



# CITY OF HALTOM CITY

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

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Issue Date

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Permit Number

THIS PERMIT BECOMES VOID IF THERE ARE CHANGES TO THE EFFECTIVE FLOOD INSURANCE RATE MAP

The Floodplain Development Permit is the mechanism by which Haltom City evaluates any and all impacts of activities proposed within our regulated floodplains. All activities must be in compliance with the Flood Protection and Prevention Ordinance of the presiding jurisdiction whether local, regional, or statewide.

Any party undertaking development within a designated floodplain must obtain a floodplain development permit prior to the work commencing. FEMA defines development in Title 44 of the Code of Federal Regulations Part 59.1 as any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, dredging, filling, grading, paving, excavation, or storage of equipment or materials. Other activities that are considered development include: additions, demolition, remodeling, fences, retaining walls, and moving/placement of manufactured/mobile homes.

### SECTION 1: GENERAL PROVISIONS

1. No work may start until a permit has been issued
2. The permit may be revoked if:
  - a. Any false statements are made herein
  - b. The effective Flood Insurance Rate Map has been revised
  - c. The work is not done in accordance with the Flood Protection and Prevention Ordinance of Haltom City or other local, state, and federal regulatory requirements
  - d. The work is different than what is described and submitted to Haltom City as part of the Floodplain Development Permit application
3. If revoked, all work must cease until the permit is reissued
  - a. If the permit is not reissued, the applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred
4. Development shall not be used or occupied until the project has received final inspection, a final elevation, and approval by Haltom City
5. The permit will expire if no work has commenced within 6 months of issuance
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
7. Applicant hereby gives consent to the local Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance
8. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise

I, the applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the relevant Flood Protection and Prevention Ordinance for Haltom City and will adhere to the ordinance and will, or have already, obtained all the necessary state, federal, and local permits for the proposed development.

Applicant Signature

Date:

Applicant Name

## SECTION 2: CONTACT INFORMATION

### Applicant Information

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Builder Information

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Engineer/Surveyor Information

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 3: PROJECT OVERVIEW

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

Estimated Cost of Project = \_\_\_\_\_

Valuation of Existing Structure = \_\_\_\_\_

Source of Valuation: \_\_\_\_\_

Check the applicable boxes based on the proposed scope of work:

#### Structure Type

- ☐ New Structure
- ☐ Addition
- ☐ Renovation
- ☐ Demolition
- ☐ Other: \_\_\_\_\_

#### Activity

- ☐ Residential
- ☐ Non-Residential
- ☐ Manufactured Home
- ☐ Combined Use
- ☐ Other: \_\_\_\_\_

#### Other Development:

- ☐ Cut/Fill
- ☐ Grading
- ☐ Drainage Improvement
- ☐ Subdivision ( \_\_\_\_\_ Ac)
- ☐ Other: \_\_\_\_\_

#### SECTION 4: FLOODPLAIN INFORMATION

The project location is found on FIRM Panel \_\_\_\_\_, Dated \_\_\_\_\_.

The proposed development:

- ☐ Is partially located in the SFHA with the building/development outside of the SFHA
- ☐ Is located in the SFHA: FIRM Zone \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_ ft NAVD88 (MSL)
- ☐ Is located in the Floodway

