

Floodplain Variance Submittal Requirements

Floodplain Variance Package:

1. Completed Floodplain Variance Application
2. Floodplain Variance Technical Requirements Checklist
3. Floodplain Variance Fee Payment (Checks made payable to: City of Rockville)
4. Floodplain Variance Plan (2 copies)
5. Floodplain Variance Documentation Report (see below)

Floodplain Variance 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 Variance Plan

1. All physical features shown on Zoning Compliance Plan
2. All property information shown on Zoning Compliance Plan
3. Field surveyed 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 features including roads (label public or private), buildings, parking, sidewalks, patios and decks, outbuildings, sheds, utilities, SWM measures, etc.
5. Field surveyed and underground investigation of all existing utilities
6. Location of all environmental features as depicted on the latest NRI/FSD plan.
7. Proposed utility layouts including water, sewer, storm drain, gas, electrical, fiber optic, etc. Layout should include associated structures, pads, poles and mounts as needed.
8. Conceptual utility easements delineated and dimensioned.
9. 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.
10. Proposed limits of disturbance. (LOD)
11. Pre- and post-development drainage area boundaries on the site.
12. Special flood hazard area boundaries, and labeled flood zones and base flood elevations, as shown on the most recent FEMA Flood Insurance Rate Maps (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.
13. The City may require the applicant to submit additional floodplain studies and mapping for perennial streams or flowpaths with drainage areas greater than 30 acres that are not included in the FIRMs, or do not have base flood elevations calculated for them.

Floodplain Variance 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
2. A description of the floodplain variance sought, and reason(s) for the variance request. Variance applications shall specifically address each of the considerations in Chapter 10, Sec. 10-28.
3. If the application is for a variance to allow the lowest floor of a building or structure below the applicable minimum elevation required by Chapter 10, the application shall include a statement signed by the owner that, if granted, the conditions of the variance shall be recorded on the deed of the property.
4. If the application is for a variance for a historic structure pursuant to Sec. 10-62, the application shall contain documentation that the proposed work does not preclude the structure's continued eligibility and designation as a historic structure. The documentation shall be obtained from a source that is authorized to make such determinations (see definition of "Historic Structure").
5. Additional information listed under Sec. 10-38, Floodplain Permit Application Required, may also be required by the Floodplain Administrator for evaluation of the variance request.
6. Seal, signature, and license number of a Maryland Professional Engineer on the cover of the Documentation Report.