



FLOODPLAIN DEVELOPMENT PERMIT 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.

To be completed by Applicant	PROJECT SUMMARY:
	National Floodplain Insurance Rate Map Panel #: _____
	Special Flood Hazard Area: _____
	Base Flood Elevation: _____
Elevation of the lowest floor of all structures, measured from MLLW. In V and VE zones, this number is the "lowest horizontal member": _____	
REQUIRED INFORMATION (see reverse for details)	
<input type="checkbox"/> Project Narrative describing how 49.70.400(e) is met. <input type="checkbox"/> Anchoring methods, if applicable <input type="checkbox"/> Floodproofing methods and certification, if applicable <input type="checkbox"/> Certification that all other permits for the development have been obtained by any federal or state governmental agency. <input type="checkbox"/> No-rise certification, if applicable. <input type="checkbox"/> Site Plans, engineered drawings, elevation certifications and/or surveys, as applicable.	

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

FZD REVIEW 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
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Floodplain Development Permit Review Application Instructions

Floodplain Development Permit Reviews are outlined in CBJ 49.70.400

Each application for a Floodplain Development Permit is reviewed by the Community Development Department. If the requirements of CBJ 49.70.400 cannot be met, the applicant may apply for a Flood Zone Exception, per CBJ 49.70.410. Each application for a Flood Zone Exception is reviewed by the Planning Commission at a public hearing. A Floodplain Development Permit will still be required if the Flood Zone Exception is approved; if the Flood Zone Exception is denied, the Floodplain Development will not be issued. Flood Zone Exceptions have a separate application process and fee.

Application: An application for a Floodplain Development Permit 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 Floodplain Development Permit and Development Permit Application forms.
2. **Fees:** Any development, work or use done without a permit issued may be subject to double fees. All fees are subject to change. Permit fees are:
 - A.) Minor development, no building permit required: \$45.00.
 - B.) Major development, building permit required, is \$100.00.
3. **Project Narrative:** A detailed narrative describing the project according to the criteria under CBJ 49.70.400
4. **Plans:**
 - A. Site plan showing the dimensions of the parcel, existing and proposed structures, mean lower low water line, and drawings that illustrate the lowest floor or lowest horizontal member of all structures. Topographical information may also be included as needed.
 - B. If development is proposed within the floodway, a no-rise analysis by a licensed engineer is required. Structures are specifically prohibited within floodways without exception.
 - C. If applicable:
 - A. Certification that the floodproofing methods for any nonresidential structure meet generally accepted floodproofing standards.
 - B. Description of how any watercourse will be altered or relocated as a result of the proposed development.
 - C. Description of the maintenance plan for 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).
3. Plans may be submitted electronically to permits@juneau.org

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

Review: As part of the review process the Community Development Department will evaluate the application for consistency with CBJ 49.70.400. Depending on unique characteristics of the permit request, the application may be reviewed by other departments or agencies during a 15-day agency review period. The applicant may be required to provide additional information, clarification, modify or alter the proposed project as result of agency review.

Decision: The Community Development Department will issue a Notice of Decision approving the Floodplain Development Permit if all requirements of CBJ 49.70.400 have been met, or disapproving the Floodplain Development Permit if requirements of CBJ 49.70.500 have not been met.

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