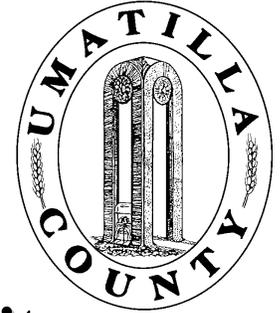


# Umatilla County

Department of Land Use Planning

216 SE 4<sup>th</sup> ST, Pendleton, OR 97801, (541) 278-6252



## Floodplain Development Permit

Process taken from UCDC 152.351 - 152.359

### PURPOSE OF THE FLOOD HAZARD OVERLAY ZONE

UCDC 152.351 (C) states the purpose of the Flood Hazard Overlay Zone.

#### (C) Statement of Purpose

The objectives of the Flood Hazard Overlay Zone are to:

- (1) Protect human life, health and property;
- (2) Minimize damage to public facilities and utilities located in floodplains such as water purification and sewage treatment plants, water and gas mains, electric, telephone and sewer lines, streets and bridges.
- (3) Help maintain a stable tax base by providing for the sound use and development of flood prone areas;
- (4) Minimize expenditure of public money for costly flood control projects;
- (5) Minimize the need for rescue and emergency services associated with flooding and generally undertaken at the expense of the general public;
- (6) Minimize unnecessary disruption of commerce, access and public service during times of flood;

(7) Manage the alteration of flood hazard areas, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain.

### FEES

Application Fee - \$250.00, which includes the cost of the initial zoning permit. (Effective July 1, 2013 by Ord. #2013-06)

PLEASE NOTE: A zoning permit for each parcel is necessary along with the Floodplain Development Permit. If more than one property is involved in the project, then multiple zoning permits are required to confirm property owner's authorization. Additional permit fees for more than one zoning permit will be collected in the event there is more than one zoning permit required.

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It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

Version: October 1, 2015  
File Location: H:\SHARED\Forms\_Master\Application Forms & Supplemental Packets\Floodplain\_Development\_2015.doc

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## Section 1: Property Owner Information

*Please provide the contact information and signatures of the property owner(s).*

Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The under-signed hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is completely and accurately described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Umatilla County Flood Hazard Ordinance and with all other applicable local, state and federal regulations.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner

**In order to be reviewed, all applications must be complete. A zoning permit is required for each parcel involved with this Floodplain Development Permit.** You will receive a copy of the approved permit and conditions of approval if the application is consistent with the Flood Hazard Overlay Zone provisions established in Sections 152.351-359 of the Umatilla County Development Code. These regulations can be viewed on-line at [www.umatillacounty.net/planning](http://www.umatillacounty.net/planning). If you have any questions, contact the County Planning Department by telephone at (541) 278-6252 or via email at [planning@umatillacounty.net](mailto:planning@umatillacounty.net).

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## Section 2: Description of Development

Please describe the property and the development.

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1. Location of property (*driving directions*):

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2. Account number(s) of property:

Account #: \_\_\_\_\_

Account #: \_\_\_\_\_

Account #: \_\_\_\_\_

---

3. Map number(s) of property:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

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4. Has the property or dwelling received a Rural Address?

Yes, \_\_\_\_\_

No, but a rural address will be requested.

No, there are no buildings on the property.

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5. Current size of the property:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Acres

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6. Land use zoning designation:

There are some 22 zoning designations in Umatilla County.

EFU

GF

Other Zone: \_\_\_\_\_

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7. Buildings on the property: (*describe in detail*)

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8. Current use of the property: (*describe in detail*)

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9. Surrounding uses of the property: (*describe in detail*)

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10. Community and Panel where development is located as designated by FEMA:

Community #: **410204**

Panel #: \_\_\_\_\_

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11. Flood zone of development as designated by FEMA:

- Zone A                       Floodway  
 Zone AE  
 Zone AO                       Other: \_\_\_\_\_

**12. Description of Development** (*Check those that apply*):

For the specific floodplain development standards go to UCDC 152.355 and the subsection referenced below:

- |  |  |
|--|--|
| <input type="checkbox"/> (A) Subdivision                           | <input type="checkbox"/> (F) Accessory Structures less than 120 sf.    |
| <input type="checkbox"/> (B) Stream Habitat Restoration            | <input type="checkbox"/> (G) Recreational Vehicles used as a residence |
| <input type="checkbox"/> (E) (1 & 2) New Residential Structure     | <input type="checkbox"/> (H) Critical Facilities                       |
| <input type="checkbox"/> (E) (1 & 3) New Non-Residential Structure | <input type="checkbox"/> (I) Tank                                      |
| <input type="checkbox"/> (E) (1, 2 & 4) New Manufactured Home      | <input type="checkbox"/> (J) On-site Sewage Systems                    |
| <input type="checkbox"/> Addition/Remodel of existing structure    | <input type="checkbox"/> (K) Fences and Walls                          |
| <input type="checkbox"/> Fill/Grade                                | <input type="checkbox"/> (L) Other Development in hazard areas         |
|  | <input type="checkbox"/> (M) Temporary Structures, Storage and Bridges |
|  | <input type="checkbox"/> (O) Watercourse Alterations                   |

Describe the proposed development, including the type, size and location of the project, as well as location and quantities of proposed fill and grade activities: (*attach additional pages if necessary*):

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13. Are other federal or state permits being obtained? These permits could be building permits, DEQ, DSL, US Army Corps, etc.

- No, federal/state permits are not required  
 Yes, the following federal/state permits are required:

*Details of the permits required:*



## 16. Complete for New or Substantially Improved Non-Residential Structures

Please indicate the flood protection method to be used for construction of the nonresidential structure (FEMA *Technical Bulletin 3-93* for floodproofing methods):

- Venting, wet flood-proofed. Materials used for construction at or above the height of the base flood elevation are water resistant.
- Elevate the structure
- Dry Flood-proofed, provide FEMA Certification Form 81-65 from an Oregon registered engineer

All new construction and substantial improvements of non-residential structures within Zones A1 -A30, AE, and AH on the community's FIRM (i) have the lowest floor (including basement) elevated to or above the base flood level, or (ii) together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. – *Technical Bulletin 3-93*

## 17. Complete for New or Substantially Improved Manufactured Homes

- a. At what elevation will the under-carriage of the home be set up?
  - The under-carriage of the home will be at Base Flood Elevation (BFE). \_\_\_\_\_
  - The under-carriage of the home will be above BFE by \_\_\_\_\_ feet.
- b. The manufactured home can be skirted with vinyl or wood or a foundation/stem wall can be used for the perimeter covering. What will be constructed?
  - Skirting – vinyl, wood, etc. No flood venting is required.
  - Foundation/Stem Wall – Flood venting is required.
- c. The manufactured dwelling shall be anchored to prevent flotation, collapse, or lateral movement during the base flood. Explain the method of anchoring the home:

## 18. Complete for Stream Habitat Restoration

- a. Does the project qualify for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP-2007-1023)?
  - Yes, the project qualifies for a DA Stream Habitat Restoration Permit.
  - No, this project does not qualify for a DA Stream Habitat Restoration.
- b. Has a qualified professional (a Registered Professional Engineer; or staff of NRCS; the County; or fisheries, natural resources, or water resources agencies) provided a feasibility analysis and certification that the project was
  - Yes, an analysis and certification by a qualified professional has been completed and is attached.
  - No, an analysis and certification has not been completed.

designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project?

- c. What structures are near the project site?
  
- d. How will these structures be impacted by a potential rise in flood elevation?

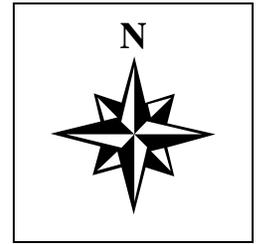
## Section 3: Required Site Plans

Taken from UCDC 152.354 (C).

19. These materials are to be submitted with the application: Two site plans are necessary – Exhibit A is a general site plan that can be drawn on the page provided showing the details listed in item (c) below; and, Exhibit B is to be drawn by an Oregon Licensed Engineer showing the details listed in item (d) below.

<input checked="" type="checkbox"/>	<b>Materials to be submitted:</b>
<input type="checkbox"/>	a) Completed Application form.
<input type="checkbox"/>	b) Applicable Application fees.
<input type="checkbox"/>	c) <b><u>GENERAL Site Plan, Exhibit A</u></b> can be drawn by the applicant on following page.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Scale of drawing</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Site area showing <u>property boundaries</u> and dimensions</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Proposed and existing <u>structures</u> with dimensions to nearest Property lines</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Location of existing <u>wells</u></li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Location of existing <u>septic systems</u> (i.e. tanks, drain fields)</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Widths and names of <u>roads</u> adjacent to the site as well as existing roads, which provide direct access to the property.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Existing <u>access points</u> (driveways, lanes, etc.)</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• <u>Easements</u> and rights-of-ways</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Existing <u>utility lines</u> (above and below ground)</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Approximate location of any unusual <u>topographical</u> features.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Major <u>geographic</u> features</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Location of all creeks, streams, ponds, springs and other drainage ways</li> </ul>
<input type="checkbox"/>	d) <b><u>FLOODPLAIN DEVELOPMENT Site Plan, Exhibit B</u></b> drawn by a Licensed Engineer:
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Plans in duplicate drawn to scale with elevations of the project area and the nature, location, dimensions of existing and proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities;</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Delineation of flood hazard areas, floodway boundaries including base flood elevations, or flood depth in AO zones, where available;</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• For all proposed structures, elevation in relation to the highest adjacent grade and the base flood elevation, or flood depth in AO zones, of the:               <ul style="list-style-type: none"> <li>- lowest enclosed area, including crawlspace or basement floor;</li> <li>- top of the proposed garage slab, if any, and;</li> <li>- next highest floor.</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Locations and sizes of all flood openings in any proposed building;</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Elevation to which any non-residential structure will be flood-proofed;</li> </ul>

**General Site Plan, Exhibit A**  
Please include the details listed under item (c)  
found in Section 4 (on preceding page)

A large rectangular area filled with a fine grid of small squares, intended for drawing the site plan details.

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## Section 4: Administrator Review

*This section is for office use only.*

### NON-STRUCTURAL PROJECT REVIEW

Project Acreage: \_\_\_\_\_ Nearest Stream: \_\_\_\_\_  
Stream Setback Distance: \_\_\_\_\_ (measured from the top of the bank)  
Fill Quantity: \_\_\_\_\_ Excavation Quantity \_\_\_\_\_

*Note: Projects disturbing more than one acre of land require a permit from DEQ.*

### STRUCTURAL PROJECT COMPLIANCE EVALUATION

To determine compliance with the requirement to elevate the lowest floor 1-foot above the BFE, must determine the lowest floor based on the foundation type, flood opening ratio and distance criteria associated with sub-grade crawlspace if applicable.

<b>FOUNDATION</b>	A. Interior Crawlspace Grade: _____
	B. Lowest Adjacent Grade(LAG): _____
	C. Top of the next higher floor: _____
	D. Distance from LAG to Interior Crawlspace Grade <2 ft? <input type="checkbox"/> Yes <input type="checkbox"/> No
	E. Interior Crawlspace Grade next higher floor < 5 ft? <input type="checkbox"/> Yes <input type="checkbox"/> No

*If the answer to question (D) or (E) is No, then foundation is a basement, which is prohibited in SFHA. For insurance purposes, the dirt floor of crawlspace is used to rate the policy.*

<b>FLOOD OPENINGS</b>	A. Enclosed Area Below BFE: _____ Square Feet
	B. Area of Flood Openings: _____ Square Inches

*If less than 1 to 1 ratio, then the foundation is not compliant with the NFIP and the interior grade of crawlspace is considered the lowest floor.*

<b>GARAGE</b>	Elevation of Slab: _____ Feet/NGVD
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*If the slab must be elevated one foot above the BFE or floodproofed. Installing 1 to 1 ratio of flood openings in the enclosed area below the BFE is an approvable method of wet-floodproofing the garage.*

<b>UTILITIES</b>	Elevation of Lowest Utility Equipment: _____ Feet/NGVD
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*Utilities must be elevated at or above BFE or be designed to minimize or eliminate infiltration into the system.*

