



## FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

The checklist must be completed and included as part of the initial submittal for a Floodplain Development Permit. In the space provided left of each item, enter the page #(s) of the plans that contain the listed item. If an item is not applicable to your project, indicate N/A. Incomplete submittals will be returned for completion prior to reviewing application.

### INFORMATION REQUIRED FOR ALL PLAN SUBMITTALS:

- \_\_\_ Plans sealed by State of Tennessee licensed engineer
- \_\_\_ Base Flood Elevation (BFE) at the property limits and work area
- \_\_\_ Indicate whether the proposed work is in the Floodway or flood fringe
- \_\_\_ FEMA FIRM Panel Number and Effective Date
- \_\_\_ FIRM Zone
- \_\_\_ Legal Description of Property
- \_\_\_ Limits of Special Flood Hazard Area (SFHA) including floodway where applicable
- \_\_\_ Existing contours
- \_\_\_ Grading plan
- \_\_\_ Include compaction requirements for fill areas
- \_\_\_ Location and elevation of existing and proposed construction in the SFHA, including, but not limited to, streets, pavement, retaining walls, accessory buildings, swimming pools, parking lots, driveways, trash enclosures, storage tanks, and other infrastructures. Also locations of proposed underground utilities.

### INFORMATION REQUIRED IF BUILDINGS ARE TO BE CONSTRUCTED, ENLARGED OR ALTERED WITHIN THE FLOODPLAIN:

- \_\_\_ Provide elevation certificate to verify:
  - RESIDENTIAL:** Basement or lowest floor at least 3 feet above BFE
  - NON-RESIDENTIAL:** Lowest floor or flood proofing at least 1 foot above BFE
- \_\_\_ Anchorage of proposed structures
- \_\_\_ Venting of enclosed areas for pressure equalization
- \_\_\_ Electrical, heating, ventilation, plumbing, ac, and other service equipment designed or located to prevent water from entering or accumulating within the components during flooding (above BFE)

## **SUPPLEMENTARY INFORMATION:**

Depending on the proposed project, the following items may also be required prior to issuance of a permit.

- Flood Study (Hydraulic modeling)
- United States Army Corp of Engineers Section 404 Permit
- U.S. Fish and Wildlife Service-Endangered Species Act
- FEMA Conditional Letter of Map Change (CLOMR)

## **REQUIRED POST-CONSTRUCTION SUBMITTAL REQUIREMENTS:**

This section indicates information that may need to be submitted AFTER construction improvements, but prior to a Certificate of Occupancy.

- Post-Construction Elevation Certificate (must be certified by a licensed State of Tennessee Engineer)
- Flood proofing certification (must be certified by a licensed State of Tennessee Engineer or Architect)

Other Items:

- Certification of Fill Placement (must be certified by a licensed State of Tennessee Engineer)
- FEMA Approved Letter of Map Change (LOMC)
- Submission to County Watershed Model updates