Floodplain Development Permit

UMATILLA COUNTY
est. 1862
Community Development

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Process taken from UCDC 152.351 - 152.359

PURPOSE OF THE FLOOD HAZARD OVERLAY ZONE

UCDC 152.351 (C) states the purpose of the Flood Hazard Overlay Zone.

(C) Statement of Purpose

The objectives of the Flood Hazard Overlay Zone are to:

(1) Protect human life, health and property;

(2) Minimize damage to public facilities and utilities located in floodplains such as water purification and sewage treatment plants, water and gas mains, electric, telephone and sewer lines, streets and bridges.

(3) Help maintain a stable tax base by providing for the sound use and development of flood prone areas;

(4) Minimize expenditure of public money for costly flood control projects;

(5) Minimize the need for rescue and emergency services associated with flooding and generally undertaken at the expense of the general public;

(6) Minimize unnecessary disruption of commerce, access and public service during times of flood;

(7) Manage the alteration of flood hazard areas, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain.

FEES

Application Fee - $250.00, which includes the cost of the initial Zoning Permit. (Effective July 1, 2013 by Ord. #2013-06)

PLEASE NOTE: A Zoning Permit for each parcel is necessary along with the Floodplain Development Permit. If more than one property is involved in the project, then multiple Zoning Permits are required to confirm property owner's authorization. Additional permit fees for more than one Zoning Permit will be collected in the event there is more than one Zoning Permit required.

It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

Version: December 13, 2023
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Section 1: Property Owner Information

Please provide the contact information and signatures of the property owner(s).

Name of Property Owner(s): _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

The under-signed hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is completely and accurately described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Umatilla County Flood Hazard Ordinance and with all other applicable local, state and federal regulations.

_____ _____

Signature of Property Owner Date

_____

Printed Name of Property Owner

_____ _____

Signature of Property Owner Date

_____

Printed Name of Property Owner

In order to be reviewed, all applications must be complete. A Zoning Permit is required for each parcel involved with this Floodplain Development Permit. You will receive a copy of the approved permit and conditions of approval if the application is consistent with the Flood Hazard Overlay Zone provisions established in Sections 152.351-359 of the Umatilla County Development Code. These regulations can be viewed on-line at www.umatillacounty.net/planning. If you have any questions, contact the County Planning Department by telephone at (541) 278-6252 or via email at planning@umatillacounty.net.

Section 2: Description of Development

Please describe the property and the development.

1. Location of property *(driving directions)*:

2. Account number(s) of property:
   Account #: _____
   Account #: _____
   Account #: _____

3. Map number(s) of property:
   Township _____ Range _____ Section _____ Tax Lot _____
   Township _____ Range _____ Section _____ Tax Lot _____
   Township _____ Range _____ Section _____ Tax Lot _____

4. Has the property or dwelling received a Rural Address?
   ☐ Yes, _____
   ☐ No, but a rural address will be requested.
   ☐ No, there are no buildings on the property.

5. Current size of the property:
   _____, _____, _____ Acres

6. Land use zoning designation:
   There are some 22 zoning designations in Umatilla County.
   ☐ EFU ☐ Other Zone: _____
   ☐ GF

7. Buildings on the property: *(describe in detail)*

8. Current use of the property: *(describe in detail)*

9. Surrounding uses of the property: *(describe in detail)*

10. Community and Panel where development is located as designated by FEMA:

Community #: **410204**

Panel #: _____

11. Flood zone of development as designated by FEMA:

☐ Zone A ☐ Floodway
☐ Zone AE
☐ Zone AO ☐ Other: _____

12. **Description of Development** *(Check those that apply)*:

For the specific floodplain development standards go to UCDC 152.355 and the sub-section referenced below:

☐ (A) Subdivision
☐ (B) Stream Habitat Restoration
☐ (E) (1 & 2) New Residential Structure
☐ (E) (1 & 3) New Non-Residential Structure
☐ (E) (1, 2 & 4) New Manufactured Home

☐ Addition/Remodel of existing structure
☐ Fill/Grade

☐ (F) Accessory Structures less than 120 sf.
☐ (G) Recreational Vehicles used as a residence
☐ (H) Critical Facilities
☐ (I) Tank
☐ (J) On-site Sewage Systems
☐ (K) Fences and Walls
☐ (L) Other Development in hazard areas
☐ (M) Temporary Structures, Storage and Bridges
☐ (O) Watercourse Alterations

Describe the proposed development, including the type, size and location of the project, as well as location and quantities of proposed fill and grade activities: *(attach additional pages if necessary)*:

13. Are other federal or state permits being obtained? These permits could be building permits, DEQ, DSL, US Army Corps, etc.

☐ No, federal/state permits are not required
☐ Yes, the following federal/state permits are required:

Details of the permits required:

14. **Complete for Additions, Alterations or Improvements to Existing Structures**

a. What is the cost of the Proposed Construction (PC)? Attach source.

$ _____
Value of Proposed Construction (PC)

b. What is the estimated Market Value (MV) of the existing structure? Attach source.

$ _____
Market Value of Structure (MV)

c. Determined whether the project is "Substantial Improvement" (PC/MV):

_____ %
Divide (PC) by (MV)

The project will be determined to be "Substantial Improvement" if the cost of the proposed construction equals or exceeds 50% of the market value of the structure. If the addition or remodel is NOT substantial improvement, then the floodplain regulations are not required to be met.

☐ Yes, (PC) > 50% of (MV) therefore the project is "Substantial improvement"
☐ No, (PC) < 50% of (MV) therefore the project is NOT "Substantial improvement".

15. Complete for New or Substantially Improved Structures

a. Base Flood Elevation at the site: _____ feet/NGVD

b. Required lowest floor elevation (including basement): _____ feet/NGVD

c. Elevation of all attendant utilities, including heating and electrical equipment: _____ feet/NGVD

d. For new structures where an On-Site Septic System will be used can the system be placed in an area that is not designated as a Special Flood Hazard Area?

☐ Yes, the septic system can be placed in an area that is NOT within a Special Flood Hazard Area.
☐ No, the septic system MUST be placed within the Special Flood Hazard Area.

e. **Flood Vents**: provide flood vents that can be self-opening (without human intervention). Flood vents are to be on all sides of the structure, no greater than 12 in. above grade and be equal to one square inch to one square foot of the building floor area.

Flood Vents

Building floor area (sf): _____ equals the amount of flood vent area.

16. **Complete for New or Substantially Improved Non-Residential Structures**

Please indicate the flood protection method to be used for construction of the nonresidential structure (FEMA *Technical Bulletin 3-93* for floodproofing methods):

☐ Venting, wet flood-proofed. Materials used for construction at or above the height of the base flood elevation are water resistant.

☐ Elevate the structure

☐ Dry Flood-proofed, provide FEMA Certification Form 81-65 from an Oregon registered engineer

All new construction and substantial improvements of non-residential structures within Zones A1 -A30, AE, and AH on the community's FIRM (i) have the lowest floor (including basement) elevated to or above the base flood level, or (ii) together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. – *Technical Bulletin 3-93*

17. **Complete for New or Substantially Improved Manufactured Homes**

a. At what elevation will the under-carriage of the home be set up?

☐ The under-carriage of the home will be at Base Flood Elevation (BFE). _____
☐ The under-carriage of the home will be above BFE by _____ feet.

b. The manufactured home can be skirted with vinyl or wood or a foundation/stem wall can be used for the perimeter covering. What will be constructed?

☐ Skirting – vinyl, wood, etc. No flood venting is required.
☐ Foundation/Stem Wall – Flood venting is required.

c. The manufactured dwelling shall be anchored to prevent flotation, collapse, or lateral movement during the base flood. Explain the method of anchoring the home:

18. **Complete for Stream Habitat Restoration**

a. Does the project qualify for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023)?

☐ Yes, the project qualifies for a DA Stream Habitat Restoration Permit.

☐ No, this project does not qualify for a DA Stream Habitat Restoration.

b. Has a qualified professional (a Registered Professional Engineer; or staff of NRCS; the County; or fisheries, natural resources, or water resources agencies) provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project?

☐ Yes, an analysis and certification by a qualified professional has been completed and is attached.
☐ No, an analysis and certification has not been completed.

c. What structures are near the project site?

d. How will these structures be impacted by a potential rise in flood elevation?

Section 3: Required Site Plans

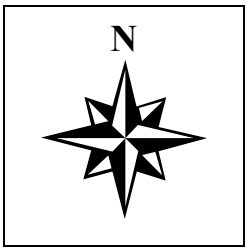
Taken from UCDC 152.354 (C).

19. These materials are to be submitted with the application: Two site plans are necessary – Exhibit A is a general site plan that can be drawn on the page provided showing the details listed in item (c) below; and, Exhibit B is to be drawn by an Oregon Licensed Engineer showing the details listed in item (d) below.

☒	**Materials to be submitted:**
☐	a) Completed Application form.
☐	b) Applicable Application fees.
	c) **GENERAL Site Plan, Exhibit A** can be drawn by the applicant on following page.
☐	• Scale of drawing
☐	• Site area showing property boundaries and dimensions
☐	• Proposed and existing structures with dimensions to nearest Property lines
☐	• Location of existing wells
☐	• Location of existing septic systems (i.e. tanks, drain fields)
☐	• Widths and names of roads adjacent to the site as well as existing roads, which provide direct access to the property.
☐	• Existing access points (driveways, lanes, etc.)
☐	• Easements and rights-of-ways
☐	• Existing utility lines (above and below ground)
☐	• Approximate location of any unusual topographical features.
☐	• Major geographic features
☐	• Location of all creeks, streams, ponds, springs and other drainage ways
	d) **FLOODPLAIN DEVELOPMENT Site Plan, Exhibit B** drawn by a Licensed Engineer:
☐	• Plans in duplicate drawn to scale with elevations of the project area and the nature, location, dimensions of existing and proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities;
☐	• Delineation of flood hazard areas, floodway boundaries including base flood elevations, or flood depth in AO zones, where available;
☐	• For all proposed structures, elevation in relation to the highest adjacent grade and the base flood elevation, or flood depth in AO zones, of the: - lowest enclosed area, including crawlspace or basement floor; - top of the proposed garage slab, if any, and; - next highest floor.
☐	• Locations and sizes of all flood openings in any proposed building;
☐	• Elevation to which any non-residential structure will be flood-proofed;

General Site Plan, Exhibit A

Please include the details listed under item (c)
found in Section 4 (on preceding page)



Section 4: Administrator Review

This section is for office use only.

NON-STRUCTURAL PROJECT REVIEW

Project Acreage: _____ Nearest Stream: _____

Stream Setback Distance: _____ (measured from the top of the bank)

Fill Quantity: _____ Excavation Quantity _____

Note: Projects disturbing more than one acre of land require a permit from DEQ.

STRUCTURAL PROJECT COMPLIANCE EVALUATION

To determine compliance with the requirement to elevate the lowest floor 1-foot above the BFE, must determine the lowest floor based on the foundation type, flood opening ratio and distance criteria associated with sub-grade crawlspace if applicable.

FOUNDATION

A. Interior Crawlspace Grade: _____

B. Lowest Adjacent Grade(LAG): _____

C. Top of the next higher floor: _____

D. Distance from LAG to Interior Crawlspace Grade <2 ft? ☐ Yes ☐ No

E. Interior Crawlspace Grade next higher floor< 5 ft? ☐ Yes ☐ No

If the answer to question (D) or (E) is No, then foundation is a basement, which is prohibited in SFHA. For insurance purposes, the dirt floor of crawlspace is used to rate the policy.

FLOOD OPENINGS

A. Enclosed Area Below BFE: _____ Square Feet

B. Area of Flood Openings: _____ Square Inches

If less than 1 to 1 ratio, then the foundation is not compliant with the NFIP and the interior grade of crawlspace is considered the lowest floor.

GARAGE Elevation of Slab: _____ Feet/NGVD

If the slab must be elevated one foot above the BFE or floodproofed. Installing 1 to 1 ratio of flood openings in the enclosed area below the BFE is an approvable method of wet-floodproofing the garage.

UTILITIES Elevation of Lowest Utility Equipment: _____ Feet/NGVD

Utilities must be elevated at or above BFE or be designed to minimize or eliminate infiltration into the system.

