



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Kirk Holmes, Director

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

(For any construction or placement of buildings, mining, dredging, filling, grading, paving, excavation, storage or drilling in the FEMA 100-Year Floodplain)

Please type or print clearly in ink. Attach additional sheets as necessary. Pursuant to KCC 15A.03.040, a complete application is determined within 28 days of receipt of the application submittal packet and fee. The following items must be attached to the application packet.

REQUIRED ATTACHMENTS

1. Project diagram with scale
2. SEPA Checklist (if not exempt per KCC 15.04 or WAC 197-11-800)
3. Site plan(s) must include:
 - a. Vicinity map, using natural points of reference
 - b. Site boundary
 - c. Dimensions and locations of structures to be maintained
 - d. Dimensions and locations of proposed structures
 - e. Source, composition, and volume of fill material
 - f. Composition, volume of extracted materials and proposed disposal area
4. No net-loss of floodplain storage study*
5. Elevation Certificate prepared by a Licensed Surveyor **

*Required for floodplains associated with Shorelines of the State, like the Yakima River, to prove that your structure will not displace more than 10 cubic yards of floodwater in the event of a base flood. See handout for more details on the required study.

All structures require the submission of three elevation certificates. For the first certificate, a licensed surveyor will establish the grade elevation at the building site. The second certificate is required prior to the framing inspection. The third certificate is required after the structure is completed and before occupancy or final approval. Residences must be elevated 1-foot above the Base Flood Elevation. If your home is not built 1-foot above the BFE, flood insurance rates will be substantially higher. If your lot is partially in the Floodway, a survey of your property may be necessary to establish that the building is not encroaching in the Floodway. **The first elevation certificate must be received by the Kittitas County Public Works Department before plan review commences.

APPLICATION FEES:

\$180.00 Total fees due for this application (One check made payable to KCPW)

FOR STAFF USE ONLY

Application Received By: _____	Date: _____	Receipt # _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> DATE STAMP IN BOX
Project Number: _____			
KF- _____			

GENERAL APPLICATION INFORMATION

1. Name, mailing address and day phone of land owner(s) of record:

Landowner(s) signature(s) required on application form.

Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

2. Name, mailing address and day phone of authorized agent, if different from landowner of record:

If an authorized agent is indicated, then the authorized agent's signature is required for application submittal.

Agent Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

3. Street address of property: _____

4. Legal description of property (attach additional sheets as necessary):

5. Tax parcel number: _____

6. Property size: _____ (acres)

7. Land Use Information: Zoning: _____ Comp Plan Land Use: _____

8. Project Information:

Activity Types

- New Construction
- Addition
- Alteration
- Relocation
- Demolition
- Replacement
- Repair
- Storage

Categories

- Residential Structure
- Non-Residential Structure
- Manufactured Home
- Bridge / Culvert
- Levee
- Road / Utility
- Stream Bank / Channel
- Irrigation Structure
- Habitat Enhancement
- Water & Sewer / Septic System
- Subdivision (new or expansion)
- Other: _____

Components

- Excavation
- Fill
- Channelization
- Grading
- Clearing
- Mining & Dredging
- Drilling
- Debris Removal
- Wetland Impact
- Other: _____

Estimated Cost of Project: \$ _____

Quantity of Fill Placement in Floodplain: _____ (cubic yards)

List all applicable local, state and federal permits and indicate whether they were issued, waived, denied or pending. _____

Watercourse Name: _____

If Determined, Base Flood Elevation at Project Site: _____

9. Additional Project Information (attach additional sheets if necessary): _____

AUTHORIZATION

10. Application is hereby made for permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work.

All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent or contact person, as applicable.

Signature of Authorized Agent:
(REQUIRED if indicated on application)

Date:

X _____

Signature of Land Owner of Record
(Required for application submittal):

Date:

X _____

For Staff Use Only:

FIRM Panel No.: _____

Special Flood Hazard Zone: _____ Is Project in Floodway? Yes No

Base Flood Elevation: _____