



Floodplain Overlay District Development

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Email:	
Address:			
Applicant's Rep.:		Phone:	
Company:		Email:	
Address:			
Property Owner:		Phone:	
Company:		Email:	
Address:			
ASSESSOR'S MAP NO:		TAX LOT NO(S):	
Property Address:			
Size of Property:		Acres <input type="checkbox"/>	Square Feet <input type="checkbox"/>
Zoning:			
Existing Use:			
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Property Information		<i>(City Intake Staff: complete this section)</i>	
Associated Cases:			
Case No.:		Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$0	
TOTAL FEES: \$		PROJECT NUMBER:	

Signatures

Applicant:	The undersigned acknowledges that the information in this application is correct and accurate.
_____	Date: _____
Signature	

Print	

Owner:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Floodplain Overlay District Development Application Process

1. Applicant Submits a Floodplain Overlay District Development Application to the Development & Public Works Department

- The application must conform to the *Floodplain Overlay District Development Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Floodplain Overlay District Development Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning staff conduct a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed complete until all information as required by SDC 3.3.435(B), including all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- Floodplain development approval is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied based on the findings of fact showing compliance/non-compliance with the floodplain development standards in SDC 3.3.430.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

4. Next Steps

- Approval of a floodplain development permit is required before construction or development begins within any area of special flood hazard established in SDC 3.3.420(B).
- Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, applicant must obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).
- Where base flood elevation data are utilized, the applicant must obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.

Floodplain Overlay District Development Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department and on the city's website. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Floodplain Development Application Form**
- Property Ownership or Control** – a copy of the deed to the property, present lease agreement, or other evidence showing the applicant is exclusive ownership or control of the property, or has consent of all owners to act on their behalf.
- Narrative** explaining the proposal and any additional information that may have a bearing on the action to be taken, including findings demonstrating compliance with the Floodplain Overlay District Development Standards described in SDC 3.3.430.
- Three (3) Copies of a Plot Plan** drawn to scale to include:
 - The nature, location, dimensions, and elevations of the development area
 - Name, location, and dimensions of all existing and proposed structures
 - Name, location, and dimensions and amount of fill and/or excavations
 - Name, location, and dimensions of all storage of materials
 - Name, location, and dimensions of all drainage facilities
 - Base flood elevation area
 - Elevation in relation to mean sea level
 - Of the natural grade(s) of the proposed development area (for structures, show elevations at the corners of the proposed structures) prior to excavation or the placement of fill
 - Of the lowest floor (including basement) of all structures and all attendant utilities of all new and substantially improved structures (in accordance with SDC 3.3.425(C)(2))
 - To which any structure has been flood-proofed
- Other Permits** – Copies of required local, state, and federal permits
- Floodproofing Certification** – Provide certification by a registered professional engineer or architect licensed in the State of Oregon that flood-proofing methods for any non-residential structure meet the flood-proofing criteria for non-residential structures in SDC 3.3.430(B)(3)(c).
- Floodway** – Certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that proposed encroachment(s) will not result in any increase in flood levels within the community during the occurrence of the base flood discharge (unless a CLOMR is approved by FEMA).
- Watercourse** – Description of the extent to which any watercourse will be altered or relocated.
- Base Flood Elevation** data for subdivision proposals or other development when required per SDC 3.3.425(C)(1) and SDC 3.3.430(A)(7)
- Substantial Improvement Calculation** for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure