



## Floodplain Development Permit

(See Terms & Conditions)

Planning and Zoning Department

Contact Information: \_\_\_\_\_

Issue Date:	Expiration Date:
Permit #	Permit becomes void if there are changes to the effective Flood Insurance Rate Maps.

The **Floodplain Development Permit** is the mechanism by which our community evaluates any and all impacts of activities proposed within our regulated floodplains. All activities must be in compliance with Article XIX of the Floodplain Conservation Overlay District of Cheltenham Township. The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal funds available to our community. In order for homeowners to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal funds, Cheltenham has adopted this Ordinance to meet minimum floodplain standards. This application packet is a tool to ensure that the activities in our community comply with the Floodplain Conservation Overlay District.

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, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.* Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining wall, moving/placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles or materials (storage yards, salvage yards).

### General Provision of the Floodplain Development Permit Terms

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 Floodplain Conservation Overlay District or other regulatory requirements including the Uniform Construction Code.
  - d. The work is different than what is described and submitted to the community as part of the Floodplain Development Permit application.

3. If revoked, all work must cease until permit is reissued.
  - a. If the permit cannot be reissued, 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 the community.
5. The permit will expire if no work has commenced within 3 months of issuance and by the expiration date noted on the permit.
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.
  - a. This includes but is not limited to documentation showing compliance with the endangered species act.
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.
9. 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 Floodplain Damage Prevention Ordinance for my community and will adhere to the ordinance and will or have already obtained all necessary state, federal and local permits for the proposed development.

APPLICANT'S NAME:

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APPLICANT'S SIGNATURE:

DATE:

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**Cheltenham Township  
Floodplain Development Permit**  
(See Terms & Conditions)

Issue Date:	Expiration Date:
Permit #	*Permit becomes void if there are changes to the effective Flood Insurance Rate Maps.*

Contact Information \_\_\_\_\_

**Owner Information**

OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Contractor/Development Information**

CONTRACTOR/DEVELOPER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 TELEPHONE# \_\_\_\_\_ FAX# \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Project Overview**

PROJECT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_  
 DESCRIPTION OF PROJECT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ESTIMATED COST OF PROJECT: \_\_\_\_\_

If work is on, within, or connected to an existing structure:

VALIDATION OF EXISTING STRUCTURE: \_\_\_\_\_

SOURCE OF VALUATION: \_\_\_\_\_

CONSTRUCTION DATE: \_\_\_\_\_

If the value of an addition, remodel or alteration to a structure equals 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure and is required to comply with Article XIX of the Floodplain Conservation Overlay District Ordinance. A relocated structure, including mobile homes, manufacture homes or cabins, must be treated as new construction.

**CHANNEL IMPROVEMENTS**

- Bank Stabilization
- Grade Control
- Drop Structure
- Outfall
- Fill
- Other

**STRUCTURAL DEVELOPMENT**

- New Construction
- Residential Building
- Non-Residential
- Manufactured Home
- Rehabilitation (<50%)
- Substantial Improvement (>50%)

**MISCELLANEOUS**

- Bridge
- Culvert
- Demolition
- Fence
- Grading/Parking Lot
- Other

**TYPE**

- Temporary
- Permanent
- Rehabilitation
- Emergency
- Maintenance
- Other

Owner Information  
Project Overview  
Flood Hazard

OWNER: \_\_\_\_\_  
CONTRACTOR/DEVELOPER: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
WATERCOURSE NAME: \_\_\_\_\_  
SPECIAL FLOOD HAZARD ZONE: \_\_\_\_\_  
VERTICAL DATUM: MUST BE EITHER NGVD OR NAVD 88 AND THE SAME VERTICAL  
DATUM OF THE EFFECTIVE FIRM: \_\_\_\_\_  
ELEVATION OF FLOODPROOFING (NON-RESIDENTIAL STRUCTURES ONLY)\*: \_\_\_\_\_  
\*SOURCE OF ELEVATION AND/OR FLOODPROOFING INFORMATION: \_\_\_\_\_

ELEVATION OF LOWEST FLOOR, INCLUDING BASEMENT OR CRAWLSPACE\*: \_\_\_\_\_  
ELEVATION OF LOWEST, HABITABLE FLOOR\*: \_\_\_\_\_  
BASE FLOOD ELEVATION: METHOD USED TO DETERMINE BASE FLOOD  
ELEVATION: \_\_\_\_\_  
IS THE DEVELOPMENT IN OR IMPACTS A FLOODPLAIN? \_\_\_\_\_  
DOES THE PROJECT REQUIRE THAT A CLOMR BE PROCESSED? \_\_\_\_\_  
IS A LOMR REQUIRED: No. \_\_\_\_\_ Yes. \_\_\_\_\_  
IS THE DEVELOPMENT IN THE FLOODWAY? No \_\_\_\_\_ Yes \_\_\_\_\_  
(If yes, a No-Rise Certification is required.)

