



Floodplain Development Permit Application

The Guidance Document for this application defines all terms and provides detailed instructions on how to complete each section. *It is strongly recommended that you use the Guidance Document to complete this application.*

- **Floodplain Development Permits are required for all projects located within designated floodplains** to protect public health, safety and welfare from flood risk.
- **Incomplete applications will NOT be accepted.**

► REQUIRED MATERIALS FOR ALL APPLICATIONS:

- Completed application for each structure on the property
- Site Plan with all flood zones depicted
- Elevation verification documentation
- Applicable construction drawings

► REQUIRED MATERIALS FOR PROJECTS WITHIN THE CONVEYANCE OR HIGH HAZARD ZONES:

- Written response to review criteria (see page 4)
- Additional engineering analysis may be required
- A one-page executive summary of proposed work

► TO SUBMIT YOUR PERMIT APPLICATION:

- Upload completed application materials through [Cloud Permit Application Portal](#)
- Floodplain Development Permits require an issuance fee of \$50

See Guidance Document for more information.

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► **PROJECT INFORMATION**

Project Address & Tax ID Number: _____

Project Description (e.g. first floor 750 square foot addition, construction of a new fence, remodel an existing office building):

► **CONTACT INFORMATION**

Applicant Contact Information

Name		Phone #	Email Address	
Address		City	State	Zip

Property Owner Contact Information **Same as Applicant**

Name		Phone #	Email Address	
Address		City	State	Zip

► The owner of the property is aware of and consenting to the improvements being made in this permitting process.

Signature of Owner: _____ **Date:** _____

This application will not be accepted without the owner's signature.

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ADDITIONAL REQUIRED INFORMATION

► PROJECT DETAILS *Check all that apply*

Project Type	<input type="checkbox"/> New Structure	<input type="checkbox"/> Mech/Elect/Plumb Improvement	<input type="checkbox"/> Fence
	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel/Renovation	<input type="checkbox"/> Land Development
	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other: _____	
Building Type	<input type="checkbox"/> Principal		<input type="checkbox"/> Accessory
Existing Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant Land
Proposed Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant Land

Is the structure a critical or lodging facility? Yes No

► FLOODZONES

Tributary Name (e.g. Sucker Brook): _____

Flood Zone: *Check all that apply*

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> AE | <input checked="" type="checkbox"/> AO | <input checked="" type="checkbox"/> AO3 | <input checked="" type="checkbox"/> High Hazard |
| <input checked="" type="checkbox"/> A | <input checked="" type="checkbox"/> AO1 | <input checked="" type="checkbox"/> X | |
| <input checked="" type="checkbox"/> AH | <input checked="" type="checkbox"/> AO2 | <input checked="" type="checkbox"/> Conveyance | |

Projects affecting the Conveyance and High Hazard Zones require additional time for public process and often require an engineer. See Guidance Document for more information.

► ELEVATION VERIFICATION DOCUMENTS

Source Document (check one and attach to application): Elevation Certificate FIS Profile City Flood Map

Provide the following elevations:

- Finished Floor Elevation (FFE): e.g. 700' _____ ft.
- Base Flood Elevation (BFE): _____ ft.
- Flood Protection Elevation (FPE): _____ ft.
- Highest Adjacent Grade (HAG): _____ ft.

Provide proposed construction drawings demonstrating:

- The FFE, BFE and FPE on elevation sheets
- All mechanical/electrical/HVAC equipment is elevated above the BFE
- Sanitary sewer connections are elevated above the BFE or protected by a backflow prevention valve
- Flood damage resistant materials are used to or above the FPE

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► **SUBSTANTIAL IMPROVEMENT FOR WORK TO AN EXISTING STRUCTURE**

If project cost exceeds 50% of the assessed structure value, the entire structure must be brought into compliance with current local, state and federal flood regulations. Proof of project cost shall be attached.

1. Total Cost of Project: \$ _____
2. Assessed Structure Value: \$ _____
3. *Total Cost (1.) divided by Assessed Structure Value (2.):* _____ %

► **FOR PROJECTS IN THE CONVEYANCE OR HIGH HAZARD ZONES**

A written statement addressing the following 15 criteria must be provided.

1. The effects upon the efficiency or capacity of the conveyance zone and high hazard zone;
2. The effects upon lands upstream, downstream, and in the immediate vicinity;
3. The effects upon the one hundred-year flood profile;
4. The effects upon any tributaries to the main stream, drainage ditches, and any other drainage facilities or systems;
5. Whether additional public expenditures for flood protection or prevention will be required;
6. Whether the proposed use is for human occupancy;
7. The potential danger to persons upstream, downstream, and in the immediate vicinity;
8. Whether any proposed changes in a watercourse will have an adverse environmental effect on the watercourse, including, without limitation, stream banks and streamside trees and vegetation;
9. Whether any proposed water supply and sanitation systems and other utility systems can prevent disease, contamination, and unsanitary or hazardous conditions during a flood;

10. Whether any proposed facility and its contents will be susceptible to flood damage and the effect of such damage;

11. The relationship of the proposed development to the Town of Canandaigua Comprehensive Plan and any applicable floodplain management programs;

12. Whether safe access is available to the property in times of flood for ordinary and emergency vehicles;

13. Whether the applicant will provide flood warning systems to notify floodplain occupants of impending floods;

14. Whether the cumulative effect of the proposed development with other existing and anticipated uses will increase flood heights; and

15. Whether the expected heights, velocities, duration, rate of rise, and sediment transport of the floodwaters expected at the site will adversely affect the development or surrounding property.