

Flood Plain Development Permit

Application Information

This application information pertains to flood plain development as regulated by Chapter 9, Flood Plain Zoning Regulations, of the Ames *Municipal Code*. It is required of all development within all “Special Flood Hazard Areas Subject to Inundation by the 1% Annual Chance Flood” as shown on the Official Flood Plain Zoning Map. These areas are commonly referred to as the Floodway and the 100-year Flood Plain.

1. **Application.** *Be sure to complete and submit all the required materials that are specified on the Flood Plain Development Permit Application Form. Failure to do so will result in a delay in accepting your application until it is complete.*

2. **What must be submitted?**

A completed application must be submitted for any development activity in the Special Flood Hazard Areas of the City of Ames. **Development means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, or placement of factory-built homes.** “Development” does not include “minor projects” or “routine maintenance of existing buildings and facilities” as defined in Chapter 9. It also does not include gardening, plowing, and similar practices that do not involve filling, grading, or excavating.

The Flood Plain Development Permit Application may be submitted prior to, concurrent with, or subsequent to any Site Development Plan Application or Subdivision Plat Application. The Flood Plain Development Permit **must** be approved and issued before approval of any Building Permit or prior to any development activity if no other permit is required.

- If the Flood Plain Development Permit is sought in conjunction with a Site Development Plan or Subdivision Plat Application, submit a copy of the prepared site plan or plat. Include any flood plain information such as the location of Special Flood Hazard Areas, Base Flood Elevation information (including vertical datum), and proposed floor elevations of any structures. All areas that will be excavated or filled must be shown, including approximate quantities and/or depth of excavation or fill.
- If the Flood Plain Development Permit is sought in conjunction with activities that do not require a Site Development Plan or Subdivision Plat, submit a scaled, legible site plan showing the dimensions of all lot lines; locations, dimensions and setbacks of all existing structures; the location of Special Flood Hazard Areas; Base Flood Elevation information (including vertical datum); and location, area and size of the proposed development activity. All areas that will be excavated or filled must be shown, including approximate quantities and/or depth of excavation or fill.
- If the Flood Plain Development Permit is sought for a non-residential structure that will be floodproofed to three feet above the Base Flood Elevation (rather than elevated), submit

certification from a professional engineer registered in the State of Iowa that certifies that the floodproofing methods used will be adequate to withstand the flood depths, pressures, velocities, impact and uplift forces, and other factors associated with the Regulatory Flood Elevation level, and that the structure, below the Regulatory Flood Elevation Level, is watertight with walls substantially impermeable to the passage of water. Floodproofing shall apply to the structure and any attendant utilities and sanitary systems. Further information on floodproofing can be found in FEMA Technical Bulletin 3-93 Non-Residential Floodproofing—Requirements and Certification.

- If the development activity requires approval from the City Council or Zoning Board of Adjustment, submit evidence that such approval has been obtained. A Conditional Use Permit from the Zoning Board of Adjustment or a Major Site Development Plan approval from the City Council may be required for development activities in the Floodway or General Flood Plain Overlay Districts.

For development in the Floodway or Floodway Fringe Overlay Districts, submit any and all information necessary to demonstrate that all required Performance Standards are met. These Performance Standards must also be met for development activities in the General Flood Plain Overlay District once the Iowa Department of Natural Resources has determined whether the Site is within the Floodway or Floodway Fringe.

The applicant is encouraged to discuss the proposed use of the property with City staff to determine if there are other City approvals needed prior to the issuance of building/zoning permits.

3. What is the process?

Upon submittal of the Flood Plain Development, the Flood Plain Administrator will assess the submitted information, and review the Flood Plain Zoning Regulations. The Flood Plain Administrator may also seek review of the Application by other City departments to determine compliance with any required performance standards.

If the Flood Plain Administrator determines the proposed development activities meet the applicable provisions and standards of the Flood Plain Zoning Regulations, the Administrator shall approve the Flood Plain Development Permit. The Flood Plain Development Permit shall authorize only those development activities described in the Flood Plain Development Permit Application. Any other use, arrangement or construction shall be deemed a violation of the Flood Plain Zoning Regulations and shall be subject to penalties as allowed by Section 9.9 of the Ames *Municipal Code*. A copy of the approved Flood Plain Development Permit shall be provided to the applicant. Copies will also be affixed to the Building Permit (if applicable), Site Development Plan (if applicable), and Subdivision Plat (if applicable).

If the Flood Plain Administrator determines the proposed development activities do not meet the applicable standards of the Flood Plain Zoning Regulations, the Administrator shall deny the Flood Plain Development Permit. Reasons for denial shall be in writing to the applicant.

