



**CITY OF TYLER
FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

STATE OF TEXAS §
COUNTY OF SMITH §
APPLICATION NUMBER _____ §

1. NAME OF APPLICANT: _____
MAILING ADDRESS: _____
2. LOCATION OF PROPERTY (complete as appropriate)
If located in a subdivision (Include subdivision layout over effective FIRM):
Name of Subdivision (Lot and Block No) _____
If NOT located in subdivision:
Name and No. of Survey / Abstract _____ Acreage _____
Location Description (Attach a vicinity map) _____
3. NATURE OF PROPOSED CONSTRUCTION (check and complete as appropriate)
 Residential Non- Residential Other Placement of Fill
 Alteration of a Natural Waterway or Drainage Course
4. DESCRIPTION OF PROPOSED CONSTRUCTION (check and complete as appropriate)
 New Construction Substantial Improvement to Existing Structure
 House Mobile Home Non-Residential _____
(specify)
 Commercial _____
(Name and Type of Business)
 Other (e.g. sheds, pools) _____
5. Attach a site plan, drawn to scale, showing the location, dimensions and elevation of proposed landscape alterations, existing and proposed structures and the location of the foregoing in relationship to areas of special flood hazard.
6. Additionally, the following information will be attached to this application before it will be considered.
 - a. Elevation in relation to the mean sea level of the lowest floor, including basement, of all proposed structures and certified by a registered land surveyor or registered professional engineer. (Submit completed elevation certificate.)
 - b. Elevation in relation to mean sea level to which any non-residential structure shall be flood proofed.
 - c. A certificate from a registered professional engineer or architect that the non-residential flood proofed structures shall meet the flood proofing criteria of Section 10-565 City Code of Ordinances.
 - d. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.
 - e. Approval or denial of permit will be based upon items enumerated in Section 10-561 City Code of Ordinances.
7. Call the Development Services Department when the improvements are complete for a final inspection (903) 531-1171.

WARNING: Please read and acknowledge.

The flood hazard boundary maps and other flood data used by the City Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability on the part of the City of Tyler, the City Floodplain Administrator or any officer or employee of the City of Tyler in the event flooding or flood damage does occur.

Signature of Applicant: _____ **Date:** ____ / ____ / ____

DEVELOPMENT PERMIT POLICY

The City of Tyler issues development permits for a variety of reasons. Most are base upon requirements that stem from the Flooding and Flood Damage Prevention Ordinance. The purpose of this policy is to provide guidelines for requiring and issuing of development permits.

- A. Definitions For the purpose of interpreting the provisions of these rules and regulations, the following definitions shall apply:
1. "Development" means any man-made change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling, or any other activity which alters established drainage patterns or increases the amount of stormwater runoff.
 2. "Flood or flooding" shall mean a general or temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters; or
 - b. The unusual and rapid accumulation of runoff of surface waters from any source.
 3. "Floodplain or flood prone area" shall mean any land area susceptible to being inundated by water from any source (see definition of "flooding") as generally denoted on the Flood Insurance Rate Map (FIRM).
- B. Guidelines for Developments Outside the 100-year Floodplain. A development permit shall not be required for any development activities. Other City-issued permits (i.e. grading permits; pool permits; building permits, etc.) may be required. This includes the development of lots or tracts within an established subdivision.
1. Submissions shall include the appropriate completed permit application.
 2. Submissions shall include a drainage plan or an abbreviated drainage plan showing existing topographic information and that includes all proposed development work.
 3. Drainage plans shall be signed and sealed by a registered professional engineer.
 4. Development within an established subdivision shall not alter the overland sheet flow pattern of the existing subdivision (i.e. the entire lot may not be raised, etc.).
- C. Additional Guidelines for Developments within the 100-year Floodplain. Development permits shall be required for all development within the 100-year floodplain. Permit submittals shall include all requirements outlined in Section B above as well as the following additional information:
1. A mitigation plan, identifying all cut-and-fill activities occurring within the 100-year floodplain.
 2. All calculations necessary for documenting any mitigation within the floodplain.
 3. All mitigation plans and calculations shall be signed and sealed by a registered professional engineer.
- D. Development Within the Floodway. Located within areas of special flood hazard established in Section 10-104 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following shall apply:
1. Encroachments are prohibited, including fill, new construction, substantial improvements and other developments unless certification by a professional registered engineer or architect is provided demonstrating that encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
 2. If subpart 1 above is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 10-564 through 10-569.

FOR USE BY FLOODPLAIN ADMINISTRATOR

- | | | |
|---|------------------------------|-----------------------------|
| Is the Property located in an identified flood hazard area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is additional information required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are other Federal, State or Local Permits Required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are other City Regulations Applicable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- Submit the following additional required information:
- | | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Completed Elevation Certificate |
| <input type="checkbox"/> | CLOMR or LOMR application |
| <input type="checkbox"/> | Erosion Control Plan or SWPPP |
| <input type="checkbox"/> | _____ |

- Exemption Certificate Issued
 Permit Application Approved
 Permit Application Rejected

Floodplain Administrator _____ Date: _____

This permit is valid for one year from date issued and will need to be renewed if work is not completed at that time.