

For Office Use Only:

Received Date: _____

Permit File Number: _____

TOWNSHIP OF LOPATCONG
FLOOD DEVELOPMENT PERMIT APPLICATION

(908) 859-3355 | Construction: ext. 232 | Zoning: ext. 236
232 South Third Street, Phillipsburg, NJ 08865

Permit Application to be Filled out in Duplicate

PART I – GENERAL PROVISIONS - To Be Completed by the Applicant

GENERAL INFORMATION – To be read and signed by the Applicant

1. No work of any kind may start in the NJ Flood Hazard Area or FEMA SFHA until all permits, including, but not limited to a floodplain development permit, are issued.
2. This permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until a permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. Work must commence within six (6) months of issuance or this permit will expire.
6. The Applicant is hereby informed that other permits may be required to fulfill federal, state, or local regulatory requirements.
7. The Applicant hereby gives consent to the Administrator or his/her representative to make reasonable inspections that are required to verify compliance.
8. The Applicant certifies that **“All statements herein and in attachments to the application are true and accurate to the best of my knowledge.”**

Name of Applicant

Signature of Applicant

Date

PART II – PROJECT INFORMATION - To Be Completed by the Applicant

PROPERTY OWNER INFORMATION

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	

BUILDER INFORMATION

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	

ENGINEER INFORMATION

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	

PROJECT OVERVIEW*(Attach survey and construction plan/documents if available)*

Project Address:

Project Description:

Block:

Lot:

PROJECT TYPE (Check all that apply):

<i>Type of Structure:</i>	<i>Type of Structural Activity:</i>	<i>Other Development Activities:</i>
<input type="checkbox"/> Residential 1 – 4 Family	<input type="checkbox"/> New Structure	<input type="checkbox"/> Excavation
<input type="checkbox"/> Residential 5+ Family	<input type="radio"/> Relocation	<input type="checkbox"/> Placement of Fill Material
<input type="checkbox"/> Non-Residential	<input type="radio"/> Replacement	<input type="checkbox"/> Clearing
<input type="checkbox"/> Manufactured Home	<input type="radio"/> Addition	<input type="checkbox"/> Grading
<input type="checkbox"/> Accessory Structure	<input type="radio"/> Alteration	<input type="checkbox"/> Fill
<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Substantial Improvement	<input type="checkbox"/> Watercourse Alterations (incl. dredging/channel modifications)
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Substantial Damage	<input type="checkbox"/> Drainage Improvements (incl. culverts)
<input type="checkbox"/> Subdivision (New or Expansion)	<input type="checkbox"/> Swimming Pool/ Spa Installation	<input type="checkbox"/> Individual Water or Sewer System
<input type="checkbox"/> Agricultural Structure	<input type="checkbox"/> Tanks	<input type="checkbox"/> Road, Street, or Bridge Construction
<input type="checkbox"/> Utility or Miscellaneous Group U Structure	<input type="checkbox"/> Sanitary Sewerage Facilities including Septic Systems	<input type="checkbox"/> Erosion-Control/Infrastructure Project
<input type="checkbox"/> Historic Structure on Federal or State Historic Preservation Registry (must provide documentation)	<input type="checkbox"/> Water Facilities	<input type="checkbox"/> Other (incl. FEMA LOMA, LOMR, CLOMR, LOMR-F forms) (Please specify): _____
	<input type="checkbox"/> Fence Installation	
	<input type="checkbox"/> Elevation Changes	
	<input type="checkbox"/> Retaining Wall	

PART III – REQUIRED DOCUMENTATION - To Be Completed by the Applicant

<i>FLOOD HAZARD AREA CHECKLIST INFORMATION (See Appendix A)</i>	
Flood Hazard Area Information Required for Review	Included?
<p>Provide an estimate of the current market value of the property: Land \$ _____ Structure \$ _____</p> <p>Provide an estimate of the total cost of building improvements using qualified labor and materials obtained at market prices. (<i>Note: Unpaid or discounted labor and materials must be counted at their true market cost per the NFIP.</i>) \$ _____</p> <p>Estimates should either be signed and sealed by the Applicant’s architect or engineer, an estimating firm’s or contractor’s estimate signed and sealed by an engineer, or a bona fide contractor’s bid.</p>	
Plans – all submitted development plans must include sufficient detail to complete the permit review. <i>See Appendix A for additional information.</i>	
All elevations on the submitted plans shall be in NAVD88.	
Plans showing the location, layout, and elevation of existing and proposed development including parking areas, driveways, drainage, sewer, and water facilities (including connections), plantings, seedlings, fences, signs, and any other information necessary for managing the floodplain.	
A Zone Construction – The dimensions, location, and elevation of the lowest floor (including basements) of existing and proposed structures. The elevations shall be in relation to NAVD88.	
Watercourses – The description of the extent of any watercourse, if any, which will be altered and/or relocated as the result of the proposed development must show exact location of the floodway and flood hazard area limits.	
Wet and Dry Floodproofing Certification (non-residential or approved historic structures only) – Certification by a Professional Engineer or Architect that the floodproofing methods meet the floodproofing criteria in ASCE 24 for nonresidential structures. The plans must also show the elevation in relation to NAVD88 that a floodproofed structure is protected to. A partially completed <i>Floodproofing Certification</i> (completed by the Architect certifying the construction design) shall be included in the permit application and a fully completed <i>Floodproofing Certification</i> must be provided prior to occupancy.	
For structures in more than one flood zone – If the structure is in more than one flood zone, the location and identification of all flood zones must be indicated on the survey and the most restrictive design flood elevation shall be used in all development plans.	
For Elevators – plans shall comply with FEMA Technical Bulletin 4 and ASCE 24. All required flood-resistant construction information shall be noted on the plans.	
For Below-Grade Parking Garages (not permitted for residential buildings and in Coastal A and V Zones) – plans shall comply with FEMA Technical Bulletins 3 and 6, note all required information on the plans, and include a partially completed <i>Floodproofing</i>	

