

Permit # \_\_\_\_\_

**Floodplain Development Permit Application**

Hendricks County Planning &amp; Building

355 S. Washington Street Suite 212, Danville IN 46122

Office: 317-745-9255 / Fax: 317-745-9347

**Owner Information**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Address City State Zip code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Information**

Township: \_\_\_\_\_ Square feet of Lot: \_\_\_\_\_ Lot acreage: \_\_\_\_\_

Project Address: \_\_\_\_\_  
Address City State Zip codeCounty Parcel: \_\_\_\_\_ State Parcel: 32-  
Subdivision

Zoning District: \_\_\_\_\_ Name: \_\_\_\_\_

Date the parcel was created: \_\_\_\_\_ Subd. Sec: \_\_\_\_\_ Subd. Lot No.: \_\_\_\_\_

**Surveyor/Engineer Information**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Builder Information (if same as owner sign & check affidavit)**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Address City State Zip code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Listing #: \_\_\_\_\_ Contractor Listing Affidavit Signed if the builder is same as owner: **A. Structural Development (check all that apply)****B. Other Development Activities**

Use of Structure:	Type of Structural Activity:	Type of Structure:				
<input type="checkbox"/> Residential	<input type="checkbox"/> New Structure	<input type="checkbox"/> Principal Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Excavation (not from previous section)	<input type="checkbox"/> Watercourse alteration
<input type="checkbox"/> Multi Residential	<input type="checkbox"/> 1 Addition to Existing	<input type="checkbox"/> Accessory Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Clearing	<input type="checkbox"/> Drainage improvements
<input type="checkbox"/> Commercial	<input type="checkbox"/> 1 Remodel to Existing	<input type="checkbox"/> Elevated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Placement of fill material	<input type="checkbox"/> Individual water/sewer
<input type="checkbox"/> Industrial	<input type="checkbox"/> 1 Relocation of Existing	<input type="checkbox"/> Floodproofed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Grading	<input type="checkbox"/> Road, street or bridge construction
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufacture (mobile) Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mining	<input type="checkbox"/> Dredging
	<input type="checkbox"/> Replacement of Structure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Drilling	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other development not listed above (specify)	

<sup>1</sup> If the value of the 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 a new structure. (Section 10.4 (B))

**Estimated Construction Cost** \$ \_\_\_\_\_ **New Meter/Upgrade/Relocate:** Yes or No (Circle One)

## Source of Utilities

<i>Water:</i> Public <input type="checkbox"/>	<i>Well</i> <input type="checkbox"/>	Outlet into regulated drain? Yes or No (Circle One)  <i>If yes, please see Surveyor's Office</i>	
<i>Sewage Disposal:</i> Sewer <input type="checkbox"/>	<i>Septic</i> <input type="checkbox"/>		
<i>Electrical Power:</i> Duke <input type="checkbox"/>	<i>HPC</i> <input type="checkbox"/>		<i>IPL</i> <input type="checkbox"/>
<i>Plumber:</i> _____			

## Flood information

- 1.) The proposed development is located on FIRM map panel: \_\_\_\_\_ (number and suffix)
- 2.) The date of the FIRM: \_\_\_\_\_
- 3.) The proposed development is located in zone: \_\_\_\_\_ (A, AE, shaded X or unshaded X)  
**If located in shaded/unshaded X, then no Floodplain Development Permit is required.**
- 4.) Is the proposed development located within a regulatory floodway of Zone AE?  Yes  No
- 5.) If **YES**, refer to the IDNR for Construction in a Floodway. If **NO**, continue.

Note: If the proposed development is located within Zone A, AE or shaded X (critical facilities only), apply the criteria of the Floodplain Management 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:**

- 6.) Base flood elevation at the site: \_\_\_\_\_ Feet above mean sea level (MSL)
  - 7.) Vertical datum used in the Flood Insurance Study, on flood maps, and in survey is \_\_\_\_\_
  - 8.) Source of the base flood elevation (BFE)  FIRM (flood map)  
 Flood Insurance Study Profile #: \_\_\_\_\_  Other Source (specify): \_\_\_\_\_
- This elevation **MUST** be greater than the BFE. (see ordinance for requirements). For non-residential structure, floodproofing may be used for protection.
- 9.) Elevation to which any nonresidential structure will be floodproofed: \_\_\_\_\_ Feet above MSL.

**The following documents will be required as applicable by the Floodplain Administrator (check the included documentation):**

- Plans including location of structures, water bodies, roads, lot dimensions and proposed development (grading, watercourse relocation and/or landform alterations).
- Plans drawn to scale including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials, floodproofing details of utilities and details of enclosures below the first floor (See section 10.4(B)).
- Change in water elevation \_\_\_\_\_ (feet) Meets ordinance limits on elevation increases?  Yes  No
- Approval from IDNR – if the proposed development is in a “regulatory floodway”
- A copy of Wetlands Permit from the U.S. Army Corps of Engineers if required; and other local, state and federal permits.
- Surveyor's Office approval

## Conditions of Application

- 1.) No work shall be started before a permit has been posted or continued if the permit has been destroyed, lost, or stolen. Any person who violates this Hendricks County Zoning Ordinance or fails to comply with any of its requirements shall, upon conviction, be fined in accordance with the ordinance and in addition, shall pay all costs and expenses involved.
- 2.) If construction has already commenced, an Affidavit of Compliance is required.
- 3.) The permit shall be posted in a conspicuous location, visible from the street, on the premises, and shall remain in place during the entire period of construction. No inspection shall be performed without a posted permit.
- 4.) A re-inspection fee may be charged as defined by the "Building Inspection and General Requirements" form. This fee must be paid prior to scheduling the re-inspection.
- 5.) The permit becomes void if an inspection has not been completed/scheduled within a year. Construction must be completed within two years.
- 6.) If any changes or deviations are made from the original application, a new permit (with payment of required fees) shall be required.
- 7.) The undersigned shall be responsible to schedule all building inspections.
- 8.) The structure shall not be occupied until all inspections have been made and approved and a Certificate of Occupancy has been issued.
- 9.) The undersigned owner or agent understands the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes or laws. In addition, any commission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from this application, without approval of the Building official, shall constitute sufficient grounds for the revocation of any permit issued which was based on the approval of this application.

## Signature of Applicant

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

Printed Name

Signature

Date

**Forms which may be required by the Floodplain Administrator**

**ELEVATION CERTIFICATE**

Required per Floodplain Management Ordinance (10.3(B) upon placement of the lowest floor before framing continues and upon completion of construction. Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer. Refer to FEMA website for the form: <https://www.fema.gov/elevation-certificate>

**NON-CONVERSION AGREEMENT**

Required per Floodplain Management Ordinance (10.4(B)

**FLOODPROOFING CERTIFICATE**

Required per Floodplain Management Ordinance (10.3(B) when floodproofing is utilized for a structure. Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer. Refer to FEMA website for other versions of the form: <http://www.fema.gov/media-library/assets/documents/2748?id=1600>

**NO-RISE CERTIFICATE**

Any project in a floodway must be reviewed by IDNR to determine if the project will increase flood heights. An engineering analysis must be conducted before a permit can be issued. The community's permit file must have a record of the results of this analysis, which can be in the form of a No-Rise Certification. This No-rise Certification must be supported by technical data and signed by a registered professional engineer. The supporting technical data should be based on the standard step-backwater computer model used to develop the 100-year floodway shown on the Flood Insurance Rate Map (FIRM) or Flood Boundary and Floodway Map (FBFM). (Submit only if required to do so by the Floodplain Administrator).

**Floodplain Administrator will complete this section**

I have determined that the proposed development  
 IS  
 IS NOT  
 In conformance with the Floodplain Management Ordinance

A Floodplain Development Permit  
 WILL  
 WILL NOT  
 be issued, subject to any conditions attached to and made part of this permit.

**For Office Use Only**

Permit #: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_ Review Date: \_\_\_\_\_  
 PC Case: \_\_\_\_\_ BZA Case: \_\_\_\_\_  
 Zoning Violation: \_\_\_\_\_

**CONSTRUCTION & CERTIFICATION (completed by the Floodplain Administrator)**

**ELEVATION CERTIFICATE OR FLOODPROOFING CERTIFICATION**

The Applicant to provide certification of the elevation of the lowest floor or floodproofing before framing or other construction continues.

Type of certification provided:  Elevation Certificate  Floodproofing Certification  
 Date of Certification: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Certification signed by :  Engineer  Surveyor  Architect

