

CITY OF VERNONIA
1001 Bridge Street
Vernonia OR 97064
503-429-5291
Fax 503-429-4232

Floodplain Development Permit

Terms and Conditions

1. **Permit Required:** As mandated by the Federal Emergency Management Agency (FEMA), Code of Federal Regulations, National Flood Insurance Program (NFIP) 44 CFR Part 60.3(a) (1) Floodplain management criteria for flood-prone areas, no work of any kind may begin in the Floodplain Management Area as established by Vernonia's Municipal Code, Title 9-05, until a Floodplain Development Permit is issued. The permit shall be for all structures and for all development, including fill and other activities, as set forth in Vernonia's Title 9-05. Examples of such activities include but are not limited to new construction, reconstruction, rebuilding, placement of manufactured homes, placement of small outbuildings, fences, clearing/planting of trees and other vegetation, placement of driveway culverts or bridges, long term storage of equipment and materials or any man-made change to improved or unimproved real estate such as dredging, drilling, excavation, filling, grading, logging, mining, or paving. The floodplain development permit requirement is intended to allow the City of Vernonia to monitor activities located in the Floodplain Management Area to insure that:

- A. Base flood elevations do not significantly change as a result of such activities.
- B. Buildings in floodways and floodplains are constructed and maintained properly.
- C. Substantially damaged/improved buildings are brought into compliance with current floodplain ordinances and state building code.

Note: Application for a Floodplain Development Permit is a SEPARATE Process from the Building Permits application process.

2. **Application for Permit:** Application for a Floodplain Development Permit shall be made on forms furnished by the City of Vernonia. If a change of ownership of the affected property occurs following the issuance of a permit and prior to issuance of a Certificate of Compliance, the new owner(s) shall submit an application within 15 days of the date of ownership change. No deviation from the original application is allowed except the change of ownership. If a new application is not submitted within the 15 days then all work must stop. By signing and submitting this application the Applicant certifies that all statements contained in the application, and in any additional attachments submitted by the Applicant, are true and accurate. Applicants may be requested to include the following information:

- A. Plans in duplicate drawn to scale showing:
 - (1). The nature, location, dimensions and elevations of the area in question, including:
 - (2). Existing and proposed structures.
 - (3). Fill and excavation details.
 - (4). Storage location of household hazardous materials.
 - (5). Drainage facilities and their locations.
 - (6). Engineering details and a description of the extent to which any watercourse will be altered or relocated as a result of proposed development.*
- B. If elevation criteria using NAVD 88 datum is not available for this property at city hall then, as applicable, also include:
 - (1). Elevation in relation to mean sea level, of the lowest floor of all structures (including basements or crawl spaces).
 - (2). Elevation of top of next higher floor (typically living space).
 - (3). Elevation of garage slab.

- (4). For non-residential applications, elevation in relation to mean sea level, to which any structure has been floodproofed.
- (5). Certification by a registered professional engineer that the floodproofing methods for any structure meet the floodproofing criteria established in Vernonia's Title 9-05.
- (6). A No-Rise Certificate if the proposed development is in a regulated floodway.

C. Any additional information required by the City of Vernonia.

3. **Review:** Upon receipt of a complete development permit application, the VLDS, under supervision of the Planning Commission, shall review the application and grant or deny the requested development permit, in accordance with the provisions of Vernonia's Title 9-05 and all pertinent rules and regulations promulgated by FEMA through the Oregon Department of Land Conservation and Development.
4. **Notice To Applicant, Issuance Of Permit:** After a decision has been rendered, the VLDS shall return one copy of the application and decision, together with those items required by subsection A of this section, to the applicant, after having marked such copy either as approved or disapproved and attested to the same by signing such copy. One copy of the complete application and decision, similarly marked, shall be retained by the VLDS. The VLDS shall issue a placard to be posted in a conspicuous place on the affected property, and the placard shall remain posted until a Certificate of Compliance is issued, attesting to the fact that the use or alteration is in conformance with the provisions of Vernonia's Title 9-05.
5. **Certificate of Compliance:** The development may not be used or occupied until a Certificate of Compliance is issued. By signing and submitting this application the Applicant gives consent to the VLDS or a designee to make reasonable inspections prior to the issuance of a Certificate of Compliance. Prior to issuance of a Certificate of Compliance the Applicant shall provide evidence of notification of the adjacent communities, the Department of Land Conservation and Development, and the Federal Insurance Administration of any alteration or relocation of watercourses described in the application.
6. **Expiration and Revocation of Floodplain Development Permit:** In addition to the expiration and revocation criteria established in Vernonia's Title 9-05, a Floodplain Development Permit shall be subject to expiration and/or revocation by the VLDS if:
 - A. Upon change of ownership, the new owner does not submit an application within 15 days of the change of ownership, or
 - B. If the application submitted by the new owner deviates from the original application in any way other than change of ownership.
7. **Document Retention:** In accordance with NFIP regulations, State Structural Specialty Code, and City of Vernonia's Municipal Code, Title 9-05, documentation related to this application must be retained. Specifically, all records including but not limited to Floodplain Development Permits, elevation certificates, engineering certificates, certificates of compliance and plot maps must be permanently retained by the City of Vernonia for public inspection at City Hall located at 1001 Bridge Street, Vernonia Oregon, 97064

* **Watercourse** - A natural or artificial channel in which a flow of water occurs either continually or intermittently in identified floodplains.

