



FOR CITY USE

File #: _____

Date Rec'd.: _____

Fee Paid: \$ _____

Receipt #: _____

APPLICATION

FLOOD HAZARD PERMIT / FLOODPLAIN DEVELOPMENT PERMIT

INSTRUCTIONS

- 1 . Complete the floodplain development permit application (pages 1-4).
- 2 . Attach a site plan, site map, drawing, and narrative (see Section C on page 3).
- 3 . Submit the application and attachments by email or mail for preliminary review.

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

4 . After the preliminary review staff will provide the applicant with instructions on how to apply for the floodplain development permit via the city's online portal. If staff determines that additional information is required they will reach out to the applicant. Once the review is completed, staff will contact the applicant with the decision.

APPLICATION

To be completed by the applicant.

A. GENERAL INFORMATION

SITE

Site Address _____

Tax Lot # _____

Previous improvements at site. *Please specify:*

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

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 data) of the existing structure prior to damage/improvement? \$ _____

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

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

**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.*

OTHER

Deck, shed, hot tub, swimming pool, tennis court, picnic shelter (or similar improvements), window replacement, re-roof, new siding, flatwork.

Please specify: _____

NON-STRUCTURAL DEVELOPMENT ACTIVITIES

- ☐ Clearing of vegetation, including tree removal.
- ☐ Mining
- ☐ Drilling
- ☐ Grading/ Fill/ Excavation
- ☐ Watercourse alteration including dredging and channel modifications
- ☐ Drainage Improvements (including culvert work)
- ☐ Road, street or bridge construction
- ☐ Subdivision / partition plat /property line adjustment
- ☐ Individual water well or sanitary septic system: new or replacement?
- ☐ Utility service line extension: water, sewer, gas, electricity, telephone, fiber optics, etc.
- ☐ Other. *Specify:* _____

C. REQUIRED ATTACHMENTS

Provide each of the following items.

CHECKLIST

- ☐ **Site Plan**
Submit a site plan that shows the property lines and where all proposed development (both structural and non-structural) is to occur. Include special flood hazard areas (SFHA) on the site plan. Find more information on SFHA at the FEMA Flood Map Service Center: <https://msc.fema.gov/portal/search>. Or, contact Troutdale staff for assistance.
- ☐ **Site Map – Aerial/Satellite Imagery**
Using an aerial/satellite image (from Google Maps for example), show the location of proposed development (both structural and non-structural). This may be combined with the preliminary site plan or submitted separately.
- ☐ **Drawing**
Provide a sketch of all proposed structures and development activities.
- ☐ **Narrative**
Describe all proposed development activities (both 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 re-issued 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.

APPLICANT'S SIGNATURE

DATE

PRINTED NAME OF APPLICANT

OWNER'S SIGNATURE

DATE

PRINTED NAME OF OWNER