



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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FLOOD HAZARD ZONE DEVELOPMENT PERMIT

APPLICATION INSTRUCTIONS: THE APPLICANT MUST SUBMIT TO THE MENDOCINO COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES:

1. Two copies of the application form through Section 1 (2 copies of Section II to be submitted after the completion of construction).
2. Two copies of the Plot Plan.
3. Two copies of a report prepared, signed and stamped by a registered engineer, surveyor or architect describing the methods for determining elevations, floodproofing, and related construction standards required by this application and the Mendocino County Code.
4. Two copies of a FEMA Elevation Certificate if project is a building. Current Elevation Certificate forms should be obtained through the FEMA website.
5. Written documentation demonstrating that all required clearances from agencies, and the Department of Fish and Wildlife and the Army Corps of Engineers have been obtained for the proposed work.
6. Filing fee (check with planner prior to submitting this application). All fees are collected by the Department of Planning and Building Services. Checks should be made payable to the County of Mendocino.

PLEASE TAKE NOTE

- All application material must be collated into individual application packets. All maps, plans, etc., (except reproducible) larger than 8½ x 11 inches shall be folded to a maximum size of 8½ x 11 inches. One 8½ x 11 inch reproducible plot plan shall be submitted with the application.
- All maps, reports, descriptions or other documents must bear the seal or stamp of the engineer and the expiration date.

ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.

DEFINITIONS

- Flood Hazard Zone Development Permit: A special type of permit required for development within areas of special flood hazard to insure compliance with County flood hazard zoning regulations.
- Areas of Special Flood Hazard: Land in the Coastal High Hazard Area or in the flood plain which is subject to a 1% or greater chance of flooding in any given year as identified by the Federal Emergency Management Agency (FEMA) in a study entitled, "The Flood Insurance Study for Mendocino County", dated June 16, 1992, with accompanying Flood Insurance Rate map (FIRM) and subsequent amendments.
- Coastal High Hazard Area: Areas that have special flood hazards associated with high velocity waters from coastal and tidal inundation or tsunamis.
- Base Flood Elevation (BFE): The elevation of flood waters for flood events which have a 1% chance of being equaled or exceeded in any given year.

FACTS TO KNOW

- Flood Hazard Development Permits are required for development within areas of special flood hazard. Applications for Flood Hazard Development Permits should be submitted to the Department of Planning and Building Services in conjunction with a building permit or other development permit (i.e. use permit, coastal development permit) which proposes development within an Area of Special Flood Hazard.
- The first portion of the application packet (though Section 1) must be submitted along with an Elevation Certificate prior to commencing construction.
- These permits can be administratively approved by the Department of Planning and Building Services staff but only after the following certifications are provided by a registered engineer, surveyor, or architect.

- 1. Residential Construction in Flood Plain:** New construction and substantial improvements of any structure shall have the lowest floor, including basement, elevated to or above the base flood elevation. Upon completion of the structure, the elevation of the lowest floor including basement shall be certified by a registered professional engineer or surveyor and provided to the Department of Planning and Building Services.
- 2. Nonresidential Construction in Flood Plain:** Either the structure must be elevated according to the above residential standard, or the structure together with attendant utility and sanitary facilities must:
 - Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 - Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects on buoyancy; and
 - Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certification shall be provided to the Department of Planning and Building Services.
- 3. Placement of utilities in all areas of special flood hazard:**
 - All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters;
 - On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with requirements of the North Coast Regional Water Quality Control Board's Basin Plan.
 - Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- 4. All Development in Coastal High Hazard Areas:**
 - All buildings or structures and substantial improvements shall be elevated on pilings and columns so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level, with all space below the lowest supporting member open so as not to impede the flow of water, except for breakaway walls.
 - All buildings or structures shall be securely anchored on pilings or columns.
 - Pilings or columns used as structural support shall be designed and anchored so as to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).
 - There shall be no fill used for structural support.
 - Certification. Compliance with the provisions of (A) through (D) of Section 4 above shall be certified to by a registered professional engineer or architect and provided to the Department of Planning and Building Services.
- 5. All Development in Floodways:** Encroachments, including fill, new construction, substantial improvements, and other development is prohibited unless certification by a registered professional engineer or architect is provided to the Department of Planning and Building Services demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- 6. Other Permits Required:** Work within a stream channel may require permits from other agencies such as the California Department of Fish and Wildlife and the U.S. Army Corps of Engineers. Prior to issuance of this permit and prior to the commencement of any work within a stream channel, clearances from these agencies must be obtained, and written documentation must be submitted to the Department of Planning and Building Services.



**Planning and Building
Services**

Case No: _____
CalFire No: _____
Date Filed: _____
Fee: _____
Receipt No: _____
Received By: _____
<i>Office use only</i>

APPLICATION FORM

APPLICANT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ email: _____

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ email: _____

AGENT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ email: _____

Parcel Size: _____ (Sq. feet/Acres) Address of Property: _____

Assessor Parcel Number(s): _____

TYPE OF APPLICATION:

- | | | |
|--|--|---|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Agricultural Preserve | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Use Permit-Cottage |
| <input type="checkbox"/> Airport Land Use | <input type="checkbox"/> Land Division-Minor | <input type="checkbox"/> Use Permit-Minor |
| <input type="checkbox"/> CDP- Admin | <input type="checkbox"/> Land Division- Major | <input type="checkbox"/> Use Permit-Major |
| <input type="checkbox"/> CDP- Standard | <input type="checkbox"/> Land Division-Parcel | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Land Division-Resubdivision | <input type="checkbox"/> Other |
| <input type="checkbox"/> Development Review | <input type="checkbox"/> Modification of Conditions | |
| <input type="checkbox"/> Exception | <input type="checkbox"/> Reversion to Acreage | |

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I certify that the information submitted with this application is true and accurate.

