provide evidence of notification of the adjacent communities, the Department of Land Conservation and Development, and the Federal Insurance Administration of any alteration or relocation of watercourses described in the application.
6. **Expiration and Revocation of Flood Plain Development Permit:** In addition to the expiration and revocation criteria established in Vernonia's Title 9-05, a Flood Plain Development Permit shall be subject to expiration and/or revocation by the COV if:
 - A. Upon change of ownership, the new owner does not submit an application within 15 days of the change of ownership, or
 - B. If the application submitted by the new owner deviates from the original application in any way other than change of ownership
7. **Document retention:** In accordance with NFIP regulations, State Structural Specialty Code and City of Vernonia ordinance 851, documentation related to this application must be retained. Specifically, all records including but not limited to Flood Plain Development Permits, elevation certificates, engineering certificates, certificates of compliance and plot maps must be permanently retained by the City of Vernonia for public inspection at City Hall located at 1001 Bridge Street, Vernonia Oregon, 97064

* **Watercourse** - A natural or artificial channel in which a flow of water occurs either continually or intermittently in identified floodplains.

City of Vernonia		OFFICE USE ONLY	
Flood Plain Development Permit Application		Date Received: _____	Received by: _____
Permit Number: _____			
Property information (For office use only)			
Address:		Lot:	
Block:		Subdivision:	
Location on <input type="checkbox"/> DFHS or <input type="checkbox"/> FIRM map panel #:		Flood Plain Management Area: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Floodway	
Section I: Applicant and project information (to be completed by applicant)			
Applicant information (property owner on current deed of record.)			
Last name:		First name:	
Street address:		Mailing address:	
Phone:		Cell phone:	
Project information – If flood zone is determined to be N/A then no Flood Plain Development Permit is required			
Project description			
A. Structural development (check all that apply)			
<u>Type of structure</u>		<u>Type of structural activity</u>	
<input type="checkbox"/> Residential (1 to 4 families)		<input type="checkbox"/> New structure	
<input type="checkbox"/> Residential (more than 4 families)		<input type="checkbox"/> Demolition of existing structure	
<input type="checkbox"/> Combined use (Residential and Non-residential)		<input type="checkbox"/> Replacement of existing structure	
<input type="checkbox"/> Non-residential		<input type="checkbox"/> Relocation of existing structure ¹	
<input type="checkbox"/> Elevated		<input type="checkbox"/> Addition to existing structure ¹	
<input type="checkbox"/> Flood proofed		<input type="checkbox"/> Alteration to existing structure ¹	
<input type="checkbox"/> Manufactured Home		<input type="checkbox"/> Elevation	
<input type="checkbox"/> Located on individual lot		<input type="checkbox"/> Stairs	
<input type="checkbox"/> Located in manufactured home park		<input type="checkbox"/> Decks	
B. Other development activities (Check all that apply)			
<input type="checkbox"/> Addition or expansion of impervious surface		<input type="checkbox"/> Grading	
<input type="checkbox"/> Clearing of trees, vegetation or debris		<input type="checkbox"/> Mining	
<input type="checkbox"/> Connection to public utilities or services		<input type="checkbox"/> Paving	
<input type="checkbox"/> Drainage improvement (including culvert work)		<input type="checkbox"/> Placement of fill material	
<input type="checkbox"/> Dredging		<input type="checkbox"/> Roadway or bridge construction	
<input type="checkbox"/> Drilling		<input type="checkbox"/> Watercourse alteration	
<input type="checkbox"/> Excavation (not related to a structured development listed in Part A)			
<input type="checkbox"/> Other development not listed (specify)			
Signature			
<i>By signing below I agree to the terms and conditions of this permit and certify that to the best of my knowledge the information contained in this application is true and accurate.</i>			
_____		_____	
(PRINTED name)		(SIGNED name)	
		(Date)	
¹ 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 as a substantially improved structure. A relocated structure must be treated as new construction.			

Section II: (To be completed by flood plain administrator)

If the proposed development is located within zone A, or shaded zone X, apply the criteria of Title 9-05 to minimize flood damages to the proposed development and to the adjacent properties as well.

1. Base flood elevation at the site in relation to mean seal level (MSL):
2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is: NAVD 88 NAVD 29
3. Source of the base flood elevation (BFE) or Design Flood Elevation (DFE):
 - Elevation Certificate Specifying the Flood of Record
 - FIRM
 - Flood Insurance Study Profile: Profile #: _____
 - Other sources of the BFE/DFE (specify):
4. If applicable, the proposed elevations of the following (including utilities) in relation to MSL:
 - Elevation of the lowest floor of all structures (including basements or crawl spaces) _____
 - Elevation of top of next higher floor (typically living space) _____
 - Elevation of garage slab _____(For non-residential structures, flood proofing may be used for protection. See Vernonia's Title 9-05 for details.)

The following documents may be required (check all that are applicable):

- Plans in duplicate drawn to scale showing:
 - The nature, location, dimensions and elevations of the area in question, including:
 - Existing and proposed structures
 - Fill and excavation details
 - Location of storage of household hazardous materials
 - Drainage facilities and their location.
 - Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- For non-residential applications, elevation in relation to mean sea level, to which any structure has been flood proofed.
- Certification by a registered professional engineer that the flood proofing methods for any structure meet the flood proofing criteria established in Vernonia's Title 9-05.
- No-Rise Certificate for proposed development in a regulated floodway.
- Any additional information required by the COV (specify):

Approved Denied Final inspection compliant

App reviewed by: _____
Date: _____

Final compliance reviewed by: _____
Date: _____