#### SECTION 5: ADDITIONAL INFORMATION REQUIRED

- ☐ Structure valuation documentation
- ☐ Site plan showing the location of all existing structures, water bodies, adjacent roadways, lot dimensions, utilities, and proposed development improvements.
- ☐ Development plans, drawn to scale, and specification, 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 below the first floor, and details of enclosures below the first floor.
- ☐ Subdivision or other development plans. If the subdivision or development exceeds 50 lots or 5 acres, the applicant must perform a detailed hydraulic and hydrologic study to determine the 100-year base flood elevations if they are not otherwise available.
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
- ☐ Manufactured home anchoring certificate and supporting documentation
- ☐ Floodproofing protection level (non-residential only) \_\_\_\_\_ ft. NAVD88 (MSL). For floodproofed structures, applicants must attach certification from registered engineer or architect.
- ☐ Square footage of the enclosure is \_\_\_\_\_ sq ft. Number of automatic flood openings \_\_\_\_\_. Total net area of automatic flood openings \_\_\_\_\_ sq in. (area of openings  $\geq$  area of enclosure)
- ☐ Detailed hydraulic and hydrology model used to establish BFE for development in Zone A
- ☐ Certification from a registered engineer that the proposed activity within a SFHA without Base Flood Elevations established will not adversely affect any adjacent properties (both upstream and downstream) without documented landowner approval. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ☐ Certification from a registered engineer that the proposed activity within a SFHA with Base Flood Elevations established (Zone AE, etc.) will not result in an increase of more than 1'-0" to the Base Flood Elevation (BFE) and will not adversely impact adjacent properties (both upstream and downstream) of the proposed development without documented landowner approval. Data and hydraulic/hydrologic calculations supporting this finding must be submitted.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in height of the Base Flood Elevation (BFE). A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ☐ Copies of all federal, local, and state permits that may be required (Wetland Permit from the US Army Corps of Engineers, compliance with the Endangered Species Act, etc.)

*Continued on next page...*

☐ \$25 Fee for Residential / \$50 Fee for Non-Residential

## SECTION 6: LOMC / ELEVATION CERTIFICATE / FLOODPROOFING CERTIFICATE

If the property owner does not obtain a Letter of Map Change from FEMA prior to construction, all provisions of Haltom City's Flood Protection and Prevention Ordinance must be complied with.

In the absence of an approved LOMC:

1. This permit is issued with the condition that the lowest floor of any new or substantially improved residential building will be elevated 2'-0" above the base flood elevation.
2. If the proposed development is a non-residential building, the permit is issued with the condition that the lowest floor of a new or substantially improved non-residential building will be elevated 2'-0" above the base flood elevation, or flood-proofed to at least 1'-0" above the base flood elevation.

With the issuance of a permit, the developer/owner understands that an Elevation Certificate or Floodproofing Certificate is required and shall be produced by a registered professional engineer, architect, or land surveyor of the as-built lowest floor elevation or floodproofed elevation. A CERTIFICATE OF OCCUPANCY WILL NOT BE PROVIDED UNTIL A CORRECT ELEVATION CERTIFICATE OR FLOODPROOFING CERTIFICATE IS SUBMITTED. A copy of the Elevation Certificate or Floodproofing Certificate shall be provided to:

Haltom City Public Works  
Attn: Engineering Department  
4200 Hollis Street  
Haltom City, TX 76111

## SECTION 7: COMPLIANCE ACTION

DISCLAIMER: The flood hazard boundary maps and other flood data used by the City of Haltom City are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions, greater floods may occur, and flood heights may be increased. Construction standards required by the City of Haltom City are the minimum standards deemed necessary to minimize or eliminate flood damage, but reliance on these minimum standards shall not create liability on the part of the City of Haltom City or any employee of the City of Haltom City in the event flooding or flood damage occurs.

The applicant does hereby:

1. Acknowledge the disclaimer described above,
2. Understand that this permit is not complete until it is signed and dated by Haltom City's Floodplain Administrator,
3. Agree to comply with all requirements in Haltom City's Flood Protection and Prevention Ordinance,
4. Agree with conditions of permit approval,
5. Agree to provide certifications of work as required,
6. Understand that violations of this permit will be subject to citations as provided by the Code.

Applicant Signature

Date:

Applicant Name

## SECTION 8: PERMIT DETERMINATION

The permit is subject to the conditions attached hereto, indicated below, and made part of this permit.

- ☐ Permit Approved
- ☐ Permit Approved with Conditions - In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are:

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- ☐ Permit Denied - The proposed project does not meet approved floodplain management standards.
- ☐ Variance Granted - A variance was granted from the base flood elevations established by FEMA consistent with variance requirements of Title 44 of the code of Federal Regulations Part 60.6

FPA Signature \_\_\_\_\_

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

FPA Name \_\_\_\_\_

## SECTION 9: INSPECTION & CERTIFICATE OF COMPLETION

Inspected By \_\_\_\_\_

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

Comments: \_\_\_\_\_

Deficiencies?    Yes    No

## SECTION 10: CERTIFICATE OF COMPLETION

Inspector Signature \_\_\_\_\_

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

FPA Signature \_\_\_\_\_

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

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