



# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FOR TOWN OF OLIVE, NY

A Floodplain Development Permit is required for any development proposed in a Special Flood Hazard Area (SFHA) shown on the effective [Flood Insurance Rate Map](#) for Town of Olive, NY. The term "development" includes new or improved structures, placement of fill, excavation, storage of materials, and other activities defined in the Town of Olive [Flood Damage Prevention Ordinance](#). All development that occurs in the SFHA **must** be in compliance with this ordinance to protect lives and property from future flood damages.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name

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

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

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

\_\_\_\_\_  
Contractor Name

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

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

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

The primary contact person is the  Property Owner  Contractor [Check one].

## SECTION 1: SITE LOCATION

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tax Map Section

\_\_\_\_\_  
Block

\_\_\_\_\_  
Lot Number(s).

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

\_\_\_\_\_  
Ft  
Base Flood Elevation

## SECTION 2: OTHER PERMITS

The Applicant must obtain all other necessary Federal, State or local permits before a floodplain development permit can be issued. Are other permits required from State or Federal jurisdictions for this project?  Yes  No

If yes, please indicate which apply and **attach copies of the permits**

- Ulster County Septic Design Approval
- NYSDEC Wetlands Permit
- USACE/Section 9&10 of Rivers and Harbors Act
- Other: \_\_\_\_\_
- NYCDEP Septic Design Approval (NYC Watershed Only)
- NYSDEC SPDES General Permit
- Section 404 of Clean Water Act

## SECTION 3: TYPE OF PROPOSED DEVELOPMENT

Check all that apply:

### Structures

#### a. Type of Structure

- 1. Residential Structure
- 2. Non-Residential Structure
  - To be elevated  To be floodproofed
- 3. Manufactured Home
- 4. Accessory Structure

#### b. Type of Development Activity for Structure

- 1. New Construction
- 2. Addition to Existing Structure
- 3. Renovation/Repair/Maintenance of Existing Structure
- 4. Other: \_\_\_\_\_

**Other Development Activities**

- 1. Functionally Dependent Use:
  - List: \_\_\_\_\_
- 2. Paving
- 3. Filling
- 4. Grading
- 5. Dredging
- 6. Excavation
- 7. Drilling
  
- 8. Mining
- 9. Bridge or Culvert Construction/Alteration
- 10. Road Construction/Alteration
- 11. Fence or Wall Construction
- 12. Watercourse Alteration
- 13. Storage of Equipment or Materials
- 14. Sewage Disposal System
- 15. Water Supply System
- 16. Other: \_\_\_\_\_

**General Description of Proposed Development:**

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**SECTION 4: DOCUMENTATION THAT MUST BE INCLUDED WITH THIS APPLICATION**

The following documentation must be included with this permit application (as applicable):

- For any additions or renovations, repairs, or maintenance to an existing residential or non-residential structure or a manufactured home, a completed *Application for Substantial Improvement/Substantial Damage Determination*;
- Copies of all required Federal and State permits as indicated in Section 2 above;
- A site plan showing:
  1. property boundary and lot dimensions;
  2. location of all proposed development on the site as indicated in Section 3 above;
  3. nearby roads and water bodies;
  4. flood zone and floodway boundaries from the community’s Flood Insurance Rate Map (FIRM);
  5. if applicable, the Base Flood Elevation (BFE) that applies to the site from the FIRM and Flood Insurance Study (FIS) report with vertical datum indicated. The BFE to the 10th of a foot should be provided when available (e.g., 149.3 feet);
  6. For proposed new or modified structures in an AE flood zone: the proposed elevation of the top of the lowest floor of structure with vertical datum indicated
  
- For a proposed development in a Regulatory FLOODWAY:** The Applicant MUST submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development will not cause any (0.0 feet) increase in the BFE **OR** obtain and provide a FEMA [Conditional Letter of Map Revision](#) (CLOMR) evaluating the project. In the latter case, a FEMA [Letter of Map Revision](#) (LOMR) must also be provided following completion of the project. CLOMR and LOMR submittal requirements and [fees](#) are the responsibility of the Applicant.
- For a proposed development in an AE flood zone for a watercourse that has BFEs shown on the FIRM but no regulatory floodway:** The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development, when combined with all other existing and anticipated development, will not increase the BFE more than 1.0 foot at any point within the community.
- For a proposed watercourse alteration:** The Applicant must submit:
  1. a detailed description of the project;
  2. copies of all required notifications as documented in the [Flood Damage Prevention Ordinance](#);
  3. certification provided by a registered professional engineer, assuring that the flood carrying capacity of the altered watercourse can and will be maintained.