4. Where should submittals be made?

Submit the completed Flood Plain Development Permit Application to the:

Department of Planning and Housing
Room 214, City Hall
515 Clark Avenue
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400
FAX: 515-239-5404
E-mail: planning@city.ames.ia.us

Important Note on Elevation and Vertical Datum:

The Flood Insurance Study (FIS) effective on October 16, 2014 uses two different vertical data for Base Flood Elevations. For any development activity and Flood Plain Development Permit application in the College Creek and Worle Creek (and the tributaries of Worle Creek) Floodways and 100-year Flood Plains, the vertical datum that will be used for Base Flood Elevation and for Elevation Certificates is North American Vertical Datum 1988 (NAVD 88). The vertical datum for all other watersheds within the corporate boundaries of Ames will be National Geodetic Vertical Datum 1929 (NGVD 29).

It is important that the Flood Plain Development Permit Application and Elevation Certificates are submitted with the correct vertical datum. Please contact the Planning Division if you have any questions.

Base Flood Elevation is the water surface level of a flood having a 1 percent chance of being equaled or exceed in any given year.

Regulatory Flood Elevation is the height to which a structure must be elevated or flood-proofed. It is equal to the Base Flood Elevation plus three feet.

Flood Plain Development Permit

Application Form

(This form must be filled out completely before your application will be accepted.)

Note: This application form pertains to flood plain development as regulated by Chapter 9, Flood Plain Zoning Regulations, of the Ames *Municipal Code*. It is required of all development within all "Special Flood Hazard Areas Subject to Inundation by the 1% Annual Chance Flood" as shown on the Official Flood Plain Zoning Map. These areas are commonly referred to as the Floodway and the 100-year Flood Plain.

1. **Property Address:** _____

2. **Legal Description of the Property:** _____

3. **Type of Development Activity:**

- | | |
|--|--|
| <input type="checkbox"/> Filling | <input type="checkbox"/> Addition or Interior Remodel to Existing Building |
| <input type="checkbox"/> Grading | <input type="checkbox"/> New Building |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Routine maintenance | |

4. **Description of Development Activity:**

5. **Flood Plain Overlay District:**

- Floodway Overlay
- Floodway Fringe Overlay
- General Flood Plain Overlay
- Date of Letter of Map Change (If Applicable): _____

If the Site is within the Floodway or General Flood Plain Overlay Districts, a Major Site Development Plan approved by the City Council may be required.

Does the Project involve New Construction, Addition, or Major Remodel of Existing Structure? If so, please complete this section (a-m, below)

See Page 3 of the application packet for information on the proper vertical datum for watersheds in Ames.

- a. Proposed Use of Structure: _____
- b. Is Structure Principal or Accessory: _____
- c. Dimensions of Existing Structure: _____
- d. Dimensions of New Structure or Addition: _____
- e. Area of New Structure or Addition: _____
- f. Estimated Cost of Construction: _____
- g. If an Addition to an Existing Structure, Assessed Value of Existing Structure: _____
- h. Is Structure or Use Non-conforming: _____
- i. Base Flood Elevation of Site (identify source of information if other than FIRM): _____
- j. Current Elevation of Site (natural grade): _____
- k. Required Elevation/Floodproofing of Development: _____
- l. Proposed Elevation/Floodproofing of Development: _____
- m. Other Flood Plain Information (identify and describe source): _____

Any development within the Floodway, Floodway Fringe, or General Flood Plain Overlay Districts shall meet the required performance standards of Chapter 9, Flood Plain Zoning Regulations, of the Ames *Municipal Code*. These standards may include, at a minimum, the elevation of the lowest floor to three feet above the Base Flood Elevation for residential structures and the elevation or floodproofing of the lowest floor to three feet above the Base Flood Elevation for non-residential structures.

Property Owner Name/Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Phone) (Fax)

E-mail address: _____

Applicant (if different): _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Phone) (Fax)

E-mail address: _____

Note: Prior to the issuance of a temporary or final Certificate of Occupancy for the development activities approved by this Flood Plain Development Permit, a registered engineer, architect or land surveyor may need to submit an Elevation Certificate or Floodproofing Certificate (as applicable) on forms provided by the Federal Emergency Management Agency to the Department of Planning and Housing.

I (We) certify that the above information is true, to the best of my knowledge and understanding, and that I am (we are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames, and have submitted all the required information.

Signed by: _____ **Date:** _____
Property Owner

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature, unless accompanied by an affidavit of agent authority.)

