

**CITY OF ARKANSAS CITY**  
**FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION**

---

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

Application #: FD- \_\_\_\_\_ - \_\_\_\_\_

The undersigned hereby makes application for a permit to develop in a floodplain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such shall be done in accordance with the Floodplain Management Ordinance and applicable county/city ordinances and the State of Kansas requirements as contained in K.S.A. 12-766, and K.A.R. 5-44-1 through 5-44-7. The community official has the right to inspect the work. This permit will be revoked if incorrect or incomplete information is provided.

**SECTION A:**

\_\_\_\_\_  
Name of Owner or Developer/Contractor or Builder

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**SECTION B:**

Location Information Street Address: \_\_\_\_\_

Legal Description:

**SECTION C:**

Check One:

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction*        | <input type="checkbox"/> Other (Describe): |
| <input type="checkbox"/> Substantial Improvement* |  |
| <input type="checkbox"/> Minimum Improvement      |  |
| <input type="checkbox"/> Excavation               |  |
| <input type="checkbox"/> Filling                  |  |
| <input type="checkbox"/> Grading                  |  |

**\*FINISHED ELEVATION  
CERTIFICATES REQUIRED**

**SECTION D:**

Description:

Value of Improvement (fair market): \$ \_\_\_\_\_

Pre-Improved Value \$ \_\_\_\_\_

**SECTION E:**

FEMA Flood Map Panel Number \_\_\_\_\_

Effective Date \_\_\_\_\_ Zone \_\_\_\_\_

Is development in a floodway? Yes  No

If yes, is No-Rise Certification attached? Yes  No

**SECTION F:**

Elevation: NGVD  NAVD  Elevation certificate attached to this application? Yes  No

Base Flood Elevation, BFE, at development site ..... \_\_\_\_\_ Feet

Elevation at development site..... \_\_\_\_\_ Feet

\*\* Elevation of lowest floor of residential development..... \_\_\_\_\_ Feet

\*\* Elevation of floodproofing for non-residential structure..... \_\_\_\_\_ Feet

(\*\* REFER TO INSTRUCTIONS PAGE SECTION F)

Source of elevation information: \_\_\_\_\_

**SECTION G:**

If placing fill in the floodplain, will endangered species be affected? Yes  No

(ATTACH DOCUMENTATION)

If constructing a levee, stream obstruction or dam has the Division of Water Resources approved it? Yes  No

(ATTACH DOCUMENTATION)

**NOTICE: READ CAREFULLY: THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED (OVER 50% CURRENT MARKET VALUE) RESIDENTIAL STRUCTURE WILL BE ELEVATED AT LEAST ONE (1) FOOT ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL STRUCTURE, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL STRUCTURE WILL BE ELEVATED OR FLOODPROOFED AT LEAST ONE (1) FOOT ABOVE THE BASE FLOOD ELEVATION. THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE OWNER/DEVELOPER WILL PROVIDE A FEMA ELEVATION CERTIFICATE COMPLETED BY A LICENSED LAND SURVEYOR OR PROFESSIONAL ENGINEER. THE PERMIT CAN BE REVOKED IF CONDITIONS OF THE PERMIT ARE NOT MET OR IF THE APPLICANT PROVIDES INCORRECT INFORMATION.**

Permit: Approved  Denied  (attach explanation)

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

\_\_\_\_\_  
Signature Owner/Developer

\_\_\_\_\_  
Signature of Community Official

\_\_\_\_\_  
Print Name Owner/Developer

\_\_\_\_\_  
Print Name and Title Community Official

**BY SIGNING THIS APPLICATION, THE OWNER/DEVELOPER AGREES TO ALLOW THE COMMUNITY OFFICIAL TO HAVE ACCESS TO THE PROPERTY TO INSPECT THE ONGOING CONSTRUCTION OF THE PROJECT.**

## INSTRUCTIONS:

**Section A:** Complete name and contact information of applicant. It is preferred that this be the information of the property owner. Circle owner or builder depending on applicant.

**Section B:** Complete information in this section describing location of the development. For a long legal description the information may be attached separately and noted here. It is also suggested to attach a FIRMette of the location.

**Section C:** \*For new construction and substantial improvements an elevation certificate is required. An elevation certificate based on construction drawings can be used at the start of construction. **A finished construction elevation certificate is required when the project is complete.** Minor projects may not require an elevation certificate. For example: a new culvert.

**Section D:** Describe the development. Is this a substantial improvement? Substantial improvement may require that the entire structure be brought up to current standards and that the lowest floor (including basement) be elevated one (1) foot above the base flood elevation. Use appraised value for pre improved valuation.

**Section E:** Flood map information. For a project in a designated floodway a no-rise certificate is required. In an area of detailed study when a floodway has not been designated it must be determined that development will not cause more than one (1) foot of rise.

**Section F:** Specify if National Geodetic Vertical Datum of 1929 or North American Vertical Datum of 1988 was used for the elevation information in this section. **\*\*Lowest floor of a residential structure (including basement) and level of floodproofing for a non-residential structure must be one (1) foot above the base flood elevation.** In a house that has a basement the lowest floor is the floor of the basement. This information will be on an elevation certificate. There should be an elevation certificate for every post-FIRM structure. If other sources of elevation information were used please specify where that information came from. Elevation information may not apply to certain types of projects. In those situations, use N/A in the blanks for elevation information. Elevation certificates are not required for certain projects. Examples that do not require elevation certificates are excavation, culverts and parking lots.

**Section G:** The Kansas Department of Agriculture, Division of Water Resources requires permits for fill placed in floodplains. Permits are also required for levees, stream obstructions, and dams. Call **785-564-6650** to speak with a permit engineer at Division of Water Resources. To verify if an endangered species is affected contact the United States Fish and Wildlife Service office in Manhattan, Kansas. They can be reached by email at [kansas@fws.gov](mailto:kansas@fws.gov) or by calling 785-539-3474. There may also be permits required by Federal agencies.