



## Austell Public Works

Stormwater Management Division

5000 Austell-Powder Springs Road • Suite 133 • Austell, Georgia 30106

Office: (770) 944-4325 • Fax: (678) 264-1522

### FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the local Floodplain Administrator.

The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers. In order for citizens to be eligible for the national flood insurance rates, the City of Austell is a member of the National Flood Insurance Program and meets and/or exceeds minimum floodplain standards, where applicable. This application packet is a tool to ensure that the minimum standards are met.

Flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a federal National Flood Insurance Policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency, you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the City of Austell Floodplain Management and Prevention Ordinance, and there are penalties for failing to do so.

Floodplain Development Permits are **ONLY** required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at our office, or online at the Federal Emergency Management Agency's website ([www.FEMA.gov](http://www.FEMA.gov)).

If you are proposing a development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc.) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to Austell Public Works. Depending upon the type of development you are proposing, additional forms *may* be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided in Section III of this application packet, **but should only be completed if they are required by Austell Public Works for the proposed development.**

Typically, the Applicant completes Section I of this packet and submits the information to Austell Public Works. The Floodplain Management staff reviews the submission and determines whether or not additional information is needed. If it is, the reviewer will request the additional information from the Applicant. Once all required materials have been submitted, the reviewer will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the local Floodplain Management and Prevention Ordinance.)

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development. It is a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system or grade a parcel of land. Before the house can actually be occupied, or the developed land used, a Certificate of Compliance must be issued by Austell Public Works. An inspection will be conducted after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the Floodplain Management and Prevention Ordinance. Once the Certificate of Compliance has been issued, the process has been completed.

## INSTRUCTIONS FOR COMPLETION

### SECTION I

#### General Information

Self-explanatory. Note the last two items under this heading.

#### Owner Information

List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

#### Applicant Information

If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

#### Project Information

Check the appropriate box(es) beside the type of development that is being proposed. Note that some types of activity require the estimated cost of the proposed project to be disclosed so the Floodplain Administrator can determine whether or not the improvement is a "substantial improvement."

#### Signature

Print your name, sign your name, and date the application.

### SECTION II

#### Floodplain Information

The Floodplain Administrator will determine - for the sole purpose of administering the Floodplain Management and Prevention Ordinance - the position of the proposed development relative to floodplains and floodways within the City of Austell. This determination is not binding at any lending institution or with any insurance agency, but is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development, and contains a checklist of additional documents required for the Floodplain Administrator to make an informed permitting decision.

If any of the additional documentation is required, the Floodplain Administrator will notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

### SECTION III

#### Forms

Templates for forms that may be required are provided in this Section.

### SECTION IV

#### Permit Determination

The Floodplain Administrator will indicate whether or not the proposed development is conformant with the requirements of the Floodplain Management and Prevention Ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the Floodplain Administrator will provide an explanation of the deficiencies to the Applicant.

### SECTION V

#### Certificate of Compliance

The Floodplain Administrator will indicate the "as-built" lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.



## AUSTELL PUBLIC WORKS

Stormwater Management Division  
5000 Austell-Powder Springs Road • Suite 133 • Austell, Georgia  
30106 Office: (770) 944-4325 • Fax: (770) 944-4335

### OFFICE USE ONLY

Date Received: \_\_\_\_\_  
File Number: FDP- \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

### SECTION I: Applicant and Project Information

#### GENERAL INFORMATION

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.
8. By signing and submitting this application, the Applicant certifies that all statements contained in Section I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

#### OWNER INFORMATION

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Signature(s) of property owner(s) listed above<sup>1</sup>

<sup>1</sup>Attached forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this Floodplain Development Permit application.

#### APPLICANT INFORMATION

Applicant: \_\_\_\_\_

Notes: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

SECTION I CONTINUED ON BACK

**PROJECT INFORMATION**

Project _____	Lot _____	Block _____
Address _____	Subdivision _____	
	Legal Description	<u>Attach to this document</u>

A. Structural development (Please check all that apply.)

Type of Structure

- Residential (1 to 4 families)
- Residential (More than 4 families)
- Non-Residential
  - Elevated
  - Floodproofed
- Combined Use (Residential and Non-Residential)
- Manufactured (mobile) Home
  - Located within a Manufactured Home Park
  - Located outside a Manufactured Home Park

Type of Structural Activity

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration of Existing Structure<sup>2</sup>
- Relocation of Existing Structure<sup>2</sup>
- Demolition of Existing Structure
- Replacement of Existing Structure

<sup>2</sup>Estimate Cost of Project \_\_\_\_\_

B. Other Development Activities

- Excavation (not related to a Structural Development listed in Part A.)
- Clearing
- Placement of Fill Material
- Grading
- Mining
- Drilling
- Dredging
- Watercourse Alteration
- Drainage Improvement (including culvert work)
- Individual Water or Sewer System
- Roadway or Bridge Construction
- Other Development Not Listed Above (specify): \_\_\_\_\_

<sup>2</sup>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.

