

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION – LOWER WINDSOR TOWNSHIP, YORK COUNTY, PA

A Floodplain Development Permit is required for **any** development proposed in a Special Flood Hazard Area (SFHA) shown on the effective Flood Insurance Rate Map for Lower Windsor Township. The term “development” includes new or improved structures, placement of fill, excavation, storage of materials, and other activities defined in the Lower Windsor Township Floodplain Management Ordinance. All development that occurs in the SFHA must be in compliance with this Ordinance to protect lives and property from future flood damages.

Date

Property/Site Address

Parcel ID Number

Property Owner Name

Owner Mailing Address

Owner Phone Number

Owner Email Address

Applicant/Lessee/Contractor Name

Mailing Address

Phone Number

Email Address

The primary contact person is the ☐ Property Owner ☐ Contractor ☐ Lessee [Check one].

The Applicant must obtain all other necessary Federal, State and/or county permits before a floodplain development permit can be issued.

Are other permits required from County, State or Federal jurisdictions for this project? ☐ Yes ☐ No

If yes, please indicate which apply and attach copies of the permits:

- ☐ PA DEP/USACE Waterways Permit
- ☐ PA DEP/USACE Wetlands Permit
- ☐ PA DEP Subsurface Systems Permit
- ☐ PA DEP Alteration of Terrain
- ☐ PA DEP/USACE General Permit

- ☐ PA DEP On-lot Sanitary Sewer Permit
- ☐ USACE/Section 9&10 of Rivers and Harbors Act
- ☐ Section 404 of Clean Water Act
- ☐ Other: _____

Type of Proposed Development – Check all that apply. Structures

a. Type of Structure

- ☐ 1. Residential Structure
- ☐ 2. Non-Residential Structure
 - ☐ To be elevated ☐ To be floodproofed
- ☐ 3. Manufactured Home
- ☐ 4. Accessory Structure
- ☐ 5. RV - 180 day placement

b. Type of Development Activity for Structure

- ☐ 1. New Construction
- ☐ 2. Addition to Existing Structure
- ☐ 3. Renovation/Repair/Maintenance of Existing Structure
- ☐ 4. Other: _____

Other Development Activities

- ☐ 1. Functionally Dependent Use:
 - ☐ 1a. Ramp
 - ☐ 1b. Other: _____
- ☐ 2. Paving
- ☐ 3. Filling

- ☐ 4. Grading
- ☐ 5. Dredging
- ☐ 6. Excavation
- ☐ 7. Drilling
- ☐ 8. Mining
- ☐ 9. Bridge or Culvert Construction/Alteration
- ☐ 10. Road Construction/Alteration

- ☐ 11. Fence or Wall Construction
- ☐ 12. Watercourse Alteration
- ☐ 13. Storage of Equipment or Materials
- ☐ 14. Sewage Disposal System
- ☐ 15. Water Supply System
- ☐ 16. Other: _____

General Description of Proposed Development:

Cost of all work on the building: _____ Value of the building before the project: _____

The following documentation **must** be included with this permit application (as applicable):

- ☐ Valuation of improvements, with breakdown
- ☐ For any additions or renovations, repairs, or maintenance to an existing residential, a non-residential structure or a manufactured home, a completed *Application for Substantial Improvement/Substantial Damage Determination*;
- ☐ Copies of all required Federal, State and County permits as indicated above;
- ☐ A site plan showing:
 1. Property boundary and lot dimensions;
 2. Location of all proposed development on the site as indicated above;
 3. Nearby roads and bodies of water;
 4. Flood zone and floodway boundaries from the community's Flood Insurance Rate Map (FIRM);
 5. If applicable, the Base Flood Elevation (BFE) that applies to the site from the FIRM and Flood Insurance Study (FIS) report with vertical datum indicated. The BFE to the 10th of a foot should be provided when available (e.g., 243.1 feet);
 6. For proposed new or modified structures in an AE flood zone: the proposed elevation of the bottom of the lowest floor of the structure with vertical datum indicated.

☐ **For a proposed development in a Regulatory Floodway:** The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development will not cause any (0.0 feet) increase in the BFE **OR** obtain and provide a FEMA [Conditional Letter of Map Revision](#) (CLOMR) evaluating the project. In the latter case, a FEMA [Letter of Map Revision](#) (LOMR) must also be provided following completion of the project. CLOMR and LOMR submittal requirements and [fees](#) are the responsibility of the Applicant.

☐ **For a proposed development in an AE flood zone for a watercourse that has BFEs shown on the FIRM but no regulatory floodway:** The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development, when combined with all other existing and anticipated development, will not increase the BFE more than 1.0 foot at any point within the community.

☐ **For a proposed watercourse alteration:** the Applicant must submit:

1. a detailed description of the project;
2. copies of all required notifications as documented in the Floodplain Management Ordinance;

3. certification provided by a registered professional engineer, assuring that the flood carrying capacity of the altered watercourse can and will be maintained.

- ☐ **For a proposed development that is located in Zone A (no BFEs) and is either greater than 50 lots or greater than 5 acres:** The Applicant must develop a BFE for the area, and provide data such as hydraulic and hydrologic analyses that were used to develop the BFE.
- ☐ **For existing buildings determined to be Substantially Improved or Substantially Damaged:** A completed and certified [Elevation Certificate form](#) that includes the elevation of the current lowest floor of the existing structure.
- ☐ **The proposed development requires documentation to be submitted following completion of development.** The Applicant must complete and sign the *Agreement to Submit Post-Construction Floodplain Development Documentation* form.

The Floodplain Administrator reserves the right to require additional documentation not listed above, as needed, to process the permit application and ensure compliance with the Lower Windsor Township Floodplain Management Ordinance.

The Applicant understands and agrees that:

- No work may begin until a completed permit application is approved, and a Floodplain Development Permit issued;
- It is both the owners and owners' representatives' responsibility to comply with all local, state, and federal regulations, codes, and ordinances.
- If issued, a permit may be revoked, and a stop work order issued if any false information is found to have been provided in this application and supporting documents;
- Construction plans submitted to and approved by the Lower Windsor Township in support of an issued permit must be followed and adhered to. Any deviance there from may also be the basis for a notice of violation, stop work order, and revocation of a permit and/or assessment of a penalty by Lower Windsor Township;
- If a permit is revoked, all work shall cease until the permit is reissued or a new permit is issued;
- The Applicant hereby gives consent to the Lower Windsor Township Floodplain Administrator to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to, this application are a true description of the existing property and the proposed development project.

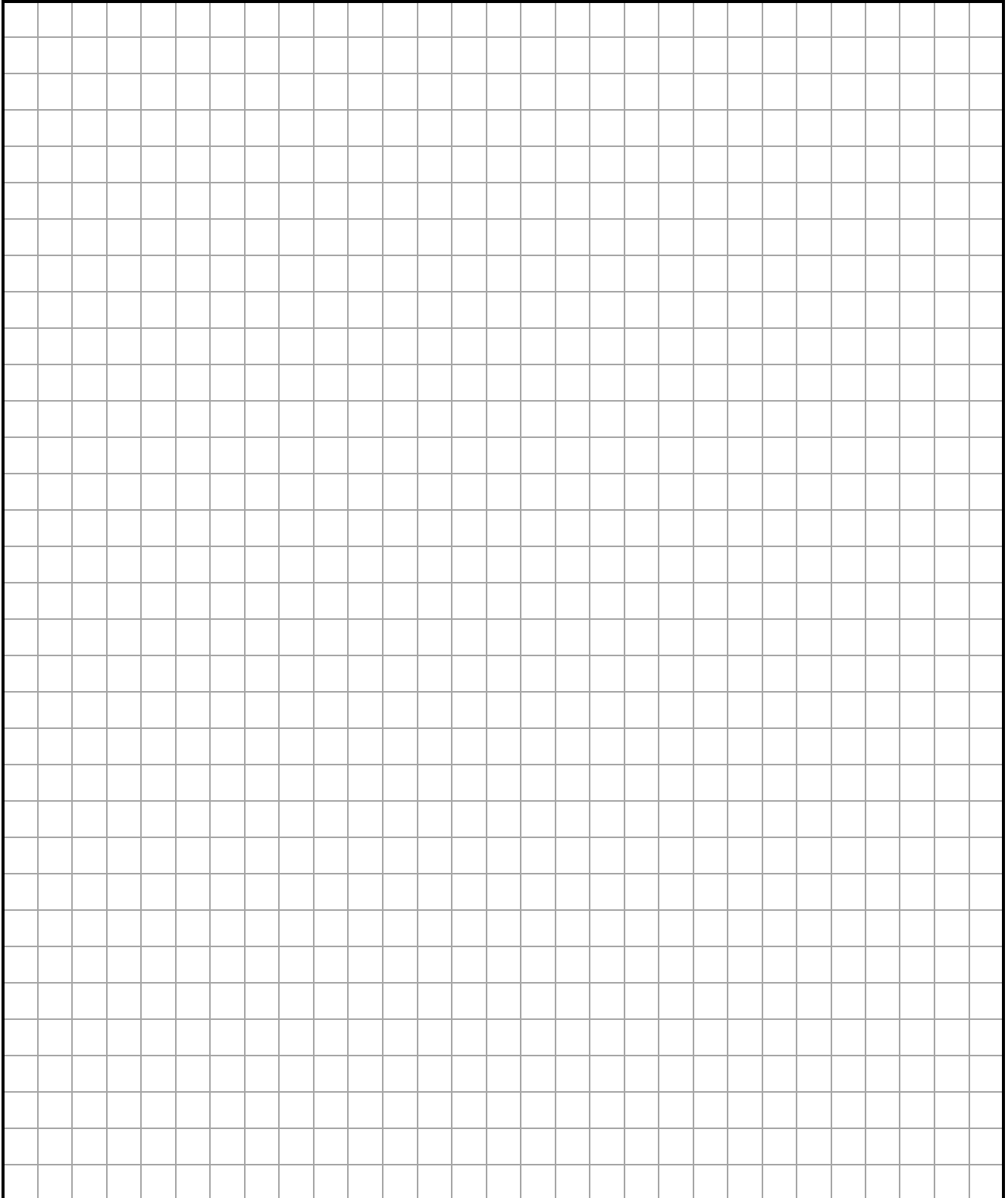
Property Owner/Authorized Agent: _____
Signature Date

