



**Fairbanks North Star Borough**  
**Department of Community Planning**  
 907 Terminal Street/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260  
 planning@fnsb.us

For Office Use Only
Received By: _____
Date Submitted: _____

**REGULATORY FLOODWAY AND FLOOD  
 ZONE AE, NO REGULATORY FLOODWAY  
 FLOODPLAIN PERMIT APPLICATION**  
 File No. FP

FEES:  None

Applicant:	Property Owner:
Contact Name:	Name:
Business Name:	Mailing Address:
Mailing Address:	City, State & Zip Code:
City, State & Zip Code:	Phone:
Contact Number:	Cell:
E-mail:	E-mail:

Property Information:		
Parcel Description (i.e. Lot, Block, Subdivision):		
Street Address <b>with</b> City, State & Zip Code:		
Parcel Account Numbers (PAN):	Flood Zone(s): Property:	<b>Estimated Cost of Project:</b>
BFE for Building Site:	Datum used for BFE: <input type="checkbox"/> 1929 NGVD <input type="checkbox"/> 1988 NAVD	Building Site:      Was fill added to the property? When? <input type="checkbox"/> Yes <input type="checkbox"/> No   Date:
Existing Use & Structures:		

Proposed Project / Use: Check boxes for all applicable project elements.		
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> RESTORATION / BANK STABILIZATION
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> CLEARING / GRADING	<input type="checkbox"/> DRAINAGE IMPROVEMENTS
<input type="checkbox"/> NON-RESIDENTIAL	<input type="checkbox"/> FILL (only with CLOMR-F)	<input type="checkbox"/> BRIDGE / CULVERT REPLACEMENT
<input type="checkbox"/> SUBSTANTIAL IMPROVEMENT	<input type="checkbox"/> PAVING	<input type="checkbox"/> STORAGE OF EQUIPMENT
<input type="checkbox"/> PLACEMENT MOVEABLE STRUCTURE	<input type="checkbox"/> EXCAVATION	<input type="checkbox"/> STORAGE OF HAZARD MATERIAL
<input type="checkbox"/> WATERCOURSE ALTERATION (Including Dredging or Channel Modifications)	<input type="checkbox"/> OTHER: _____	
<i>Description of Proposed Use (please be specific, attach pages if necessary):</i>		

I certify that  (I am)  (I am authorized to act for) the owner of the property. I certify that the information included in this application is to the best of my knowledge true and complete. I can be notified of the decision at the above  (email)  (address).

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**By signing this application, the land owner or agent hereby grants the FNSB the right to enter onto the above described location to inspect the work proposed, in progress, and/or work completed.**

**Please read and initial:**

- \_\_\_\_\_ I certify that I have received all necessary permits (if applicable) from those governmental agencies from which approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1344 (wetlands regulations), Fish & Habitat Permit, DEC Permit, etc. and have submitted a copy of them with this application.
- \_\_\_\_\_ I certify all materials under the Base Flood Elevation (BFE) are flood resistant materials and have provided documentation with this application.
- \_\_\_\_\_ I understand that the Floodplain Permit **expires** 180 days after issue date if development has not been started. Development includes construction, improvements, restoration, stabilization, alteration, clearing, grading, fill, paving, excavation, drilling, mining, placement of storage items, or other improvement.
- \_\_\_\_\_ I understand that a FEMA approved Conditional Letter of Map Revision (CLOMR) or when adding fill, a Conditional Letter of Map Revision based on Fill (CLOMR-F) may be required prior to receiving a Floodplain Permit.
- \_\_\_\_\_ I understand that a certified Hydraulic & Hydrologic Report with all supporting documentation is required prior to receiving a Floodplain Permit.
- \_\_\_\_\_ I understand that an Elevation Certificate for "finished construction" for a structure or other certificate/report that states the development complies with FNSB Title 15 Floodplain Management Regulations is required at completion of construction.
- \_\_\_\_\_ I understand an application for a Certificate of Compliance must be accompanied by a certified statement or report from a registered engineer, architect, certified hydrologist or land surveyor, whichever is applicable, stating that the applicant's development complies with applicable requirements and standards of FNSBC Title 15 Floodplain Management Regulations.
- \_\_\_\_\_ I understand that a final inspection is required when development is completed to verify the project was conducted in accordance with the Floodplain Permit.
- \_\_\_\_\_ I understand to receive the Certificate of Compliance all work must be completed: i.e. doors, windows, floors, flood openings, mechanical, electrical and plumbing, Letter of Map Revision (LOMR), Letter of Map Revision based on Fill (LOMR-F), final grading, paving, rip-rap, etc. along with all required documentation submitted.

