



FLOODPLAIN DEVELOPMENT PERMIT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application.

Applicant Use STAFF USE

- Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application.
- One (1) copy of proof of current ownership of property.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double sided application will not be accepted.
- Three (3) set of plans drawn to scale (including one (1) 8½" x 11" reduction), showing the nature, location, dimensions, and elevations of the area in question, including existing and proposed facilities such as fill, storage of materials and drainage facilities.
(If this application is for improvements that do not include buildings, plans must include all applicable cross sections as shown the applicable FEMA maps).
- If the signatory on this application is not the owner of the property, an **original** notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.
- Complete Data Tables Below:

PROJECT/SITE INFORMATION & DATA

Brief Description of Project:

- One (1) 8½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.

- THE FOLLOWING ITEMS SHALL BE SHOWN ON THE PLANS AND/OR BE ADDRESSED IN WRITING:
 - A. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures.
 - B. Elevation in relation to mean sea level to which any structure or facility has been flood proofed.
 - C. Describe the extent to which any watercourse will be altered or relocated as a result of proposed development.

- Certification by a registered professional engineer or architect that the flood proofing methods for any non-residential structure meet the following flood proofing criteria:
 - A. Be flood proofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 - B. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
 - C. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provision of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Zoning Administrator of the City of Eagle as provided for in ECC 10-1-9B3b.

- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.

- Any additional information that may be required by the Zoning Administrator.

- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.