OFFICIAL USE ONLY
This information is for official use only and should not be distributed to the public.

Property information (For office use only)
[Redacted area]

Section I: Applicant and project information (to be completed by applicant)
Applicant information (property owner on current deed of record)

Property Owner:

Street address:

Phone:

Project information – If flood zone is determined to be N/A then no Floodplain Development Permit is required

Project description:

A. Structural development (check all that apply)

Type of structure	Type of structural activity
<input type="checkbox"/> Residential (1 to 4 families)	<input type="checkbox"/> New structure
<input type="checkbox"/> Residential (more than 4 families)	<input type="checkbox"/> Demolition of existing structure
<input type="checkbox"/> Combined use (Residential and Non-residential)	<input type="checkbox"/> Replacement of existing structure
<input type="checkbox"/> Non-residential	<input type="checkbox"/> Relocation of existing structure ¹
<input type="checkbox"/> Elevated	<input type="checkbox"/> Addition to existing structure ¹
<input type="checkbox"/> Floodproofed	<input type="checkbox"/> Alteration to existing structure ¹
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Elevation
<input type="checkbox"/> Located on individual lot	<input type="checkbox"/> Stairs
<input type="checkbox"/> Located in manufactured home park	<input type="checkbox"/> Decks
	<input type="checkbox"/> Other

B. Other development activities (Check all that apply)

<input type="checkbox"/> Addition or expansion of impervious surface	<input type="checkbox"/> Grading
<input type="checkbox"/> Clearing of trees, vegetation or debris	<input type="checkbox"/> Mining
<input type="checkbox"/> Connection to public utilities or services	<input type="checkbox"/> Paving
<input type="checkbox"/> Drainage improvement (including culvert work)	<input type="checkbox"/> Placement of fill material
<input type="checkbox"/> Dredging	<input type="checkbox"/> Roadway or bridge construction
<input type="checkbox"/> Drilling	<input type="checkbox"/> Watercourse alteration
<input type="checkbox"/> Excavation (not related to a structured development listed in Part A)	
<input type="checkbox"/> Other development not listed (specify)	

Signature (Property owner on current deed of record)

By signing below I agree to the terms and conditions of this permit and certify that to the best of my knowledge the information contained in this application is true and accurate.

(PRINTED name) (SIGNED name) (Date)

¹If the value of an 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 new construction.

Section II: (To be completed by floodplain administrator)

If the proposed development is located within zone AE, or shaded zone X, apply the criteria of Vernonia's Title 9-05 to minimize flood damages to the proposed development and to the adjacent properties as well.

1. Base flood elevation at the site in relation to mean seal level (MSL):
2. Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is: NAVD 88 NGVD 29
3. Source of the base flood elevation (BFE) or Design Flood Elevation (DFE):
 - Elevation Certificate Specifying the Flood of Record
 - FIRM
 - Flood Insurance Study Profile: Profile #: _____
 - Other sources of the BFE/BFE (specify): _____

4. If applicable, the proposed elevations of the following (including utilities) in relation to MSL:
 - Elevation of the lowest floor of all structures (including basements or crawl spaces) _____
 - Elevation of top of next higher floor (typically living space) _____
 - Elevation of garage slab _____
 - Elevation of lowest mechanical _____

(For non-residential structures, floodproofing may be used for protection. See Vernonia's Title 9-05 for details.)

5. The following documents are required (check all that are applicable):
 - Plans in duplicate drawn to scale showing:
 - The nature, location, dimensions and elevations of the area in question, including:
 - Existing and proposed structures
 - Fill and excavation details
 - Location of storage of household hazardous materials
 - Drainage facilities and their location.
 - Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
 - For non-residential applications, elevation in relation to mean sea level, to which any structure has been floodproofed.
 - Certification by a registered professional engineer that the floodproofing methods for any structure meet the floodproofing criteria established in Vernonia's Title 9-05.
 - No -Rise Certificate for proposed development in a regulated floodway.
 - Any additional information required by the VLDS (specify):

Approved Denied Final inspection compliant

App. reviewed by: _____

Date: _____

Final compliance reviewed by: _____

Date: _____