

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION PACKAGE CHECKLIST**

**\*\* No Net Fill Allowed in the Floodplain \*\***

Any development in the FEMA designated and County regulated floodplain requires the following:

Applicant \_\_\_\_\_ Waller Co \_\_\_\_\_

- \_\_\_\_\_ Completed Development Permit Application form,
- \_\_\_\_\_ Proof of Ownership, WCAD printout or recorded deed,
- \_\_\_\_\_ Proof 9-1-1 Address is posted
- \_\_\_\_\_ Permit fee - fee doubles if construction starts before permit is issued (see Fee Schedule),
- \_\_\_\_\_ Site plan (a sketch of the general layout of the property and the planned improvements),
- \_\_\_\_\_ House floor plan,
- \_\_\_\_\_ Elevation Certificate completed by a licensed surveyor of your choosing to note the 100yr & 500yr Base Flood Elevation and Minimum Floor Elevation (BFE determination is different depending on the zone designation and location). The EC needs to include the following:
  - \* The Minimum Floor Elevation could be defined as what you would be walking on inside the house once it is completed/installed. (See new 'Flood Damage Prevention Ordinance' Change)
  - \* Temporary Bench Mark locations for where the measurements were taken (elevation, location, etc.)
  - \* The elevation certificate is required before the house is built, plus another one after the house is built to confirm the proper elevations have been met.
  - \* BFE determination:
    - \* **Zone AE** (BFE determined) - Use the Flood Insurance Rate Map and Flood Insurance Study.
    - \* **Zone A** (unknown BFE) - Approx. BFE - Use the Contour Interpolation or Extrapolation methods as outlined in FEMA 265.
    - \* **Zone A** (in West Magnolia Forest) - Approx. BFE - Use the higher of the "crown" of the nearest road or the highest adjacent grade at the home site.
- \_\_\_\_\_ Cut and Fill calculations for significant earthwork, if necessary,
- \_\_\_\_\_ No-Rise Certificate, if necessary
  - \* No-Rise Certificate be submitted as a part of the Floodplain Development Application package for any proposed improvements within the FEMA designated floodway or County designated floodway buffer. The No-Rise Certificate along with the associated hydrology and hydraulics study must be submitted to FEMA for review and comment.

**For Waller County Use ONLY:**

Date Received: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date Returned: \_\_\_\_\_