

# Cibola County Floodplain Development Permit Application

Application # FP \_\_\_\_\_ - \_\_\_\_\_  Use Permit  Variance  Appeal Date \_\_\_\_\_  
Permit Fee \$25.00

## SECTION I: GENERAL PROVISIONS (APPLICANT to read and sign)

1. No work of any kind 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 additional 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. All work must be completed within 180 days of permit approval.

### CERTIFICATION TO THE ADMINISTRATOR:

As the applicant I certify that I am either the owner or authorized agent of the owner and that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Cibola County Flood Damage Prevention Ordinance 10-02, and with all other applicable Federal ordinances and the laws and regulations of the State of New Mexico.

### WARNING: PLEASE READ AND ACKNOWLEDGE.

The Flood Insurance Rate Maps (FIRM) and other flood data used by the Cibola County Floodplain Manager in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur, and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create liability on the part of Cibola County, the Cibola County Floodplain Manager or any officer or employee of Cibola County in the event flooding or flood damage does occur. The undersigned hereby makes application for a Floodplain Use Permit.

\_\_\_\_\_  
(Print name of Agent/Owner)

\_\_\_\_\_  
(Signature of Agent/Owner)

\_\_\_\_\_  
Date

**SECTION 2: OWNER/PROJECT INFORMATION (To be completed by APPLICANT)**

Owner or Agent \_\_\_\_\_

Owner Name (if agent) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Property Address (from County Addressor) \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Engineer \_\_\_\_\_

Property Legal Description \_\_\_\_\_

**Description of Work (Check all applicable boxes)**

**A. Structural Development**

**Activity Structure Type**

- New Structure\*  Residential (1-4 Family)
- Addition\*  Residential (4+ Family)
- Renovations\*/Repairs\*/  Non-Residential (Floodproofing? Yes)
- Maintenance\*  Manufactured Home

**B. Other Development Activities**

- Paving  Grading  Filling  Mining
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street, Bridge Construction\*
- Individual Water or Sewer System
- Other (Please describe)

\*Notice: FEMA elevation Certificate MUST be attached to this application

Elevation of the 100-year (Base) flood (Identify source if other than the FIRM): \_\_\_\_\_ ft.(NAVD1988)

Highest adjacent grade at the development site (natural ground): \_\_\_\_\_ ft.(NAVD1988)

Lowest adjacent grade at the development site (natural ground): \_\_\_\_\_ ft.(NAVD1988)

Required elevation/depth for lowest floor (including basement): \_\_\_\_\_ ft.(NAVD1988)

Proposed elevation/height above grade for lowest floor (incl. basement): \_\_\_\_\_ ft.(NAVD1988)

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOD (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING WILL BE ELEVATED TO AT LEAST THE 100-YEAR (BASE) FLOOD ELEVATION (IF AVAILABLE) OR AT LEAST TWO FEET ABOVE THE HIGHEST ADJACENT GRADE (IN AO ZONES), AND THAT IF THE DEVELOPMENT IS PROPOSED IN A DELINEATED FLOODWAY, THE DEVELOPMENT WILL CAUSE NO INCREASE IN THE 100-YEAR (BASE) FLOOD ELEVATION.

OR

THIS PERMIT IS ISSUED WITH THE CONDITION THAT ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING (INCLUDING ANY MANUFACTURED HOUSE) COVERED BY THIS PERMIT WILL BE BUILT ON COMPACTED FILL THAT IS AT LEAST AS HIGH AS THE 100-YEAR (BASE) FLOOD ELEVATION, AND THAT SUCH FILL WILL EXTEND AT LEAST TEN FEET FROM ALL WALLS OF THE BUILDING BEFORE IT DROPS BELOW THE 100-YEAR (BASE) FLOOD ELEVATION.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING (INCLUDING ANY MANUFACTURED HOUSE) WILL PROVIDE A COMPLETED FEMA ELEVATION CERTIFICATE BY A REGISTERED ENGINEER OR LAND SURVEYOR BASED ON "ACTUAL CONSTRUCTION" PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT.

Application, Plans and Specifications Received this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Agent/Owner)

\_\_\_\_\_  
(Signature of Floodplain Administrator)

### SECTION 3: ADDITIONAL INFORMATION (To be completed by APPLICANT)

If the proposed development is located in a Special Flood Hazard Area the applicant must submit the documents as noted below, before the application can be processed:

- 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 floodproofing of utilities located below the first floor, and details of enclosures below the first floor. (Required for structural development activities.)
- Completed Floodplain Building application (Required for building permit requests involving structures.)
- A copy of all data and hydraulic/hydrologic calculations used to determine the base flood elevation and floodway limits.
- A copy of all data and hydraulic/hydrologic calculations used to determine the floodway limits. (Required for proposed development in the floodplain where base flood elevations are established but no floodway or non-encroachment areas are determined.)
- Plans showing the extent of watercourse relocation and/or landform alterations. (As applicable)
- Change in water elevation (in feet) Meets ordinance limits on elevation increases:  YES  NO (Required for proposed encroachments to a floodway or non-encroachment area.)
- Top of new compacted fill elevation \_\_\_\_\_ ft.(NAVD1988). (Required for development involving fill in the floodplain.)
- Floodproofing protection level (non-residential only) \_\_\_\_\_ ft.(NAVD1988). Applicant must attach certification from registered engineer. (Required for floodproofed structures.)
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not Result in any increase in the height of the regulatory flood event, or conditional approval issued by FEMA via a Conditional Letter of Map Revision (CLOMR) for the proposed activity. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. (Required for proposed encroachments to a floodway or non-encroachment area.)
- A certified and completed Elevation Certificate that includes the proposed elevation of lowest floor (including basement). Applicant must submit the Elevation Certificate before construction (based on construction drawings), when building is under construction (before lowest floor is completed), and when construction is finished (as-built elevations).
- A certified and completed Floodproofing Certificate for floodproofed non-residential structures.
- Location of all fill that will be stored in the floodplain, and statement of the amount of fill In addition, for a house show: The existing ground elevation and calculated height of the base flood elevation
- For a bridge submittal drawings and specifications for the bridge, certified by a registered professional Engineer. Calculations showing amount of fill (if any). A cross section at bridge location showing existing conditions, proposed conditions and BFE level. A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development. A copy of all data and hydraulic/hydrologic calculations supporting bridge submittal must also be submitted.
- Other:

**SECTION 4: 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.

1st INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? Yes No

2nd INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? Yes No

1st Elevation Certificate Date \_\_\_\_\_ Final Elevation Certificate Date \_\_\_\_\_

Certificate of Compliance issued: DATE \_\_\_\_\_ BY \_\_\_\_\_

**FLOODPLAIN MANAGER**

Application Action Taken: Approved Denied Other \_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator Date

**CIBOLA COUNTY COMMISSIONERS APPLICATION**

Action Taken: Variance Appeal Approved Denied Other \_\_\_\_\_

Commission Action Confirmed By: \_\_\_\_\_  
Floodplain Administrator Date of BCC meeting