**"AS BUILT" ELEVATION**

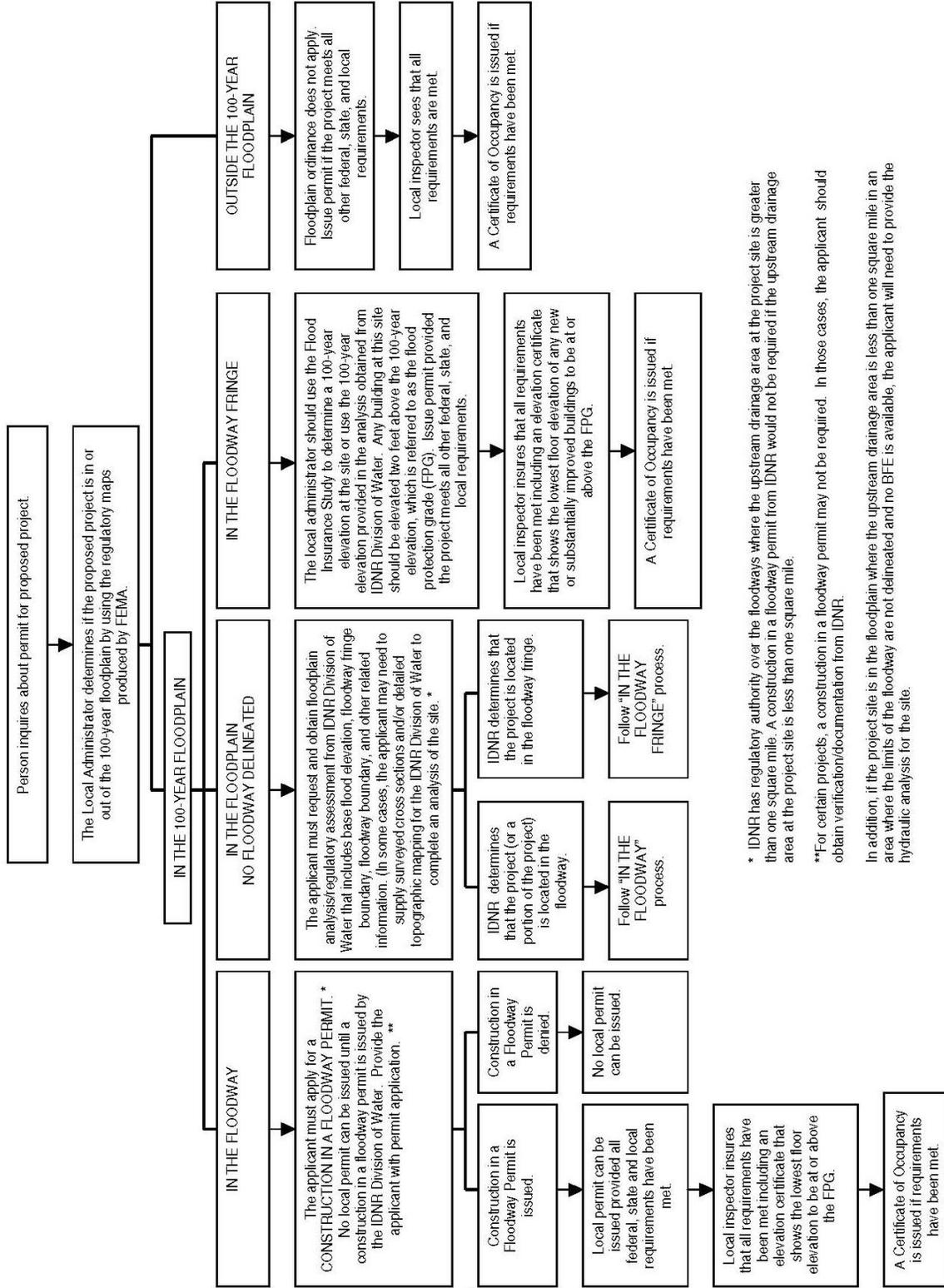
The Applicant to provide as-builts and an Elevation Certification or Floodproofing Certification upon completion of construction.  
 Date of Certification: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 1.) The Actual ("As-Built") elevation of the top of the lowest floor, including the basement, is \_\_\_\_\_ Feet above MSL, vertical datum: \_\_\_\_\_  
 2.) The Actual ("As-Built") elevation of floodproofing protection, is \_\_\_\_\_ Feet above MSL, vertical datum: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY/COMPLETION**

I have determined that the development is in conformance with the Floodplain Management Ordinance and a Certificate of Occupancy/Completion  
 MAY  
 MAY NOT  
 be issued, subject to any conditions attached to and made part of this permit.  
 Date the Certificate of Occupancy/Occupancy was issued by the FPA: \_\_\_\_\_



# PERMIT PROCEDURE WORKFLOW



\* IDNR has regulatory authority over the floodways where the upstream drainage area at the project site is greater than one square mile. A construction in a floodway permit from IDNR would not be required if the upstream drainage area at the project site is less than one square mile.

\*\*For certain projects, a construction in a floodway permit may not be required. In those cases, the applicant should obtain verification/documentation from IDNR.

In addition, if the project site is in the floodplain where the upstream drainage area is less than one square mile in an area where the limits of the floodway are not delineated and no BFE is available, the applicant will need to provide the hydraulic analysis for the site.