

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

APPLICATION # \_\_\_\_\_

This form is to be filled out in duplicate.

### SECTION 1: GENERAL PROVISIONS (APPLICANT to read and sign):

1. The Applicant shall complete the following form and provide all support documentation required to satisfy the conditions of Section 115-13 of the Village of Skaneateles Code (see Attachment A for additional information). Additionally, proposed floodplain development shall also conform to all applicable Village ordinances and site plan review criteria.
2. All applications shall reference the Federal Emergency Management Agency's (FEMA) *Flood Insurance Study and Flood Insurance Rate Maps* prepared for Onondaga County (Effective Date: November 2016).
3. No work may start until a permit is issued.
4. The permit may be revoked if any false statements are made herein.
5. If revoked, all work must cease until permit is re-issued.
6. Development shall not be used or occupied until a Certificate of Compliance is issued.
7. The permit is invalid if no work is commenced within six months of issuance, and expires 2 years from date of issuance.
8. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
9. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
10. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(APPLICANT'S SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

### SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

NAME	ADDRESS	TELEPHONE
APPLICANT	_____	_____
BUILDER	_____	_____
ENGINEER	_____	_____

### PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A map attached to this application, and a sketch showing the project layout would be helpful.

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DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Floodproofing?  Yes)
- Combined Use (Residential & Commercial)
- Manufactured (Mobile) Home
- (In Manufactured Home Park?  Yes  No)

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill  Mining  Drilling  Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work), Stormwater Control Structures or Ponds
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify) \_\_\_\_\_

After completing SECTION 2, APPLICANT should submit form to Local Administrator for review.

**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR)**

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

The Proposed Development:

- The proposed development is reasonably safe from flooding. Entire property is in Zone B, C or X.
- The proposed development is in adjacent to a flood prone area.
- 100-Year flood elevation at the site is:

\_\_\_\_\_ Ft.  NGVD 1929/  NAVD 1988 (MSL)

Unavailable

See Section 4 for additional instructions for development that is or may be in a flood prone area.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by LOCAL ADMINISTRATOR)**

The applicant must submit the documents checked below before the application can be processed:

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Development plans and specifications, drawn to scale, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, details of enclosures below the first floor, openings in foundation for entry and exit of floodwaters.  
Other \_\_\_\_\_
- Elevation Certificate
- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the watercourse location, proposed relocations, Floodway location.
- Topographic information showing existing and proposed grades, location of all proposed fill.
- Top of new fill elevation \_\_\_\_\_ Ft.  NGVD 1929/  NAVD 1988 (MSL)
- PE Certification of Soil Compaction
- Floodproofing protection level (non-residential only) \_\_\_\_\_ Ft.  NGVD 1929/  NAVD 1988 (MSL)  
For floodproofed structures, applicant must attach certification from registered engineer or architect.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)**

I have determined that the proposed activity: A.  Is  
B.  Is not  
in conformance with provisions of Local Law # \_\_\_\_\_, (yr) \_\_\_\_\_. This permit is hereby issued subject to the conditions attached to and made part of this permit.

SIGNED \_\_\_\_\_, DATE \_\_\_\_\_

If **BOX A** is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.  
If **BOX B** is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

Expiration Date: \_\_\_\_\_

APPEALS: Appealed to Board of Appeals? Yes  No

Hearing date: \_\_\_\_\_

Appeals Board Decision --- Approved? Yes  No

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued)**

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas), bottom of lowest structural member of the lowest floor, excluding piling and columns) is: \_\_\_\_\_ FT.

NGVD 1929/  NAVD 1988 (MSL).

**Attach Elevation Certificate FEMA Form 81-31**

2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ FT.  NGVD 1929/  NAVD 1988 (MSL).

**Attach Floodproofing Certificate FEMA Form 81-65**

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

**SECTION 7: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)**

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS:	DATE _____	BY _____	DEFICIENCIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DATE _____	BY _____	DEFICIENCIES?	YES	NO
	DATE _____	BY _____	DEFICIENCIES?	YES	NO

**SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)**

Certificate of Compliance issued: DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Village of Skaneateles  
26 Fennell Street  
Skaneateles, NY 13152

315-685-2118

Fax 315-685-0730

**Attachment A**  
**Section 115-13 of the**  
**Village of Skaneateles Code**

**§115-13. Application for permit.**

The applicant shall provide the following information as appropriate.

Additional information may be required on the permit application form.

- A. The proposed elevation, in relation to mean sea level, of the lowest floor (including basement or cellar) of any new or substantially improved structure to be located in Zone A1-A30, AE or AH, or Zone A if base flood elevation data are available. Upon completion of the lowest floor, the permittee shall submit to the local administrator the as-built elevation, certified by a licensed professional engineer or surveyor.
- B. The proposed elevation, in relation to mean sea level, to which any new or substantially improved nonresidential structure will be floodproofed. Upon completion of the floodproofed portion of the structure, the permittee shall submit to the local administrator the as-built floodproofed elevation, certified by a professional engineer or surveyor.
- C. A certificate from a licensed professional engineer or architect that any utility floodproofing will meet the criteria in § 115-16C, Utilities.
- D. A certificate from a licensed professional engineer or architect that any nonresidential floodproofed structure will meet the floodproofing criteria in § 115-18, Nonresidential structures.
- E. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development. Computations by a licensed professional engineer must be submitted that demonstrate that the altered or relocated segment will provide equal or greater conveyance than the original stream segment. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the documents enumerated in § 115-6, when notified by the local administrator, and must pay any fees or other costs assessed by FEMA for this purpose. The applicant must also provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.
- F. A technical analysis, by a licensed professional engineer, if required by the local administrator, which shows whether proposed development to be located in an area of special flood hazard may result in physical damage to any other property.
- G. In Zone A, when no base flood elevation data are available from other sources, base flood elevation data shall be provided by the permit applicant for subdivision proposals and other proposed developments (including proposals for manufactured home and recreational vehicle parks and subdivisions) that are greater than either 50 lots or five acres.

Village of Skaneateles  
26 Fennell Street  
Skaneateles, NY 13152  
315-685-2118 Fax 315-685-0730

**Attachment B**  
**SAMPLE**  
**CERTIFICATE OF COMPLIANCE**  
**for Development in a Special Flood Hazard Area**

**CERTIFICATE OF COMPLIANCE  
FOR DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA  
(Owner Must Retain This Certificate)**

Premises located at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit No. \_\_\_\_\_ Permit Date: \_\_\_\_\_

- Check One:  
 New Building  
 Existing Building  
 Fill  
 Other:

The Local Floodplain Administrator is to complete a. or b. below:

a. Compliance is hereby certified with the requirements of Local Law No. \_\_\_\_\_, (yr) \_\_\_\_.  
Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

b. Compliance is hereby certified with the requirements of Local Law No. \_\_\_\_\_, (yr) \_\_\_\_\_, as  
modified by variance no. \_\_\_\_\_, dated \_\_\_\_\_.  
Signed: \_\_\_\_\_ Dated: \_\_\_\_\_