



FLOOD ZONE EXCEPTION APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

PROJECT SUMMARY

Base Flood Elevation _____

Flood Insurance Rate Map Panel # _____

Elevation of Lowest Floor of all Structures Including Basement _____

Elevation to which the Structure has been Floodproofed _____

ALL REQUIRED MATERIALS ATTACHED

Complete application per CBJ 49.70.410

Narrative including:

- Exceptional hardship if not granted
- Elevation at lowest floor
- Elevation structure(s) have been floodproofed
- Certification that floodproofing meets generally accepted standards
- Extent to which any watercourse will be altered or relocated
- Plan for maintenance of altered or relocated watercourse
- If the base flood elevation will change as a result of the proposed activity, and why
- Why a flood zone exception is needed
- How the proposed exception will effect life and property in the event of a flood

How susceptible the proposed facility is to flooding

How the proposed facility/use serves the public

If the facility/use requires a waterfront location

Availability of alternative locations

Compatibility of proposed use with surrounding existing and proposed uses

Relationship of proposed use to the Comprehensive Plan and Flood Management programs

Expected heights, velocity, duration, rate of rise, and sediment transport

Other applicable information as outlined in CBJ 49.70.410(b)

Plans (details on page 2)

To be completed by Applicant

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

FLOOD ZONE EXCEPTION FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

Flood Zone Exception Application Instructions

Flood zone exceptions are outlined in CBJ 49.70.410

Each application for a Flood Zone Exception is reviewed by the Board of Adjustment at a public hearing. The permit procedure is intended to provide the Board the flexibility necessary to make decisions tailored to individual applications. The Board may stipulate conditions to mitigate external adverse impacts from the proposed use. If it is determined that these impacts cannot be satisfactorily overcome, the permit shall be denied.

Pre-Application Conference: Prior to submitting this application the applicant will meet with City & Borough of Juneau staff to discuss the proposed development, the permit procedure and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at Permits@juneau.org.

Application: An application for a Flood Zone Exception will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Flood Zone Exception and Development Permit Application forms.
2. **Fees:** The fee is \$400.00. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project according to the criteria under CBJ 49.70.410 Exceptions.
4. **Plans:**
 - A. Site plan showing the dimensions of the parcel, existing and proposed structures, mean lower low water line, topographical contours shown at **2 foot** intervals, and elevation drawings illustrating the land and structures.
 - B. Floorplan.
 - C. Profile views.
 - D. If applicable:
 - A. Certification that the floodproofing methods for any nonresidential structure meet generally accepted floodproofing standards.
 - B. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
 - C. Description of the plan for maintenance of the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department (CDD) will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department may also send the application out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Flood Zone Exceptions must be reviewed by the Board of Adjustment. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the application for the next appropriate meeting.

Public Notice Responsibilities: Flood Zone Exception requests shall be given proper public notice, which consists of the following:

Community Development Department: Will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, the department will mail abutters notices to all property owners within 500-feet of the project site.

FROM THE FLOOD ZONE; IT MAY SEVERELY LIMIT OR PREVENT THE ABILITY TO RECEIVE FEDERALLY-BACKED FLOOD INSURANCE; AND, IF REQUIRED, FLOOD INSURANCE MAY INCREASE WITH THE APPROVAL OF THE REQUEST.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED