

## Floodplain Permit Submittal Requirements

### Floodplain Permit Package:

1. Completed Floodplain Variance-Permit-Study Application
2. Completed Floodplain Permit Technical Requirements Checklist
3. Floodplain Permit Fee Payment (Checks made payable to: City of Rockville)
4. Floodplain Permit Plan (2 copies)
5. Floodplain Permit Documentation Report (see below)
6. Submitted Floodplain Variance Plan (if required)
7. Floodplain Variance Approval Letter (if issued)

### Floodplain Permit Technical Requirements Checklist (to be checked by DPW)

\* All areas to be provided in both acres and square feet and volumes in cubic feet unless otherwise noted

#### Floodplain Permit Plan

1. All physical features shown on Zoning Compliance Plan
2. All property information shown on Zoning Compliance Plan
3. Field surveyed existing and proposed topography including contours and spot shot elevations. Contours shall be at -foot or 2-foot intervals depending on size of site.
4. Field surveyed existing and proposed features including roads (label public or private), buildings, parking, sidewalks, patios and decks, outbuildings, sheds, utilities, SWM measures, excavation, filling, storage of materials, and other proposed activities.
5. Field surveyed and underground investigation of all existing utilities
6. Proposed utility layouts including water, sewer, storm drain, gas, electrical, fiber optic, etc. Layout should include associated structures, pads, poles and mounts as needed.
7. Proposed grading including contours and high point/low point spot shots as needed to support drainage patterns. Detailed spot shots for all features not required at this stage.
8. Proposed limits of disturbance. (LOD)
9. Pre- and post-development drainage area boundaries on the site.
10. Special flood hazard area boundaries, and labeled flood zones, base flood elevations, and flood protection setbacks as shown on the most recent FEMA Flood Insurance Rate Maps (FIRMs). Base flood elevations drawn to meet the existing topography shall be used to delineate the boundary of special flood hazard areas and such delineations shall prevail over the boundary of SFHAs shown on FIRMs. This information is required for streams within the subject parcel or adjacent to the parcel if the special flood hazard areas are within the parcel.
11. Field surveyed spot elevations of the existing natural ground where buildings or structures are proposed, as referenced to the datum on the FIRM.

**Floodplain Permit Documentation Report:**

1. A description of the project to include the following sections:
  - a. A description of the existing use and features on the site
  - b. description of the proposed use and proposed features or modifications to the site
  - c. If fill is proposed to be placed for a purpose other than to elevate structures, the applicant shall indicate the intended purpose for the fill.
2. Seal, signature, and license number of a Maryland Professional Engineer on the cover of the Documentation Report.
3. Copies of submitted permit applications to Maryland Department of the Environment and Army Corps of Engineers for wetland and waterway construction permits, if required. State and federal permit approvals must be obtained prior to issuance of City Floodplain Permit.
4. Floodplain Computations and Analysis
  - a. Where floodways are not delineated or base flood elevations are not shown on the FIRMs, the Floodplain Administrator has the authority to require the applicant to use information provided by the Floodplain Administrator, information that is available from Federal, State, or other sources, or to determine such information using accepted engineering practices or methods approved by the Floodplain Administrator. [Note: See “Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-Year) Flood Elevations” (FEMA 265).]
  - b. Determination of the base flood elevations, for development proposals and subdivision proposals, each with at least 5 lots or at least 5 acres, whichever is the lesser, in special flood hazard areas where base flood elevations are not shown on the FIRM; if hydrologic and hydraulic engineering analyses are submitted, such analyses shall be performed in accordance with the requirements and specifications of MDE and FEMA.
  - c. Hydrologic and hydraulic engineering analyses for proposals in special flood hazard areas where FEMA has provided base flood elevations but has not delineated a floodway; such analyses shall demonstrate that the cumulative effect of proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood by more than one foot, or a lower increase if required by MDE.
  - d. Certifications and/or technical analyses prepared or conducted by a licensed professional engineer, registered land surveyor or licensed architect, as appropriate. The preparer(s) must be licensed in the State of Maryland. Required information may include:
    - (a) The determination of the base flood elevations or hydrologic and hydraulic engineering analyses prepared by a licensed professional engineer that are required by the Floodplain Administrator or are required by this Chapter in Sec. 10-57 for certain subdivisions and development; Sec. 10-58(B) for development in special flood hazard areas with base flood elevations but no designated floodways; and Sec. 10-58(D) for deliberate alteration or relocation of watercourses.
    - (b) The Floodplain Administrator, at his or her sole discretion, may require the Floodplain Permit to be supported by hydrologic and hydraulic engineering analyses based on ultimate development of the watershed, assuming current zoning at the time of the study.

- (c) Topographic survey and/or stake-out information of special flood hazard area boundaries and relevant elevations on or adjacent to proposed development.
4. Additional Application Contents for Structures
- a. For proposed buildings and structures, including substantial improvement and repair of substantial damage, and placement and replacement of manufactured structures, including substantial improvement and repair of substantial damage:
    - i. The proposed elevation of the lowest floor, including basement, referenced to the datum on the FIRM and a signed Agreement to Submit an Elevation Certificate.
    - ii. The signed Declaration of Land Restriction (Nonconversion Agreement) that shall be recorded in the Montgomery County land records prior to issuance of the Certificate of Occupancy, if the application includes an enclosure below the lowest floor or a crawl/underfloor space that is more than four (4) feet in height.
    - iii. A written evaluation of alternative methods considered to elevate structures and manufactured structures, if the location is in nontidal waters of the State and fill is proposed to achieve the elevation required in Sec. 10-78(A) or Sec. 10-79(A).
  - b. For temporary structures and temporary storage, specification of the duration of the temporary use.
  - c. For proposed work on existing buildings, structures, and manufactured structures, including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction, sufficient information to determine if the work constitutes substantial improvement or repair of substantial damage, including but not limited to:
    - i. If the existing building or structure was constructed after January 5, 1978, evidence that the work will not alter any aspect of the building or structure that was required for compliance with the floodplain management requirements in effect at the time the building or structure was permitted.
    - ii. If the proposed work is a horizontal addition, a description of the addition and whether it will be independently supported or structurally connected to the base building and the nature of all other modifications to the base building, if any.
    - iii. Documentation of the market value of the building or structure before the improvement or, if the work is repair of damage, before the damage occurred.
    - iv. Documentation of the actual cash value of all proposed work, including the actual cash value of all work necessary to repair and restore damage to the before-damaged condition, regardless of the amount of work that will be performed. The value of work performed by the owner or volunteers shall be valued at market labor rates; the value of donated or discounted materials shall be valued at market rates.
  - d. For nonresidential structures that are proposed with floodproofing, an operations and maintenance plan as specified in Sec. 10-79(B)(3).
  - e. Certifications and/or technical analyses prepared or conducted by a licensed professional engineer, registered land surveyor or licensed architect, as appropriate.

The preparer(s) must be licensed in the State of Maryland. Required information may include:

- i. The Floodproofing Certificate for nonresidential structures that are floodproofed as required in Sec. 10-79(B).
  - ii. Certification that engineered flood openings are designed to meet the minimum requirements of Sec. 10-78(C)(3) to automatically equalize hydrostatic flood forces.
5. New Technical Data
- a. The applicant may seek a FEMA Letter of Map Change by submitting new technical data to FEMA, such as base maps, topography, and engineering analyses to support revision of floodplain boundaries and/or base flood elevations. Such submissions shall be prepared in a format acceptable to FEMA and any fees shall be the sole responsibility of the applicant. A copy of the submittal shall be attached to the application for a permit.
  - b. If the applicant submits new technical data to support any change in floodplain boundaries and/or base flood elevations but has not sought a Letter of Map Change from FEMA, the applicant shall submit such data to FEMA as soon as practicable, but not later than six months after the date such information becomes available or is approved by the City. Such submissions shall be prepared in a format acceptable to FEMA and any fees shall be the sole responsibility of the applicant.