EFFECTIVE FIRM PANEL NUMBER AND DATE: \_\_\_\_\_

CHANNEL IMPROVEMENTS STRUCTURAL DEVELOPMENT MISCELLANEOUS TYPE

Bank Stabilization \_\_\_\_\_  
Grade Control \_\_\_\_\_  
Drop Structure \_\_\_\_\_  
Outfall \_\_\_\_\_  
Fill \_\_\_\_\_  
Other \_\_\_\_\_  
Bridge \_\_\_\_\_  
Culvert \_\_\_\_\_  
Demolition \_\_\_\_\_  
Fence \_\_\_\_\_  
Grading / Parking Lot \_\_\_\_\_  
Other \_\_\_\_\_  
Temporary \_\_\_\_\_  
Permanent \_\_\_\_\_  
Rehabilitation \_\_\_\_\_  
Emergency Repair \_\_\_\_\_  
Maintenance \_\_\_\_\_  
Other \_\_\_\_\_  
New Construction \_\_\_\_\_  
Residential Building \_\_\_\_\_  
Non-Residential \_\_\_\_\_  
Manufactured Home \_\_\_\_\_  
Rehabilitation (< 50%) \_\_\_\_\_

Substantial Improvement ( $\geq 50\%$ ) \_\_\_\_\_  
 Other \_\_\_\_\_  
 ESTIMATED COST OF PROJECT: \_\_\_\_\_  
 VALUATION OF EXISTING STRUCTURE: \_\_\_\_\_  
 SOURCE OF VALUATION: \_\_\_\_\_  
 WHEN THE EXISTING STRUCTURE WAS BUILT: \_\_\_\_\_  
 If work is on, within or connected to an existing structure: \_\_\_\_\_

*\* If the value of an addition, remodel or alteration to a structure equals or exceeds 50% of the value of the structure before the addition, remodel or alteration, the entire structure must be treated as a substantially improved structure and is required to comply with the relevant Floodplain.*

Damage Prevention Ordinance. A relocated structure, including mobile homes, manufacture homes or cabins, must be treated as a new construction.

LEGAL DESCRIPTION: \_\_\_\_\_  
 LATITUDE/LONGITUDE #: \_\_\_\_\_  
 DESCRIPTION OF PROJECT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_  
 EMERGENCY TELEPHONE #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 FAX #: \_\_\_\_\_ :  
 STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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Flood Hazard Data **(TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR)**

2 Contractor/Developer Information

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3 Please Check

**Floodplain Development Permit**

(See Terms & Conditions)

Issue Date: \_\_\_\_\_ Permit # \_\_\_\_\_

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

*\* Permit becomes void if there are changes to the effective Flood Insurance Rate Maps\**

**Floodplain Development Permit Checklist**

Permit Action

Tax assessor map \_\_\_\_\_

Maps and/or plans showing the location, scope and extent of development

Floodproofing Certificate: \_\_\_\_\_

Certificate and supporting documentation used to provide the certification

Documentation showing compliance with the Endangered Species Act: YES \_\_\_\_ NO \_\_\_\_

No-Rise Certificate: \_\_\_\_\_

Certificate and supporting documentation used to provide the certification

Elevation Certificate \_\_\_\_\_

Constructional Drawing \_\_\_\_\_

Building Under Construction \_\_\_\_\_

Finished Construction \_\_\_\_\_

Grading plans \_\_\_\_\_

Detailed hydraulic and hydrology model for development in a Zone A

Conditional Letter of Map Revision (CLOMR) \_\_\_\_\_

Structure valuation documentation \_\_\_\_\_

Non-conversion agreement: \_\_\_\_\_

*(Required for all structures that are constructed with an enclosure)*

Wetland Permit from the U.S. Army Corps of Engineers \_\_\_\_\_

Copies of all federal, local and state permits that may be required. \_\_\_\_\_

Manufactured home anchoring certificate: \_\_\_\_\_

*(Certificate and supporting documentation used to provide the certification)*

Other documents deemed necessary by the Floodplain Administrator/Designee

**PERMIT APPROVED:** \_\_\_\_\_

*(The information submitted for the proposed project was reviewed and is in compliance with approved floodplain management standards.)*

**PERMIT APPROVED WITH CONDITIONS:**

*(The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.)*

**PERMIT DENIED:** \_\_\_\_\_

*The proposed project does not meet approved floodplain management standards (explanation on file).*

**VARIANCE GRANTED:** \_\_\_\_\_

*A variance was granted from the base (1%) flood elevations established by FEMA consistent with variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (Variance action documentation is on file).*

The following documents may be required at the discretion of the approving community official.

**SIGNATURE OF TOWNSHIP OFFICIAL:** \_\_\_\_\_

**PRINTED NAME AND TITLE OF TOWNSHIP OFFICIAL:**

**DATE:** \_\_\_\_\_