



# KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Application for:  Standard Permit \$970.00 + cost for staff time after 4 hrs  
 CLOMR Permit \$1,940.00 + cost for staff time after 8 hrs  
 Simple Permit \$120.00 (propane tank, projects that are not buildings, do not place floodplain fill)

Payment Method:  Check \_\_\_\_\_  
 Cash  
 Card

Owner Name: \_\_\_\_\_

Permit # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Stamp

### Project Specific Parcel Information

Accessor's Parcel #: \_\_\_\_\_ Map #: \_\_\_\_\_

Situs Address: \_\_\_\_\_

Legal description of property (attach additional sheets as necessary): \_\_\_\_\_

### Project Information

Project description and additional project information (attach additional sheets as necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Activity Types:

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

#### Categories:

- Residential Structure
- Non- Residential Structure
- Manufactured Home
- Bridge / Culvert
- Levee
- Stream Bank / Channel
- Irrigation Structure
- Habitat Enhancement
- Water / Sewer
- Subdivision (new or expansion)
- Other: \_\_\_\_\_

#### Components:

- Excavation
- Fill
- Channelization
- Grading
- Clearing
- Mining and Dredging
- Drilling
- Debris Removal
- Wetland Impact
- Other: \_\_\_\_\_

Quantity of fill placement in floodplain: \_\_\_\_\_ (cubic yards)

Is project within the Floodway?  Yes  No If your lot is partially in the Floodway, a survey of your property may be necessary to establish that the project is not encroaching in the Floodway.

If determined, Base Flood Elevation at projectsite and source of Base Flood Elevation: \_\_\_\_\_

If the project involves an existing structure:

What was the initial date of construction for that structure? \_\_\_\_\_

What is the estimated project cost? \$ \_\_\_\_\_

**Supporting Documentation Submitted**

- This project has undergone a Preliminary Site Analysis and there have been no changes to the site plan  
PSA # \_\_\_\_\_
- Site Plan (Required if no Preliminary Site Analysis or if site plan has changed)
- Construction-Drawing Elevation Certificate (required for all structures before a building permit is issued)
- Final Elevation Certificate (existing structures)
- Compensatory Storage Plan – required for projects with fill placement within the 100-year floodplain
- “No Rise” Certification – required for projects within the floodway
- Propane Tank Information: tank capacity and weight.

List all applicable local, state and federal permits and indicate whether they were issued, waived, denied or pending. Please note that KCC 14.08.100 requires that all necessary federal, state, and local permits be obtained.

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**Authorization**

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. I also acknowledge that said fee for the standard and CLOMR application includes 4 hours or 8 hours of review (as applicable) and any work beyond hours included in said fee will be billed monthly at an hourly rate of \$243.00.

**All correspondence and notices will be transmitted to the Landowner of Record and copies sent to the authorized agent, as applicable.**

**Signature of Authorized Agent:  
(Required if indicated on application)**

**Signature of Landowner of Record:  
(Required for application submittal)**

X \_\_\_\_\_

X \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Staff Use Only**

FIRM Panel #: \_\_\_\_\_

Base Flood Elevation: \_\_\_\_\_

Special Flood Hazard Zone: \_\_\_\_\_

Is project in Floodway?  Yes  No



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### FLOODPLAIN DEVELOPMENT PERMIT PROCESS WHEN A BUILDING PERMIT IS ALSO NEEDED

1. APPLY FOR A FLOODPLAIN DEVELOPMENT PERMIT
2. **IF REQUIRED**<sup>1</sup>, COMPENSATORY MITIGATION PLAN: Filling, grading, or any other activity that would reduce flood storage needs to be mitigated by creating compensatory storage.
3. **IF REQUIRED**<sup>1,2</sup>, SURVEY TO DETERMINE FLOODWAY ENCROACHMENT: If your lot is partially in the floodway, a certified survey of the parcel showing the location of the flood zones may be necessary to establish that the building will not encroach upon the floodway.
4. OBTAIN FIRST ELEVATION CERTIFICATE<sup>2</sup>
5. SCHEDULE A PRE-APPLICATION MEETING: Building permits for residential structures located in a Flood Hazard Area require a Pre-Application Meeting. During this meeting, the Floodplain Manager and a Plans Examiner will meet with the owner and/or the owners authorized agent to explain the design options available to meet the permit requirements. It is recommended that the Designer, Architect and/or Engineer, and contractor also attend this meeting. Contact Public Works at 962-7523 to schedule this required meeting.
6. SUBMIT A BUILDING PERMIT: After the Pre-Application meeting, the owner or the owner's authorized agent may submit for a building permit once the design options are noted on the plans.
7. PLAN REVIEW: The Plan reviewer may determine that the drawings do not comply with the Floodplain Development Permit and corrections may be required once a full plan review is completed.
8. BUILDING PERMIT ISSUANCE: After a full plan review has been completed and all other items have been approved, a permit can be issued. Once a permit has been issued, construction can begin. Construction must begin within 6 months of issuance of the floodplain development permit.
9. ADDITIONAL ELEVATION CERTIFICATE SUBMITTALS: Two (2) elevation certificates (EC) are required during the construction process to ensure compliance with the Floodplain Development Permit. Each must be completed by a licensed land surveyor unless the site is an AO or an approximate A zone.
  - a. Floor Framing: An EC must be obtained after the first-floor slab or floor decking has been installed. Framing of the walls is not allowed until formal approval of this elevation certificate. Submit this Elevation Certificate to the Floodplain Manager and then schedule a floor framing inspection. This elevation certificate must be submitted prior to scheduling of a floor framing inspection.
  - b. Final As-Built: An elevation certificate must be obtained after the entire structure is complete. A final Certificate of Occupancy cannot be granted without the final As-Built Elevation Certificate. Submit the Elevation Certificate to the Floodplain Manager and then schedule a final inspection.

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<sup>1</sup> The Floodplain Manager will notify you if this is required

<sup>2</sup> It is the sole responsibility of the owner or the owner's authorized agent to obtain the elevation certificates at the appropriate stage during the construction process.



# KITTITAS COUNTY

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### FLOODPLAIN DEVELOPMENT PERMIT APPLICATION ADDENDUM COMPENSATORY STORAGE PLAN

Pursuant to Kittitas County Code 14.08.315, activities that reduce floodplain storage, such as grading and filling, must be mitigated by creating compensatory storage. The lost floodplain storage calculations should include the quality of fill placed at or below the base flood elevation. Compensatory storage is created by excavating and removing material from the 100-year floodplain. This excavation should be at least 1.0 times the displaced storage volume and must be hydraulically equivalent, meaning it must be at least as likely to flood as the location where fill has been placed and conveyance pathways must be maintained\*. Please contact the floodplain manager at (509) 962-7523 for technical assistance.

\*Unless a different compensatory approach is supported by technical documentation approved by the Floodplain Manager.

**Applicant Name:** \_\_\_\_\_

**Floodplain Development Permit #:** \_\_\_\_\_

#### Information about fill placed:

Amount: \_\_\_\_\_ cubic yards

Describe where the fill will be obtained: \_\_\_\_\_

Ground elevation at location where fill will be placed: \_\_\_\_\_ ft.  NVGD 29  NAVD 88

Purpose of fill: \_\_\_\_\_

#### Information and material removed:

Amount: \_\_\_\_\_ cubic yards

Describe how the material removed will be disposed: \_\_\_\_\_

#### Attach a scaled drawing that clearly shows:

- The location where fill will be placed
- Fill extent and depths
- The location from which mitigating material will be excavated
- Excavation extent and depths
- The 100-year floodplain boundary
- Water bodies and critical areas

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that I am familiar with the information contained in this form, and that to the best of my knowledge and belief such information is true, complete, and accurate, and further agree to conduct the mitigations necessary to meet the no-net-loss requirements per Kittitas County Code. I certify that I possess the authority to submit this information. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to conduct review if so required.