<p><i>Certification</i> (completed by the Architect certifying the construction design), an <i>Emergency Operations Plan</i>, and an <i>Inspection and Maintenance Plan</i> in this application. A fully completed <i>Floodproofing Certification</i> must be provided prior to occupancy.</p>	
<p>For Historic Structures – Documentation confirming that the property is listed on an approved State or Federal Historic Register inventory.</p>	
<p>For Enclosures – Evidence of a <i>Deed Restriction</i> for the structure must be included in the permit application if enclosed space is greater than 6 feet in height as per N.J.A.C. 7:13-12.5(p)6. Local ordinances may also require a Non-Conversion Agreement.</p>	
<p>FEMA LOMA, CLOMR, LOMR, LOMR-F forms shall be fully completed with documentation of a recent Endangered Species Program Review if a Community Acknowledgement is requested prior to submission to FEMA.</p>	
<p>Elevation Certificates – Partially completed Elevation Certificates are required to be submitted at foundation completion and prior to inspection to ensure that the lowest floor or lowest horizontal structural member is properly elevated, and all required openings are properly constructed. A fully completed elevation certificate must be submitted prior to occupancy.</p>	
<p>Additional Required Information:</p>	

OTHER PERMITS (See Appendix B)

The applicant must obtain the required Federal, State, and Local permits prior to applying for a Floodplain Development Permit (See **Appendix B** for a detailed list of agencies and permits).

The proposed development MUST be in compliance with other Federal, State, and Local laws.

List Other Permits obtained for the project:

(Attach obtained permits)

Permit by Type (Federal, State, Local) <small>*Attach additional sheet if necessary</small>	Permit #	Date of Issuance	Expiration Date	Description

PART IV – FLOOD INFORMATION - To Be Completed by the Floodplain Administrator

FLOOD HAZARD DATA & LOCAL DESIGN FLOOD ELEVATION

Complete the Local Design Flood Elevation (LDFE) Worksheet in **Appendix C** and attach it to this permit. This will calculate the proper DFE and flood zone for the proposed development.

Worksheet completed: Y / N

For more information on the methods to determine the flood hazard area and DFE see

Technical Manual: Flood Hazard Area Control Act Rules, 2018

https://www.nj.gov/dep/landuse/download/fh_044.pdf

FLOOD HAZARD VERIFICATION

Unexpired NJDEP Land Resource Protection Flood Hazard Verification Letter with a Flood Hazard Area Design Flood Elevation Submitted?

Y / N Date:

Unexpired NJDEP Verification Letter with a Verification of Riparian Zone limits submitted?

Y / N Date:

Recent Permit Applicability Determination from the NJDEP Division of Land Resource Protection?

Y / N

Comments:

RIPARIAN ZONE¹

Stream Classification:			
Category One within HUC-14: Yes / No		If Yes, Upstream	Or Downstream
Trout Status:	Trout Maintenance	Trout Production	NA
Threatened & Endangered Species Within 1 Mile Downstream:		Yes	No
Riparian Zone Width:	50'	150'	300'
Riparian Zone Clearing:	Yes / No	If Yes, how much?	square feet

¹ Riparian zones exist along both sides of every regulated water, regardless of the water's drainage area, and include the regulated water itself.

SITE SPECIFICATIONS (See Appendix D for additional sections to print and add to this section)

For any Community Acknowledgement requested,

- 1) Has the applicant provided sufficient Endangered Species Assessment documentation? Y / N
Explain:

- 2) Has the applicant documented the site is reasonably safe from flooding (see **FEMA Technical Bulletin 10***)?
Y / N
Explain:

Note: Applications for Letters of Map Change with lowest floors including basements, parking garages, machine pits, etc. below the FEMA Base Flood Elevation will be returned to the municipality for enforcement action as a potential violation by FEMA. Further review of the request will be halted until the violation is addressed.