SUBSTANTIAL IMPROVEMENT DETERMINATION

Existing Structure Market Value (MV) $ _____ Source: _____

Improvement or Project Cost (PC) $ _____ Source: _____

The cost of any repair, reconstruction or improvement of a structure that equals or exceeds 50% of the market value of the structure prior to the start of construction or prior to any damages qualifies as a substantial Improvement and is subject to the requirements of the Flood Hazard Overlay Zone regulations.

BASIC CONDITIONS OF APPROVAL

All of the conditions of approval with check marks in the left hand column apply to the proposed development and must be met in order to pass the floodplain development and ultimately the final inspection.

RESIDENTIAL CONSTRUCTION

☐ The top of the finished floor must be a minimum of 12-inches above the Base Flood Elevation (BFE) or 24 inches above highest adjacent grade if BFE has not been determined.

☐ Utilities must be elevated at or above the BFE.

☐ A FEMA Elevation Certificate prepared by a licensed surveyor is required for the proposed structure. The preliminary copy is done prior to the Under-floor inspection; the final copy must be submitted and approved by the Floodplain Administrator prior to scheduling the Final Inspection and obtaining a Certificate of Occupancy.

☐ Fully enclosed areas below the lowest floor shall be designed to automatically equalize hydrostatic and hydrodynamic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must be certified by an Oregon registered engineer or architect and must meet or exceed the following minimum criteria:

- Provide a minimum of two openings that have a total net area of at least one square inch for every square foot of enclosed area;
- Locate the openings so that the bottom is no higher than 12-inches above grade;
- Equip openings with screens, louvers or other coverings or devices provided that they allow for the automatic entry and exit of flood waters.

NON-RESIDENTIAL CONSTRUCTION

☐ A FEMA Floodproofing Certificate prepared by an Oregon registered engineer or architect is required for floodproofed non-residential construction certifying that the following criteria are met:

- Walls are impermeable to the passage of water a minimum of 12-inches above the BFE;
- Structural components are capable of resisting hydrostatic and hydrodynamic loads, and the effects of buoyancy.

GENERAL REQUIREMENTS

☐ Building materials utilized below the BFE must be flood damage resistant in accordance with FEMA Technical Bulletin 2-08.

☐ All development shall be set back a minimum of 100-feet from the stream's top-of-bank.

☐ The applicant shall obtain all applicable environmental and resource permits required by State and Federal agencies.

☐ "No-Rise Certification" from an Oregon licensed engineer or architect with supporting details attached.

OTHER REQUIREMENTS

DETERMINATION by Floodplain Administrator

Based on the information provided, the proposed development is hereby:

I have reviewed the details of the development in relation to the Floodplain Development Permit requirements and have determined the permit to be:

☐ **APPROVED**. The proposed development is COMPLIANT with the applicable Floodplain Hazard Overlay Zone standards.

Conditions of Approval

☐ **DENIED**. The proposed development is NOT in conformance with the applicable Floodplain Hazard Overlay Zone standards.

Basis for the denial are as follows:

_____

Umatilla County Department of Land Use Planning

_____ _____

Signature of Floodplain Administrator Date

_____

Printed Name of Floodplain Administrator

AS-BUILT INSPECTION REPORT

A direct inspection can be made by the Floodplain Administrator or designee, or a report from a third party (such as a registered engineer) may be adequate.

For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator an as-built certification of the floor elevation or flood-proofing level **immediately after the lowest floor or flood-proofing is placed and prior to further vertical construction**;

Any deficiencies identified by the Floodplain Administrator shall be corrected by the permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator to issue a stop-work order for the project.

Does the As-Built match pre-construction plans? An inspection of the actual project is necessary to determine if the project followed the pre-construction plans/specifications that were initially approved by the Floodplain Administrator.	☐ Yes, the as-built features match the pre-construction plans. ☐ No, the post-construction features DO NOT match the pre-construction plans. A mitigation plan will be proposed. (*attached)*
If conditions were placed on the approval, are the conditions being met?	☐ Yes, the conditions are being met. Explain how the conditions are being met. ☐ No, the conditions are not being met. Explain how the conditions are not being met:

Work Inspected by:

_____ _____

Signature of Inspector Date

_____

Printed Name of Inspector