

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION PACKAGE CHECKLIST**

**\*\* No Net Fill Allowed in the Floodplain \*\***

Any development in the FEMA designated and County regulated floodplain requires the following:

Applicant \_\_\_\_\_ Waller Co \_\_\_\_\_

- \_\_\_\_\_ Completed Development Permit Application form,
- \_\_\_\_\_ Proof of Ownership, WCAD printout or recorded deed,
- \_\_\_\_\_ Proof 9-1-1 Address is posted
- \_\_\_\_\_ Permit fee - fee doubles if construction starts before permit is issued (see Fee Schedule),
- \_\_\_\_\_ Site plan (a sketch of the general layout of the property and the planned improvements),
- \_\_\_\_\_ House floor plan,
- \_\_\_\_\_ Elevation Certificate completed by a licensed surveyor of your choosing to note the Base Flood Elevation and Minimum Floor Elevation (BFE determination is different depending on the zone designation and location). The EC needs to include the following:
  - \* The Minimum Floor Elevation could be defined as what you would be walking on inside the house once it is completed/installed. Add 18" to the BFE or Approximate BFE, as determined below.
  - \* Temporary Bench Mark locations for where the measurements were taken (elevation, location, etc.)
  - \* The elevation certificate is required before the house is built, plus another one after the house is built to confirm the proper elevations have been met.
  - \* BFE determination:
    - \* **Zone AE** (BFE determined) - Use the Flood Insurance Rate Map and Flood Insurance Study.
    - \* **Zone A** (unknown BFE) - Approx. BFE - Use the Contour Interpolation or Extrapolation methods as outlined in FEMA 265.
    - \* **Zone A** (in West Magnolia Forest) - Approx. BFE - Use the higher of the "crown" of the nearest road or the highest adjacent grade at the home site.
- \_\_\_\_\_ Cut and Fill calculations for significant earthwork, if necessary,
- \_\_\_\_\_ No-Rise Certificate, if necessary
  - \* No-Rise Certificate be submitted as a part of the Floodplain Development Application package for any proposed improvements within the FEMA designated floodway or County designated floodway buffer. The No-Rise Certificate along with the associated hydrology and hydraulics study must be submitted to FEMA for review and comment.

**For Waller County Use ONLY:**

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Date Received: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date Returned: \_\_\_\_\_