**SIGNATURE**

*I certify that to the best of my knowledge the information contained in this application is true and accurate.*

\_\_\_\_\_ PRINTED NAME                      \_\_\_\_\_ SIGNATURE                      \_\_\_\_\_ DATE

**SECTION II: (To be completed by Floodplain Administrator)****FLOOD INFORMATION**

1. The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
2. FIRM Date: March 4, 2013
3. The proposed development is located in Zone: \_\_\_\_\_ (A, A1-30, AE, AO, AH, B, C, D, or X)
4. Is the proposed development located in either of the following zones? A, A1-30, AE, AO, AH, B, or shaded X  
 YES     NO    *If NO, no permit floodplain development is required.*

5. If the proposed development is located in Zone B or shaded Zone X, a floodplain development permit is only required if the Development is a "critical facility" as defined in the Flood Damage Prevention Ordinance.  
*Otherwise, no floodplain development permit is required in Zone B or shaded Zone X.*

6. If the proposed development is located within either Zone A1-30 or Zone AE, is it also located within a "regulatory floodway"?     YES     NO
7. If YES, a **No Rise Certificate** is necessary before proceeding.
8. If NO, continue.

**If the proposed development is located within Zones A, A1-30, AE, AO, AH, B or shaded X (critical facilities only), apply the criteria of the Floodplain Management and Prevention Ordinance to minimize flood damages to the proposed Development and to adjacent properties as well.**

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated \_\_\_\_\_ above the base flood elevation. Therefore, it is necessary that the following information be provided:

1. Site Base Flood Elevation: \_\_\_\_\_ feet above mean sea level (MSL)
2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is \_\_\_\_\_.
3. Source of the base flood elevation (BFE)     FIRM (flood map)  
 Flood Insurance Study Profile Number: \_\_\_\_\_  
 Other sources of the BFE (specify): \_\_\_\_\_
4. Proposed lowest floor elevation (including utilities): \_\_\_\_\_ feet above MSL  
(This elevation must be greater than the BFE. For non-residential structures, floodproofing may be used for protection. See ordinance for details.)

The following documents may be required.    *Check applicable.*

- Maps and plans of the development
- An **Elevation Certificate**<sup>3</sup> – required for all structures
- A **Floodproofing Certificate**<sup>3</sup> – required if floodproofing a non-residential structure
- A **No-Rise Certificate**<sup>3</sup> – if the proposed development is in a "regulatory floodway"
- An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
- A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits: \_\_\_\_\_

<sup>3</sup>Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

**SECTION III : (Forms which may be required by the Floodplain Administrator)**

**ELEVATION CERTIFICATE**

Attached. This is required for all projects, per lot.

**FLOODPROOFING CERTIFICATE**

Attached. Submit only if required to do so by the Floodplain Administrator.

**NO-RISE CERTIFICATE**

Attached. Submit if only applicable for this project.

**NATIONAL FLOOD INSURANCE PROGRAM  
ENGINEERING "NO-RISE" CERTIFICATE**

<b>SITE INFORMATION</b>			
Community:	<u>City of Austell, Georgia</u>	County:	<input type="checkbox"/> Cobb <input type="checkbox"/> Douglas
		Date:	_____
Applicant:	_____	Engineer:	_____
Address:	_____	Address:	_____
	_____		_____
Telephone:	_____	Telephone:	_____
E-Mail Address:	_____	E-Mail Address:	_____
Subdivision:	_____	Lot and Block:	_____
Project Address:	_____	Legal Description:	<u>Attach as separate document</u>

<b>PROJECT INFORMATION</b>	
Description of Development:	_____
Principal Use of Premises:	_____

<b>FLOOD INSURANCE RATE MAP (FIRM) INFORMATION</b>	
Map(s) and Panel(s) Affected:	_____
Effective Date of Map:	<u>March 4, 2013</u>
Base Flood Elevation on FIRM:	_____
Name of Flooding Source:	_____

<b>CERTIFICATION</b>		
This is to certify that I a duly qualified Professional Engineer licensed in the State of Georgia. I further certify that the attached engineering data supports the fact the proposed development would not result in any increase in flood levels within the City of Austell during the occurrence of a base flood event.		
_____ CERTIFIERS NAME	_____ LICENSE NUMBER	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"><div style="background-color: black; color: white; text-align: center; padding: 2px; font-weight: bold;">SEAL</div><div style="height: 100px; border: 1px solid black;"></div></div>
_____ COMPANY NAME		
_____ SIGNATURE	_____ DATE	
_____ TITLE		

**AUSTELL PUBLIC WORKS  
FLOOD DEVELOPMENT PERMIT**

**OFFICE USE ONLY**

Date Issued: \_\_\_\_\_

File Number: FDP- \_\_\_\_\_

**SECTION IV: (To be completed by the Floodplain Administrator)**

**PERMIT DETERMINATION**

I have determined that the proposed development

- IS
- IS NOT *(non-conformances to be described in a separate document)*

in conformance with the City of Austel Flood Management and Prevention Ordinance.

The Floodplain Development Permit

- IS
- IS NOT *(reasons for denial to be described in a separate document)*

issued, subject to any conditions attached to and made part of this permit.

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date

The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.



**CITY OF AUSTELL  
CERTIFICATE OF COMPLIANCE**

<b>OFFICE USE ONLY</b>	
Date Issued: <u>FDP-</u>	
File Number: _____	

**SECTION V: CERTIFICATE OF COMPLIANCE**

**“AS-BUILT” ELEVATION (to be completed by the applicant after construction)**

The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).

- (1) The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_).
- (2) The Actual (“As-Built”) elevation of floodproofing protection is \_\_\_\_\_ Feet above MSL (vertical datum: \_\_\_\_\_)

**COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)**

The Floodplain Administrator will complete this section, as applicable, based on inspection of the development to ensure compliance with the Floodplain Management and Prevention Ordinance.

Inspections:	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CERTIFICATE OF COMPLIANCE (to be completed by the Local Floodplain Administrator)**

Certificate of Compliance issued.

\_\_\_\_\_ Date \_\_\_\_\_  
Floodplain Administrator

*This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.*