

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

The Floodplain Development Permit (FPDP) is the mechanism the City of Centennial utilizes to evaluate any and all impacts of activities proposed in the City's floodplains. A FPDP is required for any development proposed in the floodplain. The City of Centennial defines a regulatory floodplain as any drainageway with a tributary area of 130 acres or more. All activities must be in compliance with the FEMA National Flood Insurance Program (NFIP) regulations and the City's Stormwater Management Manual (SWMM). The following constitute the instructions for completion, and the terms and conditions that must be met. The applicant acknowledges receipt of these Administrative Procedures, and the availability of the SWMM as the standard for engineering plans and source documentation.

INSTRUCTIONS FOR COMPLETING FORM

1. The name, address, and telephone number of the project owner, the engineer of record, and the contractor who will be issued the FPDP must all be provided.
2. The Project Location can be specified by township, range, section, quarter section; by proximity to nearest street intersection; by latitude and longitude; and/or by the legal address of the property.
3. The applicant shall specify the type of project by indicating the appropriate description(s) with a check in the appropriate box(s).
4. The description of the project should include what the construction entails, including any man-made structures; fill material and extent, and any alterations to the floodplain, as well as the reach of the channel in which the project will be conducted.
5. The Floodplain Administrator will indicate what other documentation is required to support the FPDP either at the presubmittal meeting, after review of the floodplain impact analysis or after review of the FPDP.
6. The required attachments must be sealed by a Professional Engineer, and must indicate impacts on the floodplain from the proposed activity; if no impact to the floodplain is proposed, state as such; if an impact is proposed, indicate to what extent in the required documents. Refer to the SWMM for specific explanation.
7. The applicant shall document the hydrology information used in the analysis.
8. The flooding source along with any accompanying mapping and floodplain information and a brief description of the activity proposed in the floodplain must be provided.
9. The engineer, owner, and contractor shall sign and date the permit application prior to approval or issuance.
10. Submit completed Floodplain Permit Form and supporting documents to SEMSWA.

TERMS AND CONDITIONS

1. Most of the City's floodplains have been delineated on the NFIP Flood Insurance Rate Maps (FIRMs) or on Flood Hazard Area Delineation (FHAD) reports produced with the Urban Drainage and Flood Control District (UDFCD). Where both FIRM and FHAD information exists, the more restrictive shall be used.
2. For areas where floodplain delineations have not been documented, it's the applicants responsibility to delineate the floodplain. The Floodplain Administer will be responsible for approving the delineation.
3. In general, all activities in the floodplain, regardless of impact need to be permitted. FPDPs are required for any proposed activity within the abovedefined floodplains, and include, but are not limited to, the following:
 - Floodplain encroachment associated with Land Development Proposals Any grading or placement of fill in floodplain
 - Floodplain filings associated with construction or grading operations Channel Improvements
 - Drainageway crossings, including pedestrian bridges & low water crossings Roadway Crossings
 - Recreational trails and maintenance access paths Utility Crossings
 - Recreational facilities, including parks, ball fields, driving ranges, playgrounds, etc Parking Lots
4. Vicinity or location maps, construction and/or GESC Plans and specifications, when required, shall be submitted in accordance with SWMM requirements, prior to issuance of any permit.
5. The FPDP must be approved by the Floodplain Administer prior to any activity occurring. The permit application can be submitted in one of three ways:
 - a. Land Development Cases. When the floodplain activity is associated with a land development proposal, approval of the FPDP shall be required along with approval of the Grading and Erosion Control (GESC) permit.
 - b. Other Engineering Cases. When the floodplain activity is associated with other engineering proposals, approval of the FPDP shall be required along with approval of the GESC permit.
 - c. Stand-alone cases. All other activities that require a FPDP and are not related to other City reviewed cases will be submitted to the Floodplain Administer prior to any proposed activity occurring.
6. Any activities being performed in the floodplain without an approved permit shall cease immediately and will not recommence until an approved permit is obtained. SEMSWA Inspectors will utilize the approved floodplain permit during all inspection activities.
7. The owner and owner's contractor shall be responsible for locating, relocating, or adjusting any utility feature located on the right-of-ways as required to accommodate the proposed activity and for returning any feature to a condition equal to or better than original. Prompt repair of damage caused to existing facilities as a result of proposed activity will be the owner's responsibility.
8. Owner assumes responsibility for engineering, design, construction, and maintenance associated with the permit and represents that any and all local, state, and federal permits required for the project covered by the permit have been acquired.
9. Permits are issued subject to the approval of city, state, or other governmental agencies having either joint supervision over the property, or authority to regulate land use by means of zoning and/or building regulations.
10. Either contractor or owner must pay any required permit fees. No refunds shall be made on any permit fee.
11. The FPDP is valid for a specific period of time from the date of approval. The permit can also be revoked at any time whereby all work shall cease immediately until a permit is re-issued.
12. Contractor or owner shall notify SEMSWA at least 72 hours prior to construction so that SEMSWA can inspect any and all activities.
13. The owner shall be responsible for owner's contractor performing all permitted work in strict compliance with all documents submitted to SEMSWA. Failure to do so will result in SEMSWA issuing a Stop Work Order.
14. If owner or owner's contractor abandons the permitted work prior to its scheduled completion or fails or refuses to properly complete the same, the City of Centennial may, in its discretion, issue a summons and complaint requiring the owner to appear in Centennial Municipal Court. A conviction could include fines and/or jail.
15. In addition to the remedies set forth above for failure to complete the permitted work, the City of Centennial and/or SEMSWA may seek a court order directing the owner to promptly complete the permitted work or restore the affected property to its condition prior to the work beginning, failing that, the City of Centennial and/or SEMSWA may seek a money judgment for the cost of one of them completing the permitted work or restoring the affected property to its condition prior to the work beginning.