



FLOODPLAIN CLEARANCE FORM
OFFICE OF THE CITY ENGINEER / FLOODPLAIN MANAGEMENT
200 W. Washington St, 6th Floor
PHONE: (602) 262 – 4960 Email: floodplain@phoenix.gov

City of Phoenix

Applicant Information :

Date: _____

Project Name: _____ Project Address: _____

Applicant Contact name: _____

Applicant Email: _____ Phone: _____

PROPERTY OWNER'S RESPONSIBILITIES:

1. Development proposed on your property listed above, must be in compliance with the City of Phoenix Floodplain Regulations, State and Federal codes. The owner assumes all risk for any work that does not comply with the Floodplain Regulations.
2. Per City of Phoenix floodplain regulations, improvements on existing properties that are not shown to be meeting current FEMA requirements, are tracked over a 5-year rolling timeframe. Improvements cannot exceed 50% of the structure's current valuation over a five-year period. Improvements that exceed 50% of the value are considered substantial. If an applicant adds to scope, or constructs improvements, above this allowed amount the structure may be deemed non-compliant.
3. The owner must secure all property rights and approvals necessary prior to start of construction.
4. City of Phoenix Floodplain Management review is for Floodplain purposes only, based upon how the proposed development affects the effective floodplain. All Floodplain reviews are in scope, and not in detail, and are intended only for the purpose of permitting.
5. This clearance may be declared null and void if substantial progress of development does not occur within one (1) year of approval or there is any substantial deviation from the plan cleared by City of Phoenix Floodplain Management, or for any violation of the Floodplain Regulation, or any condition, or other terms or agreement in connection with approval of this Floodplain Document.
6. The owner is **required** to submit additional documentation to the City of Phoenix Floodplain Management to verify compliance of the project that is proposed with this clearance. These documents shall be submitted to Floodplain Management at floodplain@phoenix.gov. Failure to provide this documentation could result in the Certificate of Occupancy being withheld. For new homes or substantial improvements, these documents will include, but are not limited to, the submittal of an elevation certificate prior to Planning and Development permit issuance. A second elevation certificate after foundation is poured on the structure. Upon completion of construction, and prior to Final Inspection or issuance of Certificate of Occupancy, the applicant shall submit a final elevation certificate based on finished construction, and a set of as-built drawings to Floodplain Management for review and approval. Owner shall also provide proof of FEMA approval as required by the City to show compliance.
7. The Property Owner is responsible and must ensure that all required documentation is supplied to City of Phoenix in a timely manner. City of Phoenix needs sufficient time to review submitted documents and is not responsible for project delays.
8. Prior to the owner's/applicant's request for final Inspection, all construction materials and debris shall be removed from floodplain. The owner/applicant shall at all times be responsible to maintain historical drainage patterns.
9. The property owner shall be responsible for maintaining and clearing any debris build-up caused by the construction in the floodplain and/or floodway area to eliminate the possibilities of obstructed flows. All fencing shall in no way obstruct, divert or retard the flow of waters in the floodplain.

WARNING AND DISCLAIMER OF LIABILITY:

1. Review and/or approval of this document does not convey any property rights, either real estate or material, and is not to be construed as consent, approval or authorization to cause any injury to property or invasion of rights or the Infringement of any Federal, State or other local laws, rules or regulations nor does It obviate the requirement to obtain other permits. Furthermore, the plan review by the City of Phoenix Floodplain Management division, has been solely for the purpose of determining that your application conforms with the written requirements of the City of Phoenix Floodplain Regulations and Is not to be taken as a warranty that structural plans and specifications meet engineering requirements or standards or are free from failure to perform as described or designed in the application, reports or plans as submitted. Approval does not imply that the total drainage concept for the site has been reviewed or approved by our office.
2. Depending on the location of your property it could possibly be inundated by greater frequency flood events (those occurring more often). A flood greater in magnitude than the 100-year flood could also occur. Properties located in the floodplain are prone to flooding, and may be susceptible to inundation by water from any source.
3. In consideration for the issuance of the requested floodplain clearance the applicant, owner, agent, engineer and their successors agree to hold the City of Phoenix harmless from any onsite or offsite damages of any kind arising from the development of the subject property in accordance with their submittals as outlined in the attached clearance.

I have read and understand the above PROPERTY OWNER'S RESPONSIBILITY, and the WARNING AND DISCLAIMER OF LIABILITY. I hereby authorize that the applicant listed above to file for this clearance on my property. As the property owner, I am responsible that all conditions of development are met for my property.

Property Owner Signature: _____ Date: _____

Property Owner's Name: _____ Email: _____

SECTION 1: Project Information *To be completed by Planning and Development Department*

PDD reviewer name: _____ Phone: _____

Is Project in a Floodplain? ☐ Yes ☐ No Is Project to correct an active citation? ☐ Yes ☐ No

Is printed copy of current permit application attached? ☐ Yes ☐ No

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

Proposed Work: ☐ New Construction ☐ Addition ☐ Tenant Improvement Only ☐ Civil/Site
☐ Manufactured Home ☐ Remodel

**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

Scope of Work: _____

Valuation of Proposed Permit Work: _____ Provided by ☐ Applicant or ☐ PDD

Existing Structure in Sq. Ft: _____ Proposed Work Sq. Ft: _____

For Work other than Primary Structure:

☐ Garage Attached ☐ Garage Non-Attached ☐ Guest house Non-Attached
☐ Pool ☐ Solar ☐ Wall

If other structure, identify _____

Type of Alteration: ☐ Minor ☐ Medium ☐ Major ☐ Extensive ☐ Full

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

APN # _____

Elevation Certificate on file? ☐ Yes ☐ No

FIRM Community Number: 040051

Map Number & Suffix: 04013C

Panel Number: _____ Effective Date of FIRM: _____

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

Shaded Zone X

Unshaded Zone X

Does this project have a LOMC for the existing structure? ☐ Yes ☐ No

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

Was the LOMC information offered to the applicant? ☐ Yes ☐ No

Has a Conditional LOMC been processed? ☐ Yes ☐ No

LOMC case number (if known): _____

Date of FEMA approved Conditional LOMC: _____

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

Fill out Section 4 if proposed work is an addition or remodel of a non-compliant structure

Skip to Section 5 if proposed work is a new construction

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: _____

Market Value of Structure: _____ Market Value Determined by: ☐ Appraisal ☐ Assessor

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				
Cumulative Total of Current and Previous Permit Work for the Past Five Years				

- 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)/ current 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: Current Status

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 at the time of this clearance, 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 50% or more of the total value of the existing structure that has been determined to be compliant based on a FEMA approved LOMC, or elevation certificate, and are in compliance with vertical elevations stated on the plans.

_____ 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 Office of the City Engineer / 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 Office of the City Engineer Floodplain Management Section 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 also be submitted to Office of the City Engineer Floodplain Management Section and Planning & Development Department prior to a Grading & Drainage permit based on construction plans and prior to issuance of vertical construction based on building under construction.

☐ **APPROVED FOR SUBMITTAL** ☐ **APPROVED WITH STIPULATIONS**** ☐ **DENIED**

**TICKLE FLOODPLAIN MANAGEMENT FOR BUILDING PERMIT REVIEW PROCESS

Comments: _____

Signature: _____ Date: _____

Standard Stipulations: The valuation and/or the scope of work must not increase and/or change without Floodplain Management's re-approval.

Add this stipulation to the building permit. Kiva user: _____