**For Internal Use Only:**

<b>Completed Application:</b> <input type="checkbox"/> Application <input type="checkbox"/> Building/Development Plans <input type="checkbox"/> Site Plan <input type="checkbox"/> Copies Federal/State Permits <input type="checkbox"/> Reports <input type="checkbox"/> Detailed Descriptions <input type="checkbox"/> Elevations <input type="checkbox"/> Certifications <input type="checkbox"/> CLOMR <input type="checkbox"/> Notifications <input type="checkbox"/> Op Plans <input type="checkbox"/> Floodproofing Certification	<b>Completed Application Date:</b>	<b>Development in SFHA:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Development in Regulatory Floodway:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Basement / Sub-Grade Crawlspace:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Flood Openings:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Flood Proofing:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Substantial Improvement/Damage:</b> <input type="checkbox"/> Project Cost \$ _____ <input type="checkbox"/> Market Value \$ _____ <input type="checkbox"/> Previous Cost \$ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Permit Issued Date:</b>	<b>Inspections:</b> Foundation staked: _____ Foundation complete: _____ Finished construction: _____	<b>Elevation Certificate:</b>  <b>Certificate of Compliance:</b>

**Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.**

## **SUBMITTAL REQUIREMENTS/CHECKLIST (all elevations in relations to Mean Sea Level (MSL))**

### **All Development**

- Site plan drawn to scale showing the nature, location and elevation (NAVD 1988) of the project located within the floodplain, existing or proposed development, roads, location of special flood hazard area, locations of proposed fill, location of storage of materials including fuel, location of drainage facilities, and water bodies. Some examples of what to include in the site plan depending on project type, but not limited to:
  - Vicinity map
  - Floodplain encroachment
  - Floodplain boundary
  - Cross-sections
  - Base Flood Elevation
  - Waterbodies / drainage ditches with flow direction
  - Drainage / slope direction
  - Mileposts
  - Existing water courses to be altered
  - Existing roadway(s) / path(s)
  - Existing culverts (measurements)
  - Existing contours in feet
  - Project extents
    - Right-of-way study area / map
    - Plan view
    - Area(s) of potential effect
    - Temporary work area(s)
    - Storage area(s)
  - Access improvements
    - Proposed roadway(s) / path(s)
    - Fill limits
    - Clearing limits
    - Cut limits
    - Asphalt extent
    - Passing lanes
  - Design Criteria
    - New structures (location, building measurements and elevations)
    - New culverts (location & measurements)
    - New retaining walls (location, length & height)
    - Riprap
- Copy of State and/or Federal Permits (if applicable):
  - U.S. Army Corps of Engineers 404 Wetlands Permit – permits for wetland filling
  - U.S. Army Corps of Engineers Section 10 – permits for work in navigable waterways
  - U.S. Army Corps of Engineers 401 Water Quality Certification
  - U.S. Coast Guard – permits for bridges and causeways that may affect navigation
  - U.S. Fish and Wildlife Service – consultations required, Sections 7 & 10 of the Endangered Species Act of 1973
  - U.S. Fish and Wildlife Service Fish and Game Habitat Permit
  - Alaska Department of Environmental Conservation 401 Certificate of Reasonable Assurance
  - Alaska Department of Environmental Conservation Alaska Pollutant Discharge Elimination System Construction General Permit
  - Alaska Department of Natural Resources: \_\_\_\_\_
  - Alaska Department of Public Safety, Fire and Life Safety: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Encroachments Within Zone AE, No Regulatory Floodway** *The cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point with the community. FNSBC 15.04.150(B) See Projects Within Regulatory Floodway for submittal items.*

**Projects Within Regulatory Floodway** *The floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential. FNSBC 15.04.150*

A “Rise” is considered any increase more than 0.00 feet or 0.004 feet. **For projects with “Rise” (0.01 feet or 0.005 feet) a CLOMR (Title 44 CFR 65.12) is required prior to receiving your Floodplain Permit.** A true “No-Rise” can’t exist without some form of mitigation.

