



# Floodplain Development Permit

## Dallas Planning Department

### Development Code Type I/III Review

**Official Use Only:**  
File No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  PAID

A FLOODPLAIN DEVELOPMENT PERMIT is required for all construction and development located in the Special Flood Hazard Area as identified on the Flood Insurance Rate Maps (available online at [www.fema.gov](http://www.fema.gov)). The purpose of the floodplain development permit is to ensure new development complies with flood hazard regulations that are intended to minimize public and private losses due to flood conditions in specific areas. Examples of activities that require a floodplain development permit include, but are not limited to: buildings or other structures, mining, dredging, filling, grading, paving, and excavation or drilling operations. Additional information of floodplain development regulations can be found in the Dallas Development Code Chapter 2.7 and the Code of Federal Regulations, 44 CFR Part 60.3(a)(1). To request a floodplain development permit, please complete this application form and return it with attachments to the Dallas Planning Department, City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

### Section 1 – Applicant Information

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 2 – Property Owner Information

Property Owner(s) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 3 – Project Description

Please describe your project:  
\_\_\_\_\_  
\_\_\_\_\_  
Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_  
Assessor Map/Taxlot No. \_\_\_\_\_ Zoning: \_\_\_\_\_  
FIRM Panel #: \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_

### Section 4 – Application Submittal Information

Please submit one electronic copy (pdf format preferred) and one paper copy of the information listed below. All items must be submitted unless waived by the Planning Official.

- Completed application form

- Application fee
- Plans, drawn to scale, showing:
  - The nature, location, dimensions and elevations of the area in question, including the location of the property with reference to river and stream channels, floodplain and floodway, and the location of permanent or temporary reference marks
  - Existing and proposed structures and/or development
  - Fill and excavation details
  - Storage of materials
  - Location of drainage facilities
  - Elevation (above sea level) of the bottom floor of all structures (including basements or crawl spaces)
  - Engineering details and description of the extent to which any watercourse will be altered or relocated as a result of proposed development
  - If applicable, elevation (above sea level) to which any structure will be flood-proofed and certification by a registered professional engineer that flood-proofing methods for any structure meet the flood-proofing criteria established in the Dallas Development Code Section 2.7
  - Extent of foundation walls and footings below finished grade
  - Size and location of all flood openings/vents
  - Elevations of all mechanical, electrical, plumbing, and ducting
- For structures, an Elevation Certificate based on construction drawings from a registered engineer or licensed surveyor. A finished construction Elevation Certificate will be required upon completion of the structure before the Certificate of Compliance is issued.
- Copies of environmental permits from Army Corps / Oregon Department of State Lands, if applicable, and evidence of notification of the adjacent communities, the Department of Land Conservation and Development, and FEMA of any alteration or relocation of watercourses.
- Any additional information required by the Floodplain Manager.

**Field Information:** The applicant's engineer or surveyor shall establish two temporary Base Flood Elevation marks within 50 feet of the proposed development and the floodway boundary shall be marked every 50 feet across the property. The floodway boundary shall be established using the Flood Boundary and Floodway Map.

## Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

### PROPERTY OWNER(S)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT(S)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6 - Review and Approval

### Official Use Only:

Approved     Denied    Reason for Denial: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Application Review Process**

Upon receipt of a completed Floodplain Development Permit Application the Floodplain Manager shall review the application in accordance with the Type I review procedures found in DDC Chapter 4.1, and grant or deny the requested development permit, based upon the floodplain review criteria found in DDC 2.7.060 (listed below) and current Federal Emergency Management Agency National Flood Insurance Program (NFIP) rules and regulations. Variance requests from the floodplain standards are processed under the Type III procedure under DDC Chapter 5.1 (Class B Variance).

## **Notice To Applicant, Issuance Of Permit**

After a decision has been rendered, the Floodplain Manager shall return one copy of the application and decision, including any special permit conditions that apply, after having marked such copy either as approved or denied and attested to the same by signing such copy. One copy of the completed application, decision and special conditions shall be retained by the Floodplain Manager.

## **Non-Conversion Agreement**

Residential structures with enclosed areas below the Base Flood Elevation will require a Non-Conversion agreement to be signed and recorded before the Certificate of Compliance is issued.

## **Expiration and Revocation of Floodplain Development Permit**

A Floodplain Development Permit shall be subject to expiration and/or revocation by the Floodplain Manager under the following circumstances: The owner deviates from the original application in any way other than change of ownership, -or- work has not started within 180 days of permit approval or if work is suspended for 180 days. *(Extensions may be granted but must be obtained within one year of the date of issue.)*

## **DALLAS DEVELOPMENT CODE 2.7.060 - FLOODPLAIN REVIEW CRITERIA.**

*Vegetation removal, grading, construction, reconstruction, alteration, or placement of a manufactured dwelling on any lot or parcel of land within the 100-year floodplain shall be avoided. Where allowed, such development shall:*

- A. Be designed and anchored to prevent flotation, collapse or lateral movement due to flooding and constructed of materials and utility equipment that are resistant to flood damage.*
- B. Be constructed utilizing methods and practices that will minimize flood damage and be provided adequate drainage in order to reduce exposure to flood hazards.*
- C. Be located to completely avoid the floodway.*
- D. Be located so that public utilities and facilities on the site are constructed to minimize or eliminate flood damage including sewer, gas, electrical and water systems.*
- E. Result in no net loss in flood storage capacity. Proposed development will not, if inundated, create flood hazards to the health, safety, or welfare of area inhabitants or associated property.*
- F. Not alter the flow or depth of surface water so as to endanger the health, safety or welfare of neighboring residents.*
- G. Not endanger existing or proposed water supply and sewage disposal systems during periods of inundation.*
- H. Be designed such that the lowest floor of any permanent structure shall be at least one foot above the 100-year flood for that area.*
- I. Avoid alteration of stream courses.*