

FOR CITY USE
File #:
Date Rec'd.:
Fee Paid: \$
Receipt #:

APPLICATION FLOOD HAZARD PERMIT / FLOODPLAIN DEVELOPMENT PERMIT

INSTRUCTIONS

- 1. Complete PART 1: PRELIMINARY APPLICATION (pages 1-4).
- 2. Attach a preliminary site plan, site map, preliminary drawing, and narrative (see PART 1, Section C on page 3).
- ${\bf 3}$. Return the application and attachments by email or mail.

Email: comdev@troutdaleoregon.gov. Mail: 2200 SW 18th Way, Troutdale, OR 97060

4 . Staff will complete PART 2: STAFF REVIEW (pages 5-16). If staff determine that a Flood Hazard Permit/Floodplain Development Permit is required, additional application materials and an application fee will be required. Staff will contact you with additional instructions. Additional required materials will be indicated in PART 2, Section C of this application packet.

PART 1: PRELIMINARY APPLICATION

To be completed by applicant.

A. GENERAL INFORMATION

SITE Site Address		
Tax Lot #		
Previous improvem		
APPLICANT		
Name		Company
Address		- ' -
Phone		Email
OWNER		
Name		
Address		
Phone		Email
BUILDER		
Name		Company
Address		
Phone		Email

B. DESCRIPTION OF WORK

Indicate all development activities, both structural and non-structural, that are proposed at the site. *Check all that apply.*

NEW CONSTRUCTION	
 Residential Non-Residential Mixed-Use (commercial with residential) Multi-family Manufactured Home Institutional: school, public building, hospital, nursing home or similar 	NOT APPLICABLE - Metro proposes stream a habitat restoration work
REMODEL/ADDITION/DEMOLITION	EST. COST OF PROJECT*
 □ Residential □ Non-Residential □ Mixed-Use (commercial with residential) □ Multi-family □ Manufactured Home □ Institutional: school, public building, hospital, nursing home or similar □ Demolition What is the market value (based on current Assessor of damage/improvement? \$ 	NOT APPLICABLE - Metro proposes stream and habitat restoration work
RELOCATION ON THE LOT	EST. COST OF PROJECT*
 Residential Non-Residential Mixed-Use (commercial with residential) Multi-family Manufactured Home Institutional: school, public building, hospital, nursing home or similar 	\$ NOT APPLICABLE - Metro proposes stream and habitat restoration work \$ \$ \$

^{*}Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.

	THER		
	eck, shed, hot tub, swimming pool, tenni	is court	Please specify:
	cnic shelter (or similar improvements), w		riease specify.
	placement, re-roof, new siding, flatwork.		
Ν	ON-STRUCTURAL DEVELOPMENT	ACTIVITIE	ES
	Clearing of vegetation, including tree	removal.	
	☐ Mining		
	☐ Drilling		
	☐ Grading/ Fill/ Excavation		
	Watercourse alteration including dred	dging and c	hannel modifications
	☐ Drainage Improvements (including cu	ulvert work)	
	☐ Road, street or bridge construction		
	Subdivision / partition plat /property l	ine adjustm	ent
	Individual water well or sanitary seption	-	•
	Utility service line extension: water, see	ewer, gas, el	ectricity, telephone, fiber optics,
_	etc.		
L	Other. Specify:		
_	DECLUDED ATTACUMENTS		
C .	REQUIRED ATTACHMENTS		
	Provide each of the following items.		
(CHECKLIST		
	☐ Preliminary Site Plan		
		perty lines a	and where all proposed development
	(both structural and non-structural) is	to occur. In	nclude special flood hazard areas
			n SFHA at the FEMA Flood Map Service
	Center: https://msc.fema.gov/portal/se	<u>earch</u> . Or, co	ntact Troutdale staff for assistance.
	☐ Site Map - Aerial/Satellite Imagery		
,	Using an aerial/satellite image (from (Google Map	s for example), show the location of
	proposed development (both structu	ral and non	-structural). This may be combined
	with the preliminary site plan or subn	nitted separ	rately.
ı	☐ Preliminary Drawing		
	Provide a sketch of all proposed struc	tures and d	evelopment activities
			- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	□ Narrative		
	Describe all proposed development a	activities (ho	th structural and non-structural)

D. READ AND SIGN

- 1. No work of any kind may start until a flood hazard permit has been issued.
- 2. The Flood Hazard Permit / Floodplain Development Permit may be revoked if any false statements are made herein.
- 3. If revoked, all work must cease until a permit is re-issued.
- 4. If changes to the approved plan are proposed, all work must cease until a permit is reissued for those changes or the City determines a re-issued permit is unnecessary.
- 5. Development shall not be used or occupied until the Certificate of Compliance is issued by the Planning Division.
- 6. The permit will expire if no work is commenced within six months of issuance.
- 7. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements, such as, but not limited to building, electrical, plumbing, erosion control, driveway permits, right-of-way permits, etc.
- 8. Applicant hereby gives consent to a City of Troutdale representative to make reasonable inspections required to verify compliance with the Flood Hazard Permit / Floodplain Development Permit conditions of approval.

I HEREBY CERTIFY THAT THE STATEMENTS MADE IN SECTIONS I AND II OF THIS APPLICATION, ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

62h	1-5-24
APPLICANT'S SIGNATURE	DATE
Gary Shepherd, Senior Attorney	
PRINTED NAME OF APPLICANT	
GSA for Metro	1-5-24
OWNER'S SIGNATURE	DATE
Gary Shepherd, Senior Attorney	
PRINTED NAME OF OWNER	

PART 2: STAFF REVIW

To be completed by staff.

A. SPECIAL FLOOD HAZARD AREA REVIEW

FLOOD INSURANCE RATE MAP (FIRM) INFORM	ATION		
Community	FIRM Zone Designation		
FIRM Panel #	Effective Date		
Additional FIRM Panels #	Effective Date		
Nearest Stream Cross-Section	River Mile		
Base Flood Elevation (BFE) 1, 2			
¹ Enter the highest BFE on the site. ² If the FIRM Special Flood Hazard Area (SFHA) designst Elevation (BFE) data is not available from another au subsection 4.613(B) of this chapter, the Flood Hazard Perr with FEMA Publication 265 issued July 1995 "Mana Approximate Zone A Areas" and applicable State of Oreg	thoritative source as auth mit shall be reviewed for co aging Floodplain Develop	orized mplian	in ce
		Yes	No
1. Is the development located partially or fully within a of If "yes," then is the proposal for a:	designated floodway?		
 Temporary encroachment (less than 30 days of November-May)? 	outside of flood season:		
Fish habitat restoration or enhancement? *For habitat restoration projects a rise in elevation rapproved by FEMA. Permit shall not be issued until			
• Fence?			
Specify fence type and material:			
2. Is development fully or partially located in the Specia (SFHA)?	l Flood Hazard Area		
 Is additional information needed prior to a determination 	ation?		

SUE	SSTANTIAL IMPROVEMENT		
	What is the market value (based on current Assessor data) of the existing structure prior		
	o damage/improvement?	\$	
	What is 50% of the estimated market value of the existing structure prior to	Ф	
	lamage/improvement?	\$	
6. V	What is the cost of the proposed construction (see PART 1, Section B).	\$	
		Yes	No
7. I	Does the proposed development activity qualify as a substantial improvement*?		
entii shal	the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure must be treated as a substantially improved structure and the substantial improvement apply. See FEMA publication <u>P-758, Substantial Improvement/Substantial Damage Desk Reference in the substantial improvement.</u>	it provis	sions
B. DE	TERMINATION		
	The property is partially within the SFHA, but the development is not in the SF Flood Hazard Permit is not required .	HA. A	
	Development is in the SFHA. A Floodplain Hazard Permit/Floodplain Development is required.	nent	
	APPLICATION REQUIREMENTS		
	To apply for a permit, log on to the Citizen Self Service (CSS) portal account. Can account if needed. Troutdaleoregon.gov Apply for a Floodplain Hazard Permit/Floodplain Development Pe Type 1 Type 2 Type 3 Attach each item indicated by staff in PART 2, Section C to the on application. Pay the application fee: 	rmit	
<i>The</i>	SFHA determination for this this property was completed by: Title		
Sign	ature Date		

C. REQUIRED APPLICATION MATERIALS

After review of the preliminary materials provided for PART 1 of the application, staff have determined that the following items are required to be submitted for a complete application. Please submit the items indicated on the checklist below. Log on to the Citizen Self Service (CSS) portal at www.troutdaleoregon.gov and upload the materials indicated in the checklist below.

Cł	necklist
	Site Plan Show the location and dimensions of all existing structures, water bodies, adjacent roads, lot lines and dimensions and the location and dimensions of proposed development.
	Architectural Plans Submit a fully dimensional drawing showing building height, width, depth, and a cross section of the building and foundation based upon diagrams available in the FEMA Elevation Certificate instructions or FEMA Technical Bulletins. Dimensions of the lowest and highest adjacent grades on all four sides of the building and the depth of the crawl space (if used) in relationship to the Base Flood Elevation are required.
	Topographic Survey Submit a topographical survey prepared by a licensed professional. The survey shall be in two-foot contours, shall be prepared for the entire site and shall label the Base Flood Elevation from the FIRM based upon NAVD 88. Label the base flood elevation, bankfull stage of the flooding source and width of vegetation corridor on the topographic survey in accordance with Troutdale Development Code Chapter 4.300 Vegetation Corridor and Slope District.
	FEMA Elevation Certificate Submit an Elevation Certificate (EC) completed by a licensed professional based upon construction plans if this is new construction. All ECs shall be based upon NAVD 88 datum. Elevation Certificates are required: Pre-construction (with the application packet), after the foundation is in place and before the vertical walls are constructed, and post-construction.
	Hydrology and Soils Report Submit a hydrology and soils report for any proposal that requires grading/fill- removal/paving or a building permit, or a development that must be engineered. This report shall include information on the hydrological activities of the site, the effect of hydrologic conditions on the proposed development, and any hydrological or erosion hazards. Include characteristics of the soils on the site, suitability for development, its carrying capacity, and erosion or slumping characteristics that might present a hazard to life and property, or adversely affect the use or stability of a public facility or utility. This report shall include information on the nature, distribution, and strength of existing soils; the adequacy of the site for development purposes; and an assessment of grading

procedures required to impose the minimum disturbance to the natural state. The

report shall be prepared by a professional engineer registered in Oregon.

☐ Grading Plan

The grading plan shall be specific to a proposed physical structure or use and shall include information on terrain (two-foot intervals of property), drainage, direction of drainage flow, location of proposed structures and existing structures which may be affected by the proposed grading operations, water quality facilities, post-grading, and finished contours or elevations, including all cut and fill slopes and proposed drainage channels. Project designs. including, but not limited to, locations of surface and subsurface devices, walls, dams, sediment basins, storage reservoirs, and other protective devices shall form part of the submission. The grading plan shall also include a construction phase erosion control plan and a schedule of operations and shall be prepared by a professional engineer registered in Oregon.

Only excavation that is balanced cut-and-fill within the floodplain is permitted. Grading plans shall clearly show fill and removal activity within the SFHA and shall show avoidance of the floodway.

If fill in the floodway is proposed, a "No-Rise" certification and a Letter of Map Revision-Fill (LOMR-F) shall be submitted with the land use application for the following activities within the floodway as mapped by FEMA:

- a. Permanent bank stabilization that occurs in the floodway; and/or
- b. Development, alterations or relocations of the floodway, including any permanent fill within the floodway.

☐ Erosion Control Plan

If your area of disturbance is one-acre or greater, a State NPDES 1200-C erosion control permit will be required.

☐ Vegetation Report

This report shall consist of a survey of existing vegetation, whether it is native or introduced, and how it will be altered by the proposed development. Measures for enhancement of the site, including revegetation with approved plant species, will be clearly stated, as well as methods for immediate and long-term stabilization of slopes and control of soil erosion. The vegetation report shall be prepared by a landscape architect, landscape designer, botanist, or arborist with specific knowledge of approved plant species, planting and maintenance methods, survival rates, and their ability to control erosion and sedimentation. The contractor for installation and maintenance will be responsible for replacing any approved plant species that do not survive the first two years after planting.

The justification for vegetation and/or tree removal from the floodplain shall be based upon the standards of TDC Chapter 14 - Flood Management and Troutdale Municipal Code (TMC) 13.10.270 - Tree Removal.

□ No-Rise Certification

If the development located partially or fully within a designated floodway (PART 2, Section A, Question 1), then provide a "no-rise certification" with supporting engineering hydrologic and hydraulic data.

Valuation
If the development is an addition or improvements to an existing structure within the SFHA, the applicant shall include the full value of improvements and include the market value of the existing structure being modified with the application.
Dry-Floodproofing Certification (non-residential structures) Dry-floodproofing requires that the structure is watertight below the base flood level with walls substantially impermeable to the passage of water. A dry-floodproofing certificate shall be filed with the City following the form and procedure established by the Federal Emergency Management Agency.
Show temporary stockpile areas and erosion control to be used.
Show anchoring methods that will be utilized.
Construction Materials and Methods Submit a list of construction materials and methods. Materials used within the floodplain shall be resistant to flood damage and construction shall be done with methods and practices that minimize flood damage; electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities shall be designed and/or otherwise elevated or located to prevent water from entering or accumulating within the components during conditions of flooding. No construction materials or methods may be used within the floodplain that would impair or damage water quality or native vegetation. All development shall have adequate drainage provided to reduce exposure to flood damage and maintain water quality.
Preliminary Stormwater Management Plan Submit a preliminary stormwater management plan prepared by a licensed professional based upon the 2016 Portland Stormwater Management Manual (including the Source Control Manual).
Copies of all required local, state, and federal permits. All required permits must be approved before the flood hazard permit/floodplain development permit can be approved.
Permit Fee Log on to the Citizen Self Service (CSS) portal to pay the application fee (see PART 2, Section B).
Submit Attachments Log on to the Citizen Self Service (CSS) portal and provide the items indicated in this list. www.troutdaleoregon.gov
Other

D. FLOOD HAZARD PERMIT ANALYSIS

			Yes	No	N/A
A.	re or re	or new construction, a pre-construction Elevation Certificate from a egistered land surveyor or professional engineer has been submitted a post-construction FEMA Elevation Certificate certified by a egistered land surveyor or professional engineer submitted for emodel/addition of an existing structure.			
B.	th	or residential construction, is the lowest floor elevation one foot above the Base Flood Elevation and was an Elevation Certificate (EC) submitted? the EC correctly completed by the professional?			
C.	ak	or non-residential construction, is the lowest floor elevation one foot bove the Base Flood elevation or a Flood Proofing Certification ubmitted?			
D.	В	re the building components that will be less than one foot above the FE made of flood damage resistant materials as described in FEMA echnical Bulletin 2?			
E.	e	ne electrical, heating, ventilation, plumbing, air conditioning quipment (including duct work) and other service facilities are cated above the BFE or flood proofed?			
F.		asement construction? If yes, is the lowest floor of the basement one ot above the Base Flood Elevation?			
	Fc 1.	or crawlspace construction: Is the bottom of the crawlspace no more than two feet below the lowest adjacent exterior grade?			
	2.	Are there openings that equalize hydrostatic pressures by allowing for the automatic entry and existence of floodwaters is required?			
	3.	How many foundation openings? What is the area (in square inches) and are screens used?			
	4.	Are the bottoms of each flood vent opening no more than one foot above the lowest adjacent exterior grade?			
	5.	Is the height of a below-grade crawlspace no more than four feet as measured from the interior grade of the crawlspace to the top of the crawlspace foundation at any point?			
	6.	Is a drainage system for the crawlspace provided?			

	7.	Are flood velocities greater than five feet per second? Check the NFIS. If so, design by a registered professional is required and other foundation types are strongly recommended.		
	8.	Are mechanical, heating, and electrical junctions above the Base flood Elevation?		
Н	. Fo	or slab floor: If residential construction is the finished elevation of the slab one- foot above the BFE?		
	2.	If non-residential is the structure floodproofed one foot above the BFE?		
	3.	Are mechanical, heating, and electrical junctions above the Base flood Elevation?		
l.	F 1.	for solid foundation perimeter walls located below BFE: Are all four walls below ground level on all four sides?		
	2.	Are there are at least two foundation openings?		
	3.	What is the square footage of enclosed area subject to flooding?		
	4.	Square inches of venting required.		
	5.	Square inches per opening (multiply length by height).		
	6.	Number of required vents (divide result of A3 by A4).		
	7.	Foundation contains the minimum number of vents?		
	8.	Are the bottoms of each foundation opening no higher than one-foot above grade?		
	9.	Will the cover on openings permit the automatic flow of floodwaters in both directions?		

		Yes	No	N/A
J.	If base flood elevation and/or floodway data not available for A zone. 1. The lowest floor is at least three feet above the highest adjacent grade?			
	2. Is the development non-residential?			
K.	Floodway data is provided. 1. Did this development encroach in the floodway?			
	2. Do the actual field conditions meet the proposed actions and technical data requirements?			
	3. If C1 was "Yes?" provide a No-rise Certification prepared by a licensed professional prior to issuance of the Flood Hazard Permit.			
L.	For Balanced cut-and-fill, provide the following information. Fill in cubic feet			
	Excavation in cubic feet			
M	. Area of floodplain being developed. Provide square footage.			
N.	. Area of impervious development within the floodplain. Provide square footage.			
Ο.	. Vegetation removal plan submitted?			
P.	Planting plan submitted?			
Q.	. Does work within the Vegetation Corridor and Slope District meet the standards of TDC 4.300?			
R.	Is the proposal for a subdivision with 50 or more lots or 5 or more acres?			
	a. Does the plat/plan clearly show the BFE and SFHA?			
S.	For all watercourse relocations/alterations, will the proposed development activity result in a change in water elevation?			
	a. Change in water elevation. □Increase □Decrease			Feet
	b. Amount of fill to be placed.			
	c. Top of new compacted fill elevation		_	Feet

E. DECISION

Signature

of Troutdale Development Code (TDC) Chapter 14 - Flood Management effective January 17, 2019. The following determination is provided for: Application # Site Address Site Tax Map/Tax Lot # The proposal is **in conformance** with the standards of TDC Chapter 14. The Flood Hazard Permit will be issued subject to compliance with conditions attached to and made part of this permit. The proposal is **not in conformance** with the standards of TDC Chapter 14.* *Revise the plans as indicated in the staff analysis attached to this decision and resubmit for reevaluation within 180 days of this decision, if not appealed. If the applicant disagrees with the decision and/or conditions of approval, the decision and/or conditions may be appealed to the Planning Commission within 10 calendar days of the date of the postmark of this mailed decision. The appeal will be processed under the provisions of TDC Chapter 2. Title Name

Date

Based upon the plans submitted, I evaluated the proposal for compliance with the standards

F. DECISION AND APEALS

Site Address	
Site Tax Map/Tax Lot #	
Notice of Decision Mailed	
Deadline for appeal to Planning Commission	
Appealed to Planning Commission	☐ Yes ☐ No
Date Received	
Reason	
Hearing Date	
Notice of Hearing - Date Mailed	
Planning Commission Decision	
Deadline	
Deadline for appeal to City Council	
Appealed to City Council	☐ Yes ☐ No
Date Received	
Hearing Date	
City Council Decision	
Deadline for appeal to LUBA	
Appealed to LUBA	☐ Yes ☐ No
Date Received	
Hearing Date	
LUBA Decision	

G. PRE-CONSTRUCTION REQUIREMENTS

Site Address		
Site Tax Map/Tax Lot #		
	Yes	No
 Plans submitted with the building permit or other regulatory permits comply with flood hazard permit conditions of approval. 		
 Pre-construction Elevation Certificate received, or details of dry- floodproofing submitted for non-residential structures. 		
I certify that permit # satisfies the conditions of applicable Flood Management Area development standards of Development Code. A building permit may be issued, and wor under the flood hazard permit may commence.	f the Trou	tdale
Name Title		
Signature Date		

H. CERTIFICATE OF COMPLIANCE

To be completed by staff prior to occupancy.

Site A	ddress		
Site Ta	ax Map/Tax Lot #		
		Ye	s No
1.	For residential construction or elevated non-residential structures, a post-construction Elevation Certificate was submitted.		
2.	For non-residential construction that is not elevated, a dry- floodproofing certificate completed by a licensed professional was submitted.		
3.	For residential construction or elevated non-residential structures, a post-construction Elevation Certificate was submitted.		
4.	For non-residential construction that is not elevated, a dry- floodproofing certificate completed by a licensed professional was submitted.		
5.	All regulatory permits have been finalized.		
6.	Other remaining conditions of Flood Hazard Permit to be n	net?	
	List remaining conditions:		
Nam	e Title		
Sign	ature Date		
Sign	ature Date		