*No person shall construct or cause the construction of a new structure including fill, substantial improvements or other development in a regulatory floodway unless certification is provided by a registered professional engineer, hydrologist, architect or other registered professional’s statement demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. FNSBC 15.04.150(A)*

- Submit Hydrologic and Hydraulic Analyses performed in accordance with standard engineering practice demonstrating that the proposed development will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
  - Minor Projects: Some projects are too small to warrant an engineering study and certification: a sign post or telephone pole will not block flood flows and a driveway, road or parking lot at grade (without any filling) won’t cause a problem, either.
- Submit details showing all structures elevated or otherwise protected from the base flood, along with detailed building plans.
- Development plans, drawn to scale, and specifications including where applicable:
  - Location and Vicinity Map with Special Flood Hazard Areas / FIRM
  - Bank Stabilization Plan View
  - Erosion Repair Typical Section / Conceptual
  - Plan Root Wad Structure/ Details
- Submit documentation showing that filling, grading or construction of a new building will not obstruct flood flows and cause an increase in flood heights upstream or adjacent to the project site.
- Submit documentation showing that grading, large excavations, channel improvements, and bridge and culvert replacements will not remove an existing obstruction, resulting in increases in flood flows downstream.
- No-Rise/Encroachment Certification including analysis prepared by a registered professional engineer proving there will be no impact to Base Flood Elevations, Floodway Elevations and Floodway Widths.
- A copy of all data and hydraulic/hydrologic calculations supporting the finding must also be submitted.
  - Supported Technical Data (based on effective model) modified to represent pre and post project conditions. Alternative model may be used if Effective Model is unavailable or inappropriate; It is calibrated to the FIS profile (0.5 feet); It is FEMA approved.
    - Comparison of pre and post projects models show no increases
    - Current Effective Model as received from FEMA (can be PDF)
    - Duplicate Effective Model resulting electronic model after running it on your computer
    - Corrected Effective Model represents effective conditions, includes corrections, and includes additional detail (such as cross sections at the site)
    - Existing Conditions Model based on Duplicate/Effective Model, represents pre-project conditions, and includes changes since effective (if any)
    - Proposed Conditions Model based on Existing Model, represents post-project conditions, and includes proposed changes
  - Documentation
    - Analysis procedures, model modification, etc.
    - Effective Floodway Data Table
    - Comparison of Effective Model, Existing Model and Proposed Model results
    - Statement of source of topography and support data used
    - Cross-Section plots
    - CD with all electronic data
    - Effective FIRM/Flood Profiles
    - Topo map including effective floodplain and floodway, additional cross section(s), site location, and proposed modifications
  - Submit Mitigation Technics (if applicable): Equal conveyance needs to be maintained. Conveyance is the capacity of a system to carry flow. This capacity is based on a combination of area and surface roughness.
    - Balancing cut and fill
    - Changing land cover (roughness): This needs to be justified and permanent.
- When using hydraulic/conveyance shadow, submit documentation, diagram and model.

- ❑ **A CLOMR-F is required prior to placement of fill and a LOMR-F is required after placement of fill from FEMA prior to receiving the Certificate of Compliance.** Describe the extent to which any watercourse will be altered or relocated as a result of the proposed construction. Certify that the proposed construction will not affect the carrying capacity of the Flood Plain. Certification shall be by a Registered Professional Engineer.
- ❑ **If rise (0.01 feet or 0.005 feet), submit CLOMR from FEMA. A LOMR will be required after the project is completed, prior to receiving the Certificate of Compliance.**

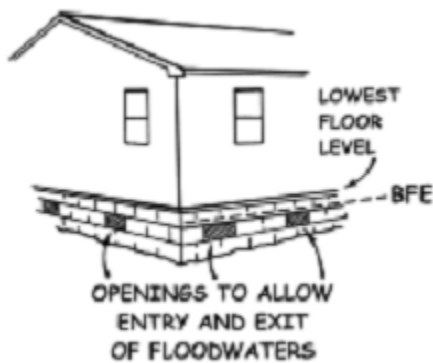
# SITE DETAILS

Please fill in this form to accommodate the floodplain permit application.

## TYPE OF CONSTRUCTION

(Please check the box for how the structure is being constructed.)

