



Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Application # _____ **Date Received:** _____

Please **submit 2 copies** of this entire application, 4 pages) .

SECTION 1: GENERAL PROVISIONS (Applicant to read and sign):

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. **I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN PAGES #s 1 through 4, AND IN ATTACHMENTS THERETO, TO THE BEST OF MY KNOWLEDGE, ARE TRUE AND ACCURATE.**

APPLICANT'S SIGNATURE: _____ **DATE:** _____

OWNER'S SIGNATURE): _____ **DATE:** _____
(If different from Applicant)

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT):

Applicant: Complete all information lines, below, except those marked "Office use only".

Name of Owner: _____ **Telephone #:** _____

Primary Contact for This Project: _____ **Telephone #:** _____

Fax: _____ **Email:** _____

Present Address of Owner*: _____

Address/Location of Proposed Work: _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Verified by:** _____ **Date:** _____

Proposed Work: _____

Contractor: _____ **Telephone #:** _____

Address: _____

Westchester County Home Improvement Contractors Lic. # _____

Architect or Engineer _____ **Telephone #** _____

Address _____ **Fax/Email** _____

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well known landmark. A drawing, attached to this application, showing the project location would be helpful.

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structures
- Addition
- Alteration

- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential
Flood proofing? Yes No
- Combined Use (Residential & Commercial)
- Manufactured (Mobile) Home
- "Substantial Improvement"

ESTIMATED COST OF PROJECT \$: _____

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify) _____

**After completing SECTION 2, APPLICANT should submit form to Local Administrator for review.*

(Office Use Only)

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR):

The proposed development is: located on FIRM Panel No. _____, Dated _____,
: Pre-FIRM map? Yes No

- NOT located in a Special Flood Hazard Area** (Notify the applicant that the application review is complete and **NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED**).
- located in a Special Flood Hazard Area,
- FIRM zone designation is _____,
- 100 – Year flood elevation at the site is: _____,
- _____ Ft. NGVD (MSL) Unavailable,
- The proposed development is located in a **Floodway**,
- FBFM Panel no. _____ Dated _____.

SIGNED _____ **DATED** _____

(Office Use Only)

SECTION 4: ADDITIONAL INFORMATION (To be completed by LOCAL ADMINISTRATOR):

The applicant must submit the documents checked below before the application can be processed:

- A site plan** showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Development plans**, drawn to scale, and specifications, 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 flood proofing of utilities located below the first floor and details of enclosures below the first floor.
Plans must also show _____
- Subdivision or other development plans** (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of **watercourse relocation and/or landform alterations**.
- Top of new fill elevation** _____ **Ft. NGVD (MSL)**.
- Flood proofing protection level** (non-residential only) _____ **Ft. NGVD (MSL)**. For flood proofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer** that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
- Other:**

SECTION 5: PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR):

I have determined that the property and/or proposed work:

Is

Is not

In conformance with provisions of Local Law # 11, 2007. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED _____ **DATE** _____
LOCAL ADMINISTRATOR

If BOX A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.

If BOX B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application of the Local Administrator or may request a hearing from the Board of Appeal.

(Office Use Only)

Floodplain Development Permit fee \$50.00

Paid: _____ Received by: _____ Date: _____

APPEALS: Appealed to Board of Appeals?

- Yes
- No

Hearing date: _____

Appeals Board Decision – Approved?

- Yes
- No

Conditions _____

SECTION 6: AS-BUILD ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued).

The following information must be provided for project structures. This section must be completed by a **registered professional engineer or a licensed land surveyor** (or attach a certification to this application). Complete 1 **or** 2 below.

1. **Actual (As-Build) Elevation** of the top of the lowest floor, including basement and bottom of lowest structural member of the lowest floor, excluding piling and columns) is _____ **FT. NGVD (MSL).**
2. **Actual (As-Build) Elevation** of flood proofing protection is _____ **FT. NGVD (MSL).**

SECTION 7: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR):

The **LOCAL ADMINISTRATOR** will complete this section as applicable based on inspection of the project to ensure compliance with the community’s local law for flood damage prevention.

INSPECTIONS:

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR):

Certificate of Compliance issued: **DATE** _____ **BY:** _____

[Chapter 175, Flood Damage Prevention, Adopted 7-9-2007 by L.L. No. 12-2007, effective 7-20-2007 (originally adopted 11-17-1987 as L.L. No. 175.)]