Lessee/Tenant: _____
Signature Date

Authorized agent shall have a signed, dated letter of permission from the property owner, specific to the site and the work proposed.

Plans need not be drawn to scale, but must show:

- 1. Dimensions of lot, setbacks, distances between new construction and property line, dimensions of all improvements (proposed and existing)*
- 2. Septic tank and drainfield, water wells, stormwater management, streams, and adjoining streets.*
- 3. Neighboring structures within 20 feet of the property line.*
- 4. Existing easements and rights-of-way on this lot.*



THIS SECTION TO BE COMPLETED BY LOWER WINDSOR TOWNSHIP

Name of Flooding Source: _____ FIRM Panel No. / Effective Date: _____

Flood Zone Determination of Proposed Development (check all that apply):

☐ AE Zone (Includes A1-30) ☐ A Zone ☐ AO Zone ☐ VE Zone ☐ X Zone (Floodplain Development Permit not required)

Floodway Determination of Proposed Development:

Site located in floodway. ☐ Yes ☐ No ☐ N/A

Development site located in FEMA AE zone for river or stream with BFEs but no floodway established? ☐ Yes ☐ No ☐ N/A

Base Flood Elevation Determination of Proposed Development:

BFE at the development site (rounded to 10th of a foot, e.g. 100.2, if applicable): _____ Vertical datum: ☐ NAVD88 ☐ NGVD29

Basis of Zone AE (includes A1-30) and VE determination (if applicable): ☐ FIS ☐ FIRM

Basis of Zone A BFE determination (if applicable):

☐ From a Federal Agency: ☐ USGS ☐ USDA/NRCS ☐ USACE ☐ Other _____

☐ From a State Agency: ☐ PADOT ☐ Other: _____

☐ Established by Professional Land Surveyor or Engineer

☐ Two feet above Highest Adjacent Grade to structure: Highest Adjacent Grade Elevation: _____ + 2 ft. = BFE of _____

☐ Other: _____

Basis of Zone AO BFE determination (if applicable): Highest Adjacent Grade Elevation: _____ + Zone AO Depth _____ = BFE of _____

Substantial Improvement/Damage Determination (if applicable):

Based on the review of the Application for Substantial Improvement/Damage Determination form and accompanying documentation, the proposed development has been determined to be:

☐ Substantial Improvement/Damage ☐ Not a Substantial Improvement/Damage

For New Construction or Substantial Improvement of any structure:

New Construction: Proposed lowest floor elevation of structure: _____

Substantial Improvements: Lowest floor elevation of existing structure: _____

Vertical datum that applies for elevation: ☐ NAVD88 ☐ NGVD29

For New Construction or Substantial Improvement of a non-residential structure:

Building will be: ☐ Elevated ☐ Floodproofed

Section Completed by: _____ Title: _____

Completed Date: _____

Permit Application is: ☐ Approved ☐ Denied Comments: _____

Permit #: _____ Issued by: _____ Date: _____

Cost: _____