### SUBSTANTIAL IMPROVEMENT DETERMINATION

Existing Structure Market Value (MV) \$ \_\_\_\_\_ Source: \_\_\_\_\_  
Improvement or Project Cost (PC) \$ \_\_\_\_\_ Source: \_\_\_\_\_

*The cost of any repair, reconstruction or improvement of a structure that equals or exceeds 50% of the market value of the structure prior to the start of construction or prior to any damages qualifies as a substantial Improvement and is subject to the requirements of the Flood Hazard Overlay Zone regulations.*

## **BASIC CONDITIONS OF APPROVAL**

All of the conditions of approval with check marks in the left hand column apply to the proposed development and must be met in order to pass the floodplain development and ultimately the final inspection.

## **RESIDENTIAL CONSTRUCTION**

- The top of the finished floor must be a minimum of 12-inches above the Base Flood Elevation (BFE) or 24 inches above highest adjacent grade if BFE has not been determined.
- Utilities must be elevated at or above the BFE.
- A FEMA Elevation Certificate prepared by a licensed surveyor is required for the proposed structure. The preliminary copy is done prior to the Under-floor inspection; the final copy must be submitted and approved by the Floodplain Administrator prior to scheduling the Final Inspection and obtaining a Certificate of Occupancy.
- Fully enclosed areas below the lowest floor shall be designed to automatically equalize hydrostatic and hydrodynamic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must be certified by an Oregon registered engineer or architect and must meet or exceed the following minimum criteria:
  - Provide a minimum of two openings that have a total net area of at least one square inch for every square foot of enclosed area;
  - Locate the openings so that the bottom is no higher than 12-inches above grade;
  - Equip openings with screens, louvers or other coverings or devices provided that they allow for the automatic entry and exit of flood waters.

## **NON-RESIDENTIAL CONSTRUCTION**

- A FEMA Floodproofing Certificate prepared by an Oregon registered engineer or architect is required for floodproofed non-residential construction certifying that the following criteria are met:
  - Walls are impermeable to the passage of water a minimum of 12-inches above the BFE;
  - Structural components are capable of resisting hydrostatic and hydrodynamic loads, and the effects of buoyancy.

## **GENERAL REQUIREMENTS**

- Building materials utilized below the BFE must be flood damage resistant in accordance with FEMA Technical Bulletin 2-08.
- All development shall be set back a minimum of 100-feet from the stream's top-of-bank.
- The applicant shall obtain all applicable environmental and resource permits required by State and Federal agencies.
- "No-Rise Certification" from an Oregon licensed engineer or architect with supporting details attached.

## **OTHER REQUIREMENTS**

**DETERMINATION by Floodplain Administrator**

*Based on the information provided, the proposed development is hereby:*

I have reviewed the details of the development in relation to the Floodplain Development Permit requirements and have determined the permit to be:

**APPROVED.** The proposed development is COMPLIANT with the applicable Floodplain Hazard Overlay Zone standards.

*Conditions of Approval*

**DENIED.** The proposed development is NOT in conformance with the applicable Floodplain Hazard Overlay Zone standards.

*Basis for the denial are as follows:*

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Umatilla County Department of Land Use Planning

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Signature of Floodplain Administrator

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Date

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Printed Name of Floodplain Administrator

**AS-BUILT INSPECTION REPORT**

*A direct inspection can be made by the Floodplain Administrator or designee, or a report from a third party (such as a registered engineer) may be adequate.*

For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator an as-built certification of the floor elevation or flood-proofing level **immediately after the lowest floor or flood-proofing is placed and prior to further vertical construction;**

Any deficiencies identified by the Floodplain Administrator shall be corrected by the permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator to issue a stop-work order for the project.

Does the As-Built match pre-construction plans? An inspection of the actual project is necessary to determine if the project followed the pre-construction plans/specifications that were initially approved by the Floodplain Administrator.

- Yes, the as-built features match the pre-construction plans.
- No, the post-construction features DO NOT match the pre-construction plans. A mitigation plan will be proposed. *(attached)*

If conditions were placed on the approval, are the conditions being met?

- Yes, the conditions are being met. Explain how the conditions are being met.

- No, the conditions are not being met. Explain how the conditions are not being met:

*Work Inspected by:*

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Inspector