

**FLOOD HAZARD AREA DEVELOPMENT PERMIT
ADMINISTRATIVE CHECKLIST**

NOTE: The following is to be completed by the local floodplain administrator.

1. Flood Application No: _____ filed on _____ (Date)
Building Application No: (Parent If Applicable) _____ filed on _____ (Date)
Base flood elevation (100-year) at proposed site _____ feet m.s.l.
Data source: FIRM - Community-Panel No. _____ Date: _____
Other: _____
2. The proposed development is (Check all that apply):
 - Not located within a defined flood plain area, and as such complies with these regulations.
 - In an identified floodway. (If so, check the following:)
 - Y / N Does a hydrologic and hydraulic engineering analysis accompany the application?
 - In a flood plain or flood hazard area. (If so, check the following:)
 - Y / N Does the proposed development constitute a substantial improvement?
 - Y / N In an approximate flood hazard area (Zone A) without a defined BFE.
 - Within the banks of a watercourse:.. (If so, check the following:)
 - Y / N Does engineered analysis demonstrate that flood carrying capacity has not been diminished?
 - Y / N Does proposed development trigger the requirement to submit a Letter of Map Revision?
3. **Administrative Decision Appeal** (IF required or applicable) on: _____ (Date)
4. **Plan Submittal Approved** by: _____ Date: _____ (IF Denied, provide a Correction Letter)
5. **FLOOD DEVELOPMENT Permit Issued** on: _____ (Date)
6. **Post (As-Built) Construction Information:**
 - a. FEMA Elevation Certificate From Submitted: _____ (Date)
 - b. Finished Elevation of Lowest Floor at _____ feet.
 - c. Certificate of Flood Proofing Attached? Y / N / NA (Required with ???)
7. **Certificate of Completion/Occupancy Issued** (for structure) on: _____ (Date)
8. **Certificate of Completion** (for Flood Plain Development) on: _____ (Date)
9. **Flood Plain Administrator's Signature:** _____ Date: _____