

Place  
Jurisdiction  
Seal

## Request for Information – Incomplete Floodplain Development Permit Application

### General Information

For Permit No.: \_\_\_\_\_ Requested by: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ FPA Phone: \_\_\_\_\_  
Date information needed by: \_\_\_\_\_ FPA Email: \_\_\_\_\_  
*After this date, a new permit application must be submitted.*

### Additional Documentation Requested

The following information was not included in your initial floodplain development permit application. To process your request, please provide the following information to the floodplain administrator by the date indicated in the General Information section above. If the requested information is not provided by the deadline, a new floodplain development permit application must be submitted. DO NOT begin any development activity until an approved floodplain development permit is granted by the floodplain administrator.

- |  |  |
|--|--|
| <input type="checkbox"/> Applicant contact information             | <input type="checkbox"/> No-rise certificate                                     |
| <input type="checkbox"/> Applicant license number                  | <input type="checkbox"/> Less than 1' rise determination                         |
| <input type="checkbox"/> Site Address, Parcel No., or Legal Desc.  | <input type="checkbox"/> Required state or federal permits <i>(see comments)</i> |
| <input type="checkbox"/> Better description of project             | <input type="checkbox"/> Site specific BFE                                       |
| <input type="checkbox"/> Location map                              | <input type="checkbox"/> CLOMR application                                       |
| <input type="checkbox"/> Site plan (including floodplain/floodway) | <input type="checkbox"/> Pre-construction Elevation Certificate*                 |
| <input type="checkbox"/> Grading plan                              | <input type="checkbox"/> Elevation Certificate for existing structure            |
| <input type="checkbox"/> Construction specifications               | <input type="checkbox"/> Floodproofing Certificate                               |
| <input type="checkbox"/> Floor plans                               | <input type="checkbox"/> Flood opening/vent specifications                       |
| <input type="checkbox"/> Project cost estimate                     |  |

Additional Comments or Other Documentation Requested (Describe):

### Floodplain Administrator Certification

FPA Signature: \_\_\_\_\_  
*The above signature does not grant permission to begin development.*

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