



FLOODPLAIN CLEARANCE

STREET TRANSPORTATION / FLOODPLAIN MANAGEMENT

200 W. Washington St, 5th Floor PHONE: (602) 262 – 4960 FAX: (602) 262 - 7322

City of Phoenix

SECTION 1: Project Information

To be Completed by Planning and Development Department

Is Project in a Floodplain?  Yes  No

Plan reviewer name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is printed copy of current permit application attached?  Yes  No

Date: \_\_\_\_\_ Q.S. \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner's Name/Email: \_\_\_\_\_

Applicant Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Commercial/Multi-Family  Subdivision  Residential Single Lot  Critical Facility\*\*

Proposed Work:  New Construction  Addition  Tenant Improvement Only  Civil/Site

\*\*A critical facility includes: hospitals, fire stations, police stations, storage of critical records, and similar facilities. These facilities should be given special consideration when formulating regulatory alternatives and floodplain management plans. <https://www.fema.gov/critical-facility>

SECTION 2: Project Information for Addition and Interior Improvement Work

To be Completed by Planning and Development Department

Valuation of Proposed Permit Work: \_\_\_\_\_

Sq. Ft of Proposed Work: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

For Work other than Primary Structure:  Garage Attached  Garage Non-Attached

If tank or other structure, identify \_\_\_\_\_

Type of Alteration:  Minor  Medium  Major  Extensive  Full

Existing Structure in Sq. Ft: \_\_\_\_\_ Market Value of Structure: \_\_\_\_\_

Market Value Determined by:  Appraisal  PDD

What year was the structure constructed? \_\_\_\_\_

Source of Information (county, owner document, etc.): \_\_\_\_\_

**Section 3: Floodplain Management Information**

*To be Completed by Floodplain Management Section*

FIRM Community Number: 040051 Map Number & Suffix: 04013C

Panel Number: \_\_\_\_\_ Effective Date of FIRM: 10-16-13 / 03-07-14 / 11-04-15

Flood Zone:            A        AE        AH        AO        Admin. Floodway        Reg. Floodway

                          Shaded Zone X

                          Unshaded Zone X

Is this project required to complete the LOMC Process:     Yes     No

Date when the LOMC information was given to the applicant: \_\_\_\_\_

Date of FEMA approved Conditional LOMC: \_\_\_\_\_

Floodplain Section has copy of approved Conditional LOMC:  Yes     No     N/A

Date of Evaluation: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

**SECTION 4: Permit Information from the Past Five Years for Determining a Substantial Improvement**

To be Completed by Floodplain Management section

Enter Today's Date: \_\_\_\_\_ Five Years Past Date: \_\_\_\_\_

**Table 1: Documentation of Current and Previous Permit Work from the Past Five Years**

(please add more permit rows if needed)

	Date of Permit	Permit #	Type of Improvement	Value of Improvement
Current Permit Request				
Previous Permit #1				
Previous Permit #2				
Previous Permit #3				
Previous Permit #4				
Previous Permit #5				
<b>Cumulative Total of Current and Previous Permit Work for the Past Five Years</b>				

- DO NOT INCLUDE THE NON-STRUCTURE IMPROVEMENTS OR VALUES SUCH AS PROPERTY VALUE OR FENCES, POOLS, LANDSCAPING, ETC.
- DETACHED GARAGES OR OUTBUILDINGS ARE NOT INCLUDED, BUT ARE TREATED AS SEPARATE STRUCTURES.
- LABOR DONE BY OWNER MUST BE COMPUTED BASED UPON NORMAL LABOR AND MATERIALS VALUES
- INCLUDE PRIOR PERMITS FOR FIVE YEARS ONLY

**Substantial Improvement Calculation:**

( (Cumulative total of current and previous work (5 years)/ market value of structure) x 100 = % )

\_\_\_\_\_ / \_\_\_\_\_ x 100 = \_\_\_\_\_ %

(IF 50% OR GREATER, THE STRUCTURE IS CONSIDERED A SUBSTANTIAL IMPROVEMENT AND REQUIRES COMPLIANCE WITH CURRENT COMMUNITY NFIP ORDINANCE REQUIREMENTS.)

Does this project qualify as a substantial Improvement?

- No, it does not qualify       Yes, it does qualify

## SECTION 5: Final Determination

To be Completed by Floodplain Management section

\_\_\_\_\_ This project is located in Zone \_\_\_\_\_ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit. Based on the project information provided there are no Floodplain Management requirements to fulfill.

\_\_\_\_\_ This project is located in Zone \_\_\_\_\_ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit insofar as Floodplain requirements are concerned since the cost of the addition is less than 50% of the total value of the existing structure.

\_\_\_\_\_ This project is located in Zone \_\_\_\_\_ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit insofar as Floodplain requirements are concerned, cost of the improvement is more than 50% of the total value of the existing structure that has been determined to be compliant based on Elevation Certificate or LOMC.

\_\_\_\_\_ This project is located in Zone \_\_\_\_\_ and is in a Special Flood Hazard Area (SFHA). Project is required to initiate a Letter of Map Change (LOMC) application process. Do not submit a grading and drainage plan prepared by a registered Civil Engineer to the Planning and Development Department until FEMA (Federal Emergency Management Agency) approves the LOMC application.

\_\_\_\_\_ This project is located in Zone \_\_\_\_\_ and is in a Special Flood Hazard Area (SFHA), clearance is not granted until a grading and drainage plan prepared by a registered Civil Engineer and submitted to the Planning and Development Department (the Street Transportation Department/Floodplain Management Section will review internally) for review and approval. The floodplain boundary limits must be shown on the grading and drainage plan. **The Lowest Floor Elevation (LFE) must be at least one foot above Base Flood Elevation (BFE).** A professional engineer must determine and seal the BFE for any SFHA. The engineer also needs to ensure that impacts to the proposed facilities have been considered. The following note must be included on the grading and drainage plan:

***“A Federal Emergency Management Agency (FEMA) Elevation Certificate based on finished construction must be reviewed and approved by Floodplain Management for each new and substantial improvement structure constructed in a Special Flood Hazard Area (SFHA) prior to issuing a Certificate of Occupancy. A copy of the elevation certificate must be submitted to the General and Structural Inspector.”***

APPROVED FOR SUBMITTAL     APPROVED WITH STIPULATIONS\*\*     DENIED

\*\*TICKLE FLOODPLAIN MANAGEMENT FOR BUILDING PERMIT REVIEW PROCESS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_