



**City of Monmouth
Floodplain Development
Permit Application**

For official use only:

Date: _____

Fee: \$ 500.00

Receipt No.: _____

Application No.: _____

Applicant:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Title Holder:

Name

Mailing Address

E-Mail

City

State

Zip

Surveyor and/or Engineer [If applicable]:

Name

Phone #

E-Mail

Location:

Street Address

Tax Lot Number

Assessor Map

Description:

[Redacted]

Comprehensive Plan Map Designation

[Redacted]

Current Zoning

[Redacted]

Size (acres)

Flood Zone:

Procedures: Floodplain development permits are processed in accordance with Monmouth City Code (MCC) Chapter 18.125, "Floodplain Zone". In accordance with Monmouth City Code (MCC) Section 18.10.010, Home Occupation applications are considered a ministerial (Type I) action. Written notice of the application is provided to all property owners within 250 feet of the property. The application will be reviewed by the City Planner and a determination by the City Planner will be made within 30 days of receipt of a complete application.

Applicant submittal requirements:

Attach a detailed description of the proposed development that includes the following:

1. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
2. Elevation in relation to mean sea level to which any structure has been flood proofed;
3. Certification by a registered professional engineer or architect that the flood proofing methods for any nonresidential structure meet the flood proofing criteria in Monmouth Zoning Ordinance Section 95.085(B); and
4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.
5. Certification by a registered professional civil engineer that any encroachments within a designated floodway, including fill, new construction, substantial improvements, or other development, shall not result in any increase in flood levels during the occurrence of the base flood discharge.

A Site Plan 8 ½ x 11 inches or multiples thereof in size, drawn to scale, illustrating the following information (if applicable):

1. Proposed grading and topographical changes;
2. The location and dimensions of all existing structures
3. The location and dimensions of all proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.
4. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
5. Proposed access to public roads and highways, railroads or transportation systems;

6. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services.
7. The location and amount of any proposed fill.

Development within floodplains must meet the following standards. In all areas of special flood hazard where base flood elevation data has been provided (Zone AE), the following provisions are required:

A. Residential Construction.

1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one foot above base flood elevation.
2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.
 - c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
3. Crawlspace Construction. Below-grade crawlspaces are allowed subject to the following standards as found in FEMA Technical Bulletin 11-01, Crawlspace Construction for Buildings Located in Special Flood Hazard Areas:
 - a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Hydrostatic loads and the effects of buoyancy can usually be addressed through the required openings stated in 95.085(A) (3) (b). Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than five (5) feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer. Other types of foundations are recommended for these areas.
 - b. The crawlspace is an enclosed area below the base flood elevation (BFE) and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than one (1) foot above the lowest adjacent exterior grade.
 - c. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE. The recommended construction practice is to elevate the bottom of joists and all insulation above BFE.
 - d. Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.
 - e. The interior grade of a crawlspace below the BFE must not be more than two (2) feet below the lowest adjacent exterior grade.
 - f. The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed four (4) feet at any point. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas.
 - g. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles or gravel or crushed stone drainage by gravity or mechanical means.

- h. The velocity of floodwaters at the site should not exceed five (5) feet per second for any crawlspace. For velocities in excess of five (5) feet per second, other foundation types should be used.
 - 4. Residential Accessory Structures. No single residential accessory structure located within areas of special flood hazard shall exceed 500 square feet in size. The size of residential accessory structures located within areas of special flood hazard is a non-variable standard.
- B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to one foot above the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
- 1. Be flood proofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 - 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
 - 3. 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 provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 95.055(C).
 - 4. Nonresidential structures that are elevated, not flood proofed, must meet the same standards for space below the lowest floor as described in Section 95.085(A);
 - 5. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the flood proofed level (e.g., a building constructed to the base flood level will be rated as one foot below that level);
 - 6. Below-grade crawlspaces are allowed subject to the standards found in Monmouth Zoning Ordinance Section 95.085(A) (3) above.
- C. Manufactured Homes.
- 1. Specific provisions for flood hazard reduction apply to all manufactured homes to be placed or substantially improved within Zones A1-A30, AH, and AE on the community's FIRM on sites:
 - A. Outside of a manufactured home park or subdivision,
 - B. In a new manufactured home park or subdivision,
 - C. In an expansion to an existing manufactured home park or subdivision, or
 - D. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood.
 - 2. All manufactured homes, as described in subsection 1 above, shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is one foot above the base flood elevation and be securely anchored to an adequately designed foundation system to prevent flotation, collapse, and lateral movement.
- D. Recreational Vehicles. Recreational vehicles placed on sites within Zones A1-30, AH, and AE on the community's FIRM either:
- 1. Be on the site for fewer than 180 consecutive days,
 - 2. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - 3. Meet the requirements of Section 95.085(C) and the elevation and anchoring requirements for manufactured homes.
- E. Encroachments. The cumulative effect of any proposed development, where combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot at any point.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

For more information please contact:
City of Monmouth Community Development Dept.
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Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us