

FLOODPLAIN DEVELOPMENT PERMIT



Application Packet

Per the Flood Hazard Areas Ordinance the unincorporated areas within Boone County must submit a Floodplain Development Permit application to the Executive Director of the Area Plan Commission who has been appointed by the County Commissioners as the Floodplain Administrator.

This application packet is for the review of development within the Floodplain.

Step 1: Pre-Application Review.

Pre-