Elevation Certificate Diagram Number (see **Appendix B, EC Diagrams**): \_\_\_\_\_



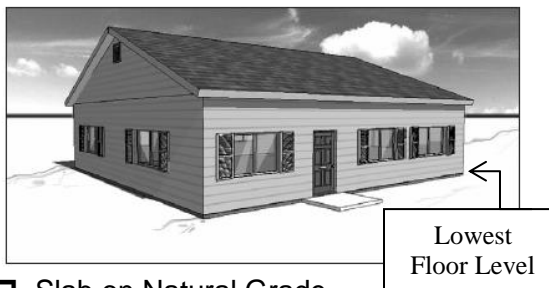
Foundation Stem Walls



Fill



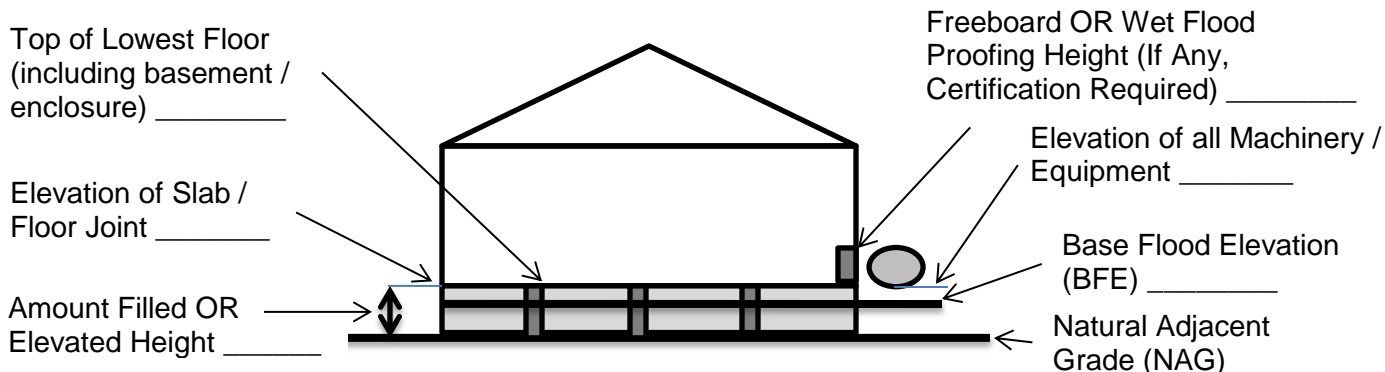
Piers, Piles and Posts



Slab on Natural Grade

Other (please submit drawing and describe): \_\_\_\_\_

## ELEVATION CALCULATIONS IN RELATION TO MEAN SEA LEVEL (Please fill in the blanks and circle datum used 1929 NGVD or 1988 NAVD)



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## **SITE DETAILS**

Please fill in this form to accommodate the floodplain permit application.

### **TANK(S) DIAGRAM**

**(Please sketch a picture showing how the tanks are installed including all elevations, size of tank, type of tank, anchoring system, etc.)**

# Site Plan Requirements and Example

## A SITE PLAN IS AN ACCURATE AND DETAILED MAP OF YOUR PROPERTY:

It shows the size, shape, location and special features of your property; and the size location of any buildings or other improvements to the property. Site plans show what currently exists on your property, and any changes or improvements you are proposing to make.

## A SITE PLAN MUST CONTAIN THE FOLLOWING INFORMATION:

1. Legal description of the parcel, north arrow and scale
2. All property lines and their dimensions
3. Names of adjacent roads, location of driveways
4. Location of sloughs, rivers, lakes with setbacks indicated.
5. Location, size, shape of all buildings, existing and proposed, with elevation of lowest floor indicated.  
For structures proposed in the floodplain, crawlspace grade is considered a "floor elevation"
6. Location and dimensions of existing or proposed on-site sewage systems.
7. Location of all propane tanks, fuel tanks or other liquid storage tanks.
8. Dimensions and depth of any fill on site.
9. A survey showing the **existing ground elevations/natural adjacent grade (NAG)** at location of building site(s).
10. Location of Special Flood Hazard Area with Flood Zone designation.
11. Location of storage of materials with dimensions of area and fencing if applicable.
12. Show elevation contours.
13. Location of drainage facilities and drainage pathways.

**ELEVATION NOTE:** All vertical datum will reference either NGVD 29 or NAVD 88. Assumed datum will not be acceptable unless the property is located in an area where vertical datum has not been published. For those areas where vertical datum has not been established, a site plan with contours, elevations using assumed datum, high water marks and existing water levels of sloughs, rivers, lakes or streams and proposed lowest floor elevations is required.