Signature of Applicant/Agent	Date	Signature of Owner	Date
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PROJECT DESCRIPTION

Describe your project. Include a description of the extent to which any water course will be altered or relocated.

FIRM Community Panel No.:	Date of FIRM:
Base Flood Elevation:	Proposed elevation of lowest floor (including basement):
Elevation of existing grade at building site:	Proposed elevation to which structures will be floodproofed:

SECTION I - CERTIFICATION PRIOR TO CONSTRUCTION

A. Residential Development in Floodplain:

- The new residence and/or substantial improvement will have the lowest floor, including basement, elevated to or above the BFE of _____ feet NGVD.
- The manufactured home will be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation which is _____ feet NGVD and will be securely anchored to resist flotation, collapse, or lateral movement by one of the methods specified in the County Floodplain regulations.

B. Nonresidential Development in Floodplain:

- The new structure and/or substantial improvement will have the lowest floor, including basement, elevated to or above the BFE of _____ feet NGVD.
- The new structure and/or substantial improvement will be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and will have structural components capable of resisting hydrostatic and hydrodynamic loads and effects on buoyancy.

C. All Development in a Floodway:

- The proposed development will not result in any increase in flood levels during the occurrence of the base flood discharge.

D. All Development in Coastal High Hazard Areas: The new structure and/or substantial improvement will meet all of the following:

- Will be elevated on pilings and columns so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to above the base flood level, with all space below the lowest supporting member open so as not to impede the flow of water, except for breakaway walls.
- Will be securely anchored on pilings or columns.
- Pilings or columns used as structural support are designed to be anchored so as to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).
- No fill will be used for structural support.

E. All Utilities in Any Area of Special Flood Hazard:

- The proposed water supply and sanitary sewer systems are designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters.
- The proposed on-site waste disposal system is designed to be located to avoid impairment to it or contamination for it during flooding consistent with requirements of the North Coast Regional Water Quality Control Board's Basin Plan.
- Electrical, heating, ventilation, plumbing, and air- conditioning equipment are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

This Certification is for Section(s) A, B, C, D, E (circle those that apply). I certify to the best of my knowledge, information and behalf, that the development subject to this application has been designed to comply with the above standards as applicable.

Certified by: _____ Title: _____

Telephone: _____ Email Address: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Affix Seal: _____

SECTION II - CERTIFICATION POST CONSTRUCTION

A. Residential Development in Floodplain:

- The lowest floor, including basement, is elevated to ____feet NGVD, which is at or above the BFE.
- The manufactured home has been elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to _____feet NGVD, which is at or above the BFE, and is securely anchored to resist flotation, collapse, or lateral movement by one of the methods specified in the County Floodplain Regulations.

B. Nonresidential Development in Floodplain:

- The lowest floor, including basement, is elevated to ____feet NGVD, which is at or above the BFE.
- The structure is floodproofed so that below the BFE the building is watertight, with walls substantially impermeable to the passage of water and structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy that would be caused by the flood depth, pressures velocities, impact and uplift forces associated with the base flood.

C. All Development in a Floodway:

- The development as designed and constructed will not result in any increase in flood levels during the occurrence of the base flood discharge.

D. Development in Coastal High Hazard Areas:

- The structure is elevated on piling and columns so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to____feet NGVD, which is at or above the BFE, with all space below the lowest supporting member open so as not to impede the flow of water, except for breakaway walls.
- The structure is securely anchored on pilings or columns.
- Pilings or columns used as structural support are designed and anchored so as to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval).
- No fill was be used for structural support.

E. Utilities in Areas of Special Flood Hazard:

- The water supply and sanitary sewer systems have been designed and constructed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters.
- The on-site waste disposal system has been designed and constructed to avoid impairment to it or contamination from it during flooding consistent with requirements of the North Coast Regional Water Quality Control Board's Basin Plan.
- Electrical, heating, ventilation, plumbing, and air- conditioning equipment has been designed and constructed so as to prevent water from entering or accumulating within the components during conditions of flooding.

This Certification is for Section(s) A, B, C, D, E (circle those that apply). I certify to the best of my knowledge, information and behalf, that the development subject to this application has been designed to comply with the above standards as applicable.

Certified by: _____ Title: _____

Telephone: _____ Email Address: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Affix Seal: _____



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FLOOD HAZARD ZONE DEVELOPMENT PERMIT REVIEW CHECKLIST

For Official Use

1. Case No(s): _____

2. Zoning District: _____

Proposed use allowed in zone: Yes No

3. Floodplain? _____ Yes No

Proposed use allowed in floodplain: Yes No

4. Floodway? _____ Yes No

Proposed use allowed in floodway: Yes No

5. Building Permit required: Yes No

Building Permit number: _____

6. Other permits required: Yes No

Other permit numbers: _____

7. Prior to Construction FEMA Elevation Certificate received: Yes No

Date: _____

8. Clearance, Mendocino County Department of Planning: Yes No

Signature: _____ Date: _____

9. Post-Construction FEMA Elevation Certificate received: Yes No

Signature: _____ Date: _____

Comments:

