



Flood Development Permit

Application for the Township of Woodbridge



This application packet is for a Floodplain Development Permit. Section I is to be completed by the applicant; the local Floodplain Administrator (FPA) will help fill in any missing information. Local participation in the National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers. For citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet certain floodplain development standards. This application packet is a tool to ensure those standards are met as well as other local provisions. Please keep in mind that depending on the type of development, *you may be required to hire a surveyor or engineer to help complete required forms.*

NFIP policies can be purchased from most insurance agents at the national NFIP rate for participating communities. The rates are determined by the flood risk zone in which you live in, by the elevation of the lowest floor, and other determining factors.

If the property you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA) or other more localized study, you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of the community, and there are penalties for failing to do so.

The Applicant completes Section I of this packet and submits the information to the local FPA. The FPA reviews the submission, makes a determination, and then notifies the Applicant if additional information is needed. Once all required materials have been submitted, the FPA will make a permitting decision and either issue (and may include conditions of approval) or deny the requested permit.

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development; for example, a permit to build a house, small accessory structures, construct a fence, storage of materials/cars/misc. items, installing pools or ditches, or to grade a parcel of land. A community official, or the FPA, may perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the local ordinance.

INSTRUCTIONS FOR COMPLETION

SECTION I: Complete General Information and Owner Information

Applicant Information: If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, check the box and sign / date this section.

Project Information: Check the box(es) beside the type of development that is being proposed.

SECTION II: Floodplain Information & Forms: The FPA will determine the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency but is used to determine whether or not a Floodplain Development Permit and/or

any other forms are required prior to commencing the proposed project.

If any of the additional documentation and /or forms are required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

Forms may include, but not be limited to: Elevation Certificate, Substantial Improvement Determination, Floodproofing Certificate, V-Zone Design Certification, Flood Vent ICC-ES Form, H&H Analysis and "No-Rise Certification"

SECTION III: Permit Determination: The FPA will indicate whether or not the proposed development is in

conformance with the requirements of the local Flood Damage Prevention Ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

SECTION IV: Certificate of Compliance: The FPA will indicate the "As-Built" lowest floor elevation for new and substantially improved structural developments, list any inspections which have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.



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SECTION I: Applicant and Project Information

OFFICE USE ONLY

Date Received:
File Number:

GENERAL INFORMATION

1. No work of any kind may begin in a floodplain until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within 180 days of the date issued.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.

By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator to make reasonable inspections prior to the issuance of a Certificate of Compliance.

By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

OWNER INFORMATION

Property Owner: _____ Mailing Address: _____
 Phone Number: _____
 Email Address: _____
 Signature: _____ Date: _____

APPLICANT INFORMATION – IF SAME AS ABOVE CHECK BOX AND SIGN / DATE BELOW

Applicant: _____ Mailing Address: _____
 Phone Number: _____
 Email Address: _____
 Signature: _____ Date: _____

PROJECT INFORMATION

Project Address: _____
 Block: _____ Lot: _____

Type of Structure:

- Residential
- Manufactured home
- Non-Residential

- Combined Use (Residential and Non-residential)
- Accessory structure
- Specify other not listed above: _____

PROJECT INFORMATION (continued)

Type of Structural Activity:

- New Structure
- Addition to Existing Structure *
- Alteration to Existing Structure *
- Relocation of Existing Structure **

- Demolition of Existing Structure
- Replacement of Existing Structure **
- Specify other development not listed above (*):

*** Substantial Improvement**

If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure.

Substantial Improvement Evaluation

Cost of Improvement (a): \$ _____

Tax Assessed Value of the Building (b): \$ _____

Percent of Value Change (a/b): _____ %

Disclaimer: Substantial Improvement Evaluation must be supported by project cost documentation and approved market evaluation. Attach supporting documentation. For guidance please see page six (6) or contact the Floodplain Administrator. 44 CFR 59.1. Definitions: "Substantial improvement" means any reconstruction, rehabilitation, addition or other improvement to a structure, the total cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

**** Relocation or Replacement**

A relocated structure being replaced must be treated as new construction

Other Development Activities (If Needed)

- Excavation (not related to a structural development)
- Clearing
- Placement of Fill Material
- Fencing
- Utility
- Grading
- Drilling
- Dredging
- Watercourse alteration
- Drainage improvement (including culvert work)
- Individual water or sewer system (not included to a structural development listed above)
- Roadway or bridge construction
- Specify other development not listed above:

PROPERTY OWNER OR APPLICANT (on behalf of property owner) SIGNATURE

I certify that to the best of my knowledge the information contained in the application is true and accurate.

Signature Date

SECTION II: (To be completed by Floodplain Administrator)

FLOOD INFORMATION

1. The proposed development is located on FIRM map panel(s): _____
2. Effective date on the FIRM: _____
3. Effective date on the PFIRM/ Other Study: _____
4. The proposed development is located in Zone _____ of the SFHA.
5. IS the proposed development located within the regulatory floodway: NO YES (attach completed H&H Analysis for a Non-Rise Certificate)

Structural Development

For structures, the provisions of the flood ordinance specify that the lowest floor, including utilities, be elevated to or above the most stringent base flood elevation, as known as the design flood elevation of the community (DFE).

The DFE for the proposed development is: _____
Base Flood Elevation: _____
Source of Base Flood Elevation: FIRM FIS Other: _____

The following documents are required:

- | | |
|--|--|
| <input type="checkbox"/> Elevation Certificate * | <input type="checkbox"/> Flood Vent ICC-ES Form |
| <input type="checkbox"/> As Built Plan * | <input type="checkbox"/> Non-Conversion agreement |
| <input type="checkbox"/> Site Plan (Showing location of SFHA and development) * & Please note additional site characteristics may be requested | <input type="checkbox"/> Floodproofing Certificate * -required if floodproofing a non-residential structure |
| <input type="checkbox"/> V Zone Design Certificate * - required in V, VE, and Coastal A Zones | <input type="checkbox"/> No-Rise Certificate * -if any of the proposed development is in a "regulatory floodway" |
| | <input type="checkbox"/> An elevation study showing BFEs on developments/subdivisions exceeding 50 lots or 5 acres in Zone A * |

** Documents require completion by a Professional Land Surveyor or Registered Professional Engineer as applicable*

SECTION III: (To be completed by Floodplain Administrator)

Permit Determination

- I have determined that the proposed development:
 ___ IS ___ IS NOT (non-conformance described in separate document)
In conformance with the local Flood Damage Prevention Ordinance.
- The Floodplain Development Permit:
 ___ IS ___ IS NOT (denials are described in separate document)
Issued subject to any conditions attached to and made part of this permit.

Signature of Floodplain Administrator

Date

SECTION IV: (To be completed by Floodplain Administrator)

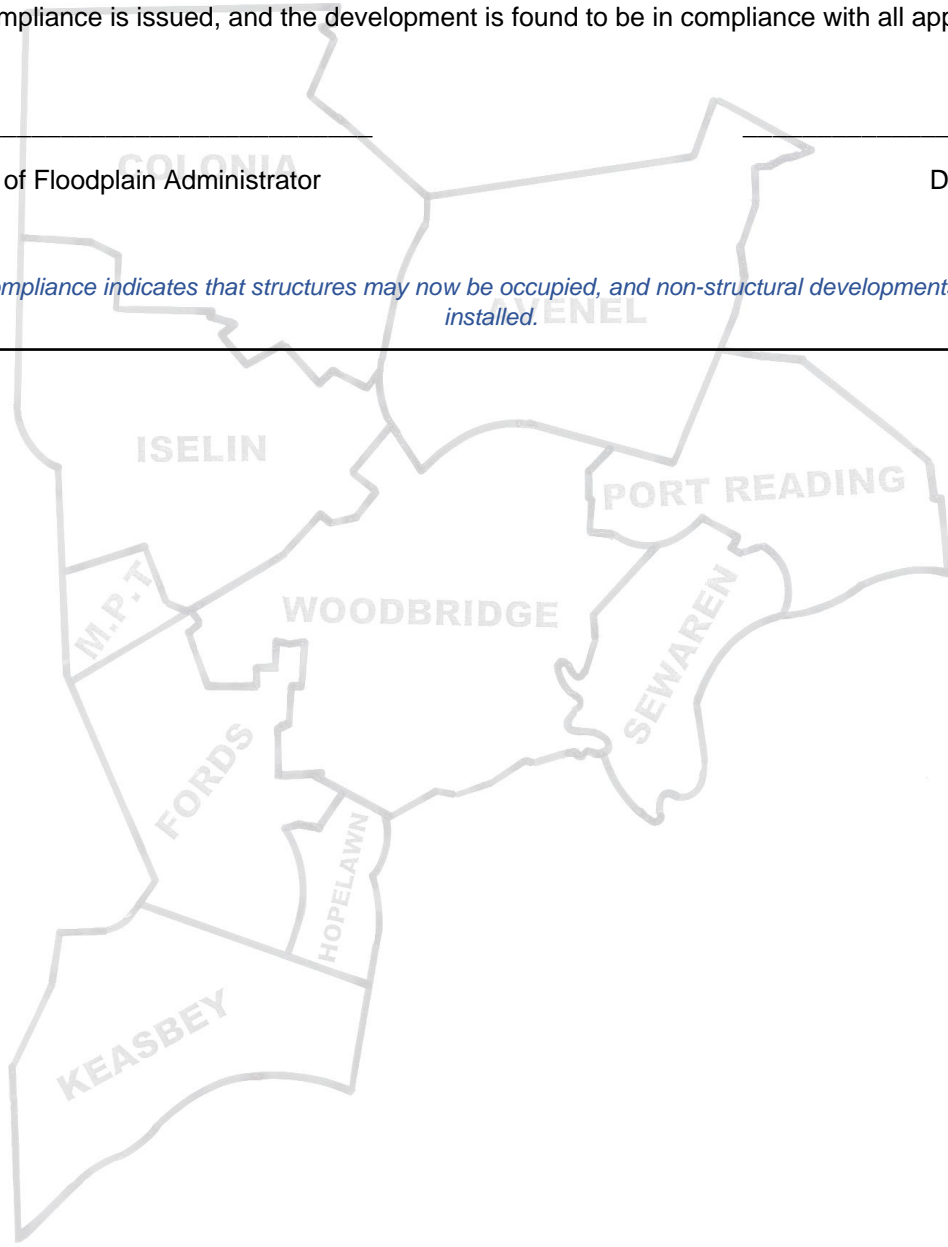
Certificate of Compliance for Floodplain Development Permit

Certificate of Compliance is issued, and the development is found to be in compliance with all applicable ordinances.

Signature of Floodplain Administrator

Date

This Certificate of Compliance indicates that structures may now be occupied, and non-structural developments may be utilized and/or installed.



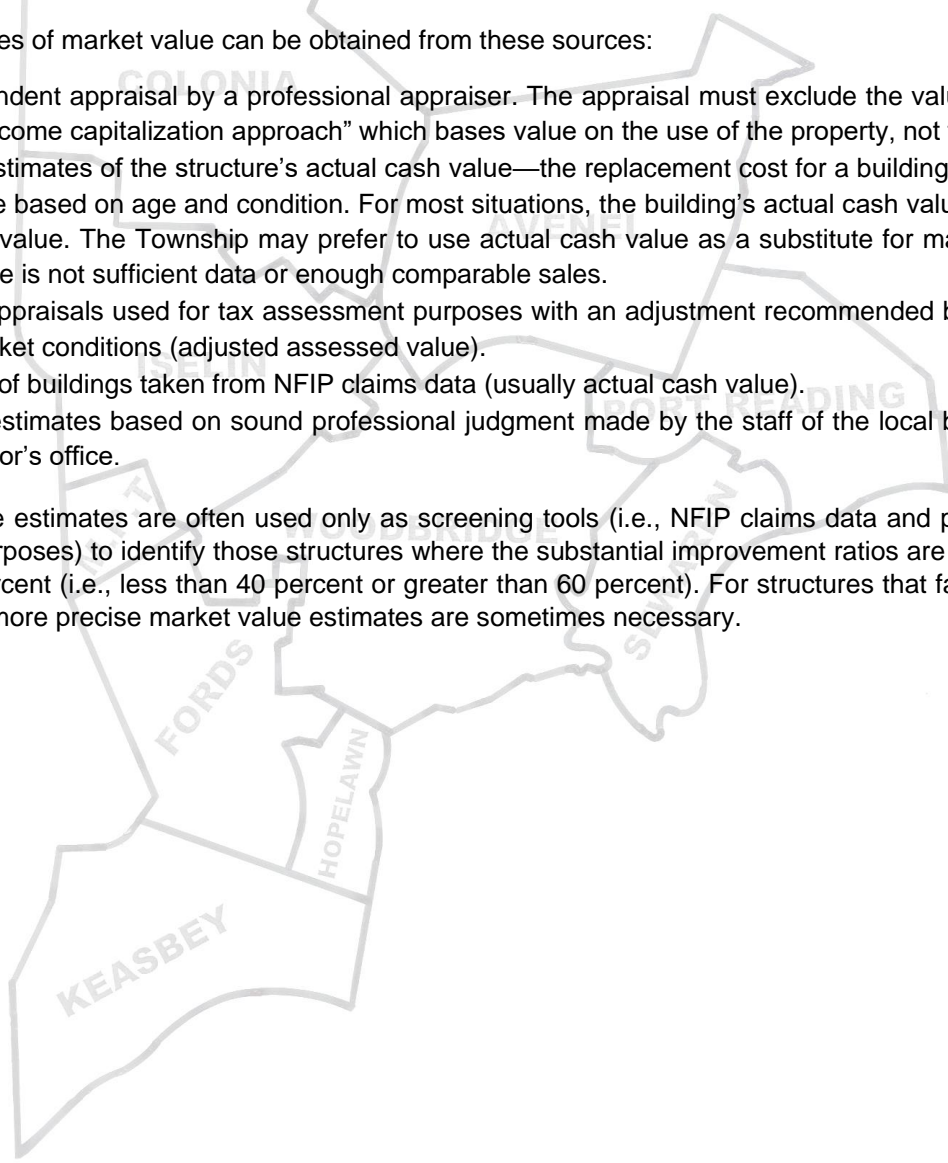
Substantial Improvement Explained - this term includes structures which have incurred "substantial damage," regardless of the actual repair work performed, as per 44 CFR 59.1)

Substantial improvement, as defined by FEMA is prompted if the cost to improve the structure equals or exceeds 50% of the market value of the structure (without the land included in the assessment). There are also specific (mutually exclusive) regulations associated with lateral additions.

Acceptable estimates of market value can be obtained from these sources:

- An independent appraisal by a professional appraiser. The appraisal must exclude the value of the land and not use the "income capitalization approach" which bases value on the use of the property, not the structure.
- Detailed estimates of the structure's actual cash value—the replacement cost for a building, minus a depreciation percentage based on age and condition. For most situations, the building's actual cash value should approximate its market value. The Township may prefer to use actual cash value as a substitute for market value, especially where there is not sufficient data or enough comparable sales.
- Property appraisals used for tax assessment purposes with an adjustment recommended by the tax appraiser to reflect market conditions (adjusted assessed value).
- The value of buildings taken from NFIP claims data (usually actual cash value).
- Qualified estimates based on sound professional judgment made by the staff of the local building department or tax assessor's office.

Some market value estimates are often used only as screening tools (i.e., NFIP claims data and property appraisals for tax assessment purposes) to identify those structures where the substantial improvement ratios are obviously less than or greater than 50 percent (i.e., less than 40 percent or greater than 60 percent). For structures that fall in the 40 percent to 60 percent range, more precise market value estimates are sometimes necessary.



Inspection Procedures

- The Floodplain Administrator shall conduct at least three on-site inspections where the construction of a new habitable building (or substantial improvement) as defined in N.J.A.C. 7:13 & 44 CFR 59.1 is proposed within a local, state, or federal regulatory floodplain.
- Inspections shall consist of an inspection before ground is broken, before the installation of the lowest floor, and as the project nears completion. The purpose for said inspection is to ensure that every habitable building complies with the requirements of NJAC 7:13 and 44 CFR 59.1.
- No certificate of compliance for a Floodplain Development Permit shall be issued by the Floodplain Administrator for any building that is not in full compliance with the Township's Municipal Flood Damage Prevention Ordinance, 44 CFR 59.1 and NJAC 7:13 and/or that fails to comply with the procedures for inspections.
- The Floodplain Administrator of the Township of Woodbridge shall be the final authority as to whether violations exist pursuant to Township's Municipal Flood Damage Prevention Ordinance.
- Pursuant to the Township's Municipal Flood Damage Prevention Ordinance, the Floodplain Administrator shall issue, and revoke Floodplain Development Permits as well as deny or approve Floodplain Development Permit applications.