Substantial Damage / Substantial Improvement:

Substantial Improvement (SI) Estimate	\$ _____	
Substantial Damage (SD) Estimate	\$ _____	
Market Value of Property (Structure Only)	\$ _____	Data Source: _____
Assessed Value of Property (Structure Only)	\$ _____	
Substantial Improvement / Substantial Damage Percentage	_____ %	
Cumulative SI/SD Amount (<i>Optional</i>)	\$ _____	Since? _____
Sufficient Corrosion Protection (FEMA Technical Bulletin 8*)?	Y / N	

- | | | |
|---|-------|---|
| Is this a non-residential building? | Y / N | If yes, fill out section D-1 in Appendix D. |
| Is this building in a non-coastal A-Zone^? | Y / N | If yes, fill out section D-2 in Appendix D. |
| Is this building in a V Zone or Coastal A Zone^? | Y / N | If yes, fill out section D-3 in Appendix D. |
| Is this a multi-family or mixed-use building? | Y / N | If yes, fill out section D-4 in Appendix D. |
| Is this an agricultural structure? | Y / N | If yes, fill out section D-5 in Appendix D. |
| Is this an accessory structure? | Y / N | If yes, fill out section D-6 in Appendix D. |
| Is there an elevator proposed? | Y / N | If yes, fill out section D-7 in Appendix D. |
| Is there below-grade parking proposed? | Y / N | If yes, fill out section D-8 in Appendix D. |

Wet Floodproofing (FEMA Technical Bulletin 7*):

Note: Floodproofing is allowed in non-residential buildings only. Prohibited in residential.

Corrosion-Protection? Y / N

*<https://www.fema.gov/nfip-technical-bulletins>

^Non-coastal A Zone is defined as riverine areas or tidal areas landward of the Limit of Moderate Wave Action (LiMWA). Coastal A Zone is defined as tidal areas seaward of the Limit of Moderate Wave Action (LiMWA).

PART V – FLOODPLAIN DETERMINATION – To Be Completed by the Floodplain Administrator





PERMIT FINDINGS

Zoning Board (In conformance?)	
Planning Board (In conformance?)	
Require a NJDEP Land Use Permit? <i>(If so, the permit is required BEFORE completion of this application.)</i> <i>(See Appendix B for NJDEP Permits)</i>	
Other Permits Required (Federal, State, or Local)	
Permit Deficiencies (explain):	

ACTIONS TAKEN TO CORRECT PERMIT DEFICIENCIES

Action:	Date:
Action:	Date:
Action:	Date:
Action:	Date:

PERMIT DETERMINATION

	<p>Permit Approved: The information submitted for the proposed project was reviewed and is in compliance with the flood damage prevention ordinance and New Jersey Flood Hazard Area Control Act rules.</p>
	<p>Permit Approved with Conditions: The information submitted was reviewed and the project is conditionally approved assuming certain conditions are met. See attached.</p> <p><i>Note: No permit shall be approved upon condition upon receiving a State Land Use permit or any other State, Federal, or Local Permit. UCC Building Permits must be received concurrently.</i></p>
	<p>Permit Approved with Variance Granted: A variance was granted for the proposed project. This does not reduce flood risk and does not reduce flood insurance premiums. See attached.</p>
	<p>Permit Denied: The proposed project does not comply with the flood damage prevention ordinance and/or New Jersey Flood Hazard Area Control Act rules. See attached.</p>

PERMIT DATES (IF APPROVED)

Permit Number:	Issue Date:	Expiration Date:

Signature of Floodplain Administrator

I certify that the information herein and in attachments to the application are true and accurate to the best of my knowledge.

Name of Floodplain Manager

Signature of Floodplain Manager

Date

PART VI – INSPECTION RESULTS – To Be Completed by the Floodplain Administrator

INSPECTIONS

Inspection 1: Site Survey	Date:
General Findings:	
Construction Materials Used (water resistant?):	
Elevations:	
Violations:	
Resolutions:	
Inspection 2: Pre-Foundation	Date:
General Findings:	
Construction Materials Used (water resistant?):	
Elevations:	
Violations:	
Resolutions:	
Inspection 3: Post-Foundation	Date:
General Findings:	
Construction Materials Used (water resistant?):	
Elevations:	
Violations:	
Resolutions:	

VIOLATION TRACKING

Is this a Repeat Violation? Y / N

Permit Number:

Date of Final Decision:

Notice of Violation Date:

Start of 30-Day Period:

End of 30-Day Period:

Court Date:

Dates of Extensions:

Final Decision:

Referral Date for State Enforcement:

FEMA Section 1316 Request Date:

CERTIFICATION OF COMPLIANCE

Is the completed development in compliance with the Floodplain Development Permit?

(Circle one, sign, and provide a copy to the property owner and construction official.)

Yes / No Name: _____ Signature: _____ Date: _____

Explain:

ELEVATION CERTIFICATE

Final Elevation Certificate Received Date:

Is the Elevation Certificate correct and in concurrence with the Floodplain Development Permit? *(Circle one)*

Yes / No

Explain: