



Floodplain Development Permit Application

This permit application is required when any type of development is proposed within the floodplain. Development must comply with the specific standards outlined in City Code. ***Please reference the City's Floodproof Construction Requirements Packet, as appropriate, when completing this application ([City of Moorhead : Floodplain Permits](#)).***

- **Development** - any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- **Regulatory Flood Protection Elevation (RFPE)** - an elevation not less than one foot above the base flood elevation (BFE) plus any increases in the water surface elevation caused by encroachments on the floodplain that result from designation of a floodway (i.e. stage increase).
- **Floodproofing Design Level (FDL)** – an elevation not less than two feet above the BFE.

Description of Work

Applicant Information

Property Owner:	Contractor/Agent:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Site Information

Site Address:
Parcel #:

Brief Description of Project

Submittal Requirements

- ☐ Location and detail of grading, fill, compaction, and methods to stabilize soil including existing and proposed elevations
 - ☐ If this application is for fill only, with a future permit application anticipated for buildings and/or other development activities, include a proposed site plan of the property detailing all existing and proposed buildings, structures, service facilities, roads, waterbodies, and other pertinent design features. If specific locations for development activity are not known, identify all potential locations that may be used or reserved for development. Include a description of anticipated future development requiring a future permit in the Brief Description of Project above.
- ☐ Copies of any other required state or federal permits or approvals (if applicable)

☐ For buildings, please include:

- ☐ Site plan of the property detailing all existing and proposed buildings, structures, service facilities, roads, waterbodies, and other pertinent design features including elevations. Where applicable, plans shall detail:
 - ☐ Anchoring (if needed)
 - ☐ Proposed elevations of lowest floor (including basement or crawlspace)
 - ☐ Detail of the materials used and flood protection for all facilities servicing the building
 - ☐ Engineer/Architect prepared plans and certifications (for floodproofed structures)
 - ☐ Details of repairs and improvements, including cost estimate (for existing nonconforming structures)

For Buildings (check all that apply)

Activity:

- ☐ New Structure
- ☐ Existing Structure:
 - ☐ Demolition and Replacement
 - ☐ Demolition
 - ☐ Relocation/Elevation
 - ☐ Alteration/Addition/Improvement
 - ☐ Repair after Damage

Building Type:

- ☐ Residential
- ☐ Non-residential
- ☐ Multi-use development
- ☐ Manufactured Home
- ☐ Recreational Vehicle
- ☐ Accessory Building (square footage: _____)
- ☐ Other: _____

Elevation and Floodproofing:

- ☐ Slab-on-grade
 - ☐ Ground elevation at or above the RFPE at the structure
 - ☐ Lowest floor at or above the RFPE
 - ☐ Fill to a point 15 feet beyond the structure footprint at or above the BFE
- ☐ Basement or crawlspace
 - ☐ Ground elevation at or above the FDL
 - ☐ Lowest floor at or above the FDL
 - ☐ Fill to a point 15 feet beyond the structure footprint at or above the BFE
- ☐ Building or addition's lowest floor will be elevated above the RFPE via method alternative to fill (requires CUP)
 - ☐ Development utilizes fill, but fill does not meet the standards noted above
 - ☐ Elevated on a filled stem wall
 - ☐ Elevated above an enclosed area designed to be internally flooded
 - ☐ Elevated with blocks, pilings, or stilts
- ☐ Nonresidential building will be designed to be watertight below the RFPE (requires CUP)
- ☐ Buildings less than 576 square feet can be wet floodproofed per City Code
- ☐ Building or addition's lowest floor won't be elevated, but will be designed to be internally flooded (accessory structures and garages only, requires CUP if in floodway – when allowed)

For Other Structural Development (check all that apply)

- ☐ Deck/Patio/Gazebo
- ☐ Fence
- ☐ Gas or liquid storage tank
- ☐ Utilities, well, ISTS, or other service facilities

For Other Development Activities (check all that apply)

- ☐ Earth moving, excavation, grading, or fill
- ☐ Mining
- ☐ Road or trail construction
- ☐ Shoreline stabilization or restoration
- ☐ Bridge or culvert construction or alteration
- ☐ Subdivision

Application will be evaluated based on compliance with the standards outlined in City Code. No work of any kind may start until an application is approved and a permit is issued. The permit may be revoked if any false statements are made in this application. If revoked, all work must cease until a permit is re-issued. Applicant gives consent to the Zoning Administrator and/or Floodplain Administrator to carry out inspections required to verify compliance. When applicable the applicant must hire a Professional Engineer or Architect to complete inspections and FEMA paperwork.

Fill placed in the floodway and/or floodplain must be inspected and supervised by a Professional Engineer.

All floodproof construction inspections must be completed by a Professional Engineer or Architect. At the conclusion of construction, a Property Flood Survey (as-built), inspection certification form, FEMA elevation certificate, and FEMA Floodproof Basement Certification form must be completed and submitted to the City before a Certificate of Occupancy can be issued.

Applicant signature: _____ Date: _____

Hired Engineering FIRM

Engineer and/or Architect certification: I hereby certify that I was hired by the applicant to perform floodproof requirements, site inspections and submit post-construction documents to the City of Moorhead.

Engineering Firm: _____

Engineering Firm Address: _____

Engineers Printed Name: _____

Engineers signature: _____ Date: _____