- For a proposed development that is located in Zone A (no BFEs) and is either greater than 50 lots or greater than 5 acres:** The Applicant must develop a BFE for the area, and provide data such as hydraulic and hydrologic analyses that were used to develop the BFE.
- For existing buildings determined to be Substantially Improved or Substantially Damaged:** A completed and certified [Elevation Certificate form](#) that includes the elevation of the current lowest floor of the existing structure. A complete cost-estimate for the total cost of improvements must also be submitted.
- The proposed development requires documentation to be submitted following completion of development.** The Applicant must complete Section 6 before Certificate of Compliance can be issued.

**The Floodplain Administrator reserves the right to require additional documentation not listed above, as needed, to process the permit application and ensure compliance with the Town of Olive Floodplain Management Ordinance.**

**The Applicant understands and agrees that:**

- No work may begin until a completed permit application is approved and a Floodplain Development Permit issued;
- It is both the owners and owners' representatives' responsibility to comply with all local, state and federal regulations, codes, and ordinances.
- If issued, a permit may be revoked and a stop work order issued if any false information is found to have been provided in this application and supporting documents;
- Construction plans submitted to and approved by the Town of Olive in support of an issued permit must be followed and adhered to. Any deviance there from may also be the basis for a notice of violation, stop work order, and revocation of a permit and/or assessment of a penalty by the Town of Olive;
- If a permit is revoked, all work shall cease until the permit is reissued or a new permit is issued;
- The Applicant hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to, this application are a true description of the existing property and the proposed development project.

**Property Owner/Authorized Agent:** \_\_\_\_\_

**Signature**

**SECTION 5: PERMIT DETERMINATION**  
(This section to be completed by Community)

Name of Flooding Source: \_\_\_\_\_ FIRM Panel No. / Effective Date: \_\_\_\_\_

**Flood Zone Determination of Proposed Development (check all that apply):**

AE Zone (Includes A1-30)    A Zone    AO Zone    X Zone (Floodplain Development Permit not required)

**Floodway Determination of Proposed Development:**

Site located in floodway?    Yes    No    Not Applicable

Development site located in FEMA AE zone for river or stream with BFE but no floodway established?    Yes    No  
 Not Applicable

**Base Flood Elevation Determination of Proposed Development:**

BFE at the development site (rounded to 10th of a foot, e.g. 100.2, if applicable): \_\_\_\_\_

Vertical datum:    NAVD88    NGVD29

Basis of Zone AE (includes A1-30) determination (if applicable):    FIS    FIRM

Basis of Zone A BFE determination (if applicable):

From a Federal Agency:    USGS    USDA/NRCS    USACE    Other \_\_\_\_\_

From a State Agency:    NYSDEC    Other: \_\_\_\_\_

Established by Professional Land Surveyor or Engineer

Other: \_\_\_\_\_

**Substantial Improvement/Damage Determination (if applicable):**

Based on the review of the Application for Substantial Improvement/Damage Determination form and accompanying documentation, the proposed development has been determined to be:

Substantial Improvement/Damage    Not a Substantial Improvement/Damage

For New Construction or Substantial Improvement of any structure:

**New Construction** Proposed lowest floor elevation of structure: \_\_\_\_\_

**Substantial Improvements** Lowest floor elevation of existing structure: \_\_\_\_\_  
 Plans submitted account for **2 feet of freeboard** (Lowest Floor 2 feet above BFE)?  YES  NO  NOT APPLICABLE  
 Vertical datum that applies for elevation:  NAVD88  NGVD29

For New Construction or Substantial Improvement of a non-residential structure:  
 Building will be:  Elevated  Floodproofed

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**Section Completed by:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**Permit Applications:**  Approved  Denied **Comments:** \_\_\_\_\_

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**Permit#:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 6: AS-BUILT ELEVATIONS**

This Section to be submitted by APPLICANT before Certificate of Compliance is Issued.

The following information must be provided for project structures, as applicable. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach an [elevation certification](#) to the application).

- Actual (As-Built) Elevation of the top of the lowest floor:** \_\_\_\_\_ ft.
- Elevation at the top of First Floor:** \_\_\_\_\_ ft. (NAVD 88)
- Actual (As-Built) Elevation of flood-proofing protection is:** \_\_\_\_\_ ft. (NAVD 88)
- I have attached a post-construction Elevation Certificate.**

**SECTION 7: COMPLIANCE**  
 (This section to be completed by Community)

The Local Floodplain Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

**INSPECTIONS:**

<b>Completed by:</b> _____	<b>Date:</b> _____	<b>Deficiencies?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comment:</b> _____		
<b>Completed by:</b> _____	<b>Date:</b> _____	<b>Deficiencies?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comment:</b> _____		
<b>Completed by:</b> _____	<b>Date:</b> _____	<b>Deficiencies?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comment:</b> _____		

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**CERTIFICATE OF COMPLIANCE:** Approved  Denied

**Comments:** \_\_\_\_\_

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**Issued by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

