



FLOODPLAIN DEVELOPMENT PERMIT

Application Requirements

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process. Application materials must be submitted in both print and electronic format, on a disc. If you are unable to provide the materials in electronic format, please contact the Planning Office at 785-832-3150.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date _____, 20 .

Planner's name _____

Target Submission Date _____, 20 .

Fee \$20

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable (see 1203(d)):

- | R | NA | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Hydrologic and Hydraulic Study, (drainage study) in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required). |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study; in print and electronic format. |



Fee \$20

**FLOODPLAIN DEVELOPMENT PERMIT
APPLICATION**

Application materials must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-3150.

OWNER INFORMATION

Name(s) _____
 Contact _____
 Address _____
 City _____ State _____ ZIP _____
 Phone (____) _____ Fax (____) _____
 E-mail _____ Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact _____
 Company _____
 Address _____
 City _____ State _____ ZIP _____
 Phone (____) _____ Fax (____) _____
 E-mail _____ Mobile/Pager (____) _____
 Pre-application Meeting Date _____ Planner _____

PROPERTY INFORMATION

Project Name _____
 Present Zoning District _____ Present Land Use _____
 Proposed Land Use _____
 Legal Description (*may be attached*) _____
 Address of Property _____
 Total Site Area _____
 Number and Description of Existing Improvements or Structures _____



ADDITIONAL INFORMATION

Development Permit# _____ Building Permit# _____

Address of Property in Floodplain _____

Legal Description of Property in Regulatory Floodplain (attach additional page if necessary)

Type of Development Proposed: Residential Non-Residential
Panel # of FIRM: _____

Location:	In Floodway	In Floodway Fringe	Unmapped Floodplain Area
Zone:	A AE	AH	AO

Is the property located within the City of Lawrence or Douglas County? City County
If the property is within the City of Lawrence, what date was it annexed to the City?

Verify all necessary Federal and State permits (Sec. 20-1203(d)(1)(v))

Is your project exempt from Division of Water Resources requirements per K.A.R. 5-45-17?

YES NO

Is your project in a drainage district? YES NO

If yes, which one? _____

Is your project within 1,000 feet of a levee? YES NO

If your project is within the floodway, certification must be provided before a building permit is issued that the proposed development will not increase the height of the regulatory flood elevation.

Elevation of regulatory flood for this property? _____ *M.S.L.

Elevation of this property? _____ *M.S.L.

Elevation of Proposed Structure? _____ *M.S.L.

Proposed cubic yards of fill? _____

Total Lot Area _____ Building Coverage _____

Pervious Surface Area _____ Impervious Surface Area _____

(Must be 2 feet above regulatory flood elevation for residential and 1 foot above for commercial and industrial)

*M.S.L. = Mean Sea Level



STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____

PLAN AND SPECIFICATIONS APPROVED THIS _____ DAY OF _____, 20_____.

Director of Planning _____

Building Safety Manager _____



General Floodplain Development Permit Submittal Requirements

❖ Application Form

- A complete Application Form, in both print and electronic formats.
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Additional Information
 - Page 3 – Description of Project
 - Page 4 - Signature Page

❖ Attachments Required

- Legal description of property in print and electronic format (MS Word).
- County Appraiser's Assessed Value of structure and Market Value of proposed improvement.
- Grading Plan showing existing contours and proposed contours, in both print and electronic format.
- FEMA Elevation Certificate must be provided prior to final inspection, in both print and electronic format.

❖ Other

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- Verification that all necessary State and Federal Permits have been obtained.



**FLOODPLAIN DEVELOPMENT PERMIT
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)**

The following items apply to rezoning applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

P NP

- 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:
 - a. H & H Study, two (2) copies.
 - b. Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required).
 - c. Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study.

General Submittal Requirements

- 2. A complete application form.
- 3. Payment of review fee.
- 4. Legal description of the property in print and electronic (Microsoft Word) formats.
- 5. County Appraiser's assessed value of existing structure and market value of proposed improvement.
- 6. Verification that all necessary State and Federal Permits have been obtained.
- 7. Grading Plan showing existing and proposed contours.



Determination of Completeness, Accuracy, and Sufficiency

I have reviewed Floodplain Development Permit application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - Other

Planner

Date

This item is reviewed administratively, so a complete application may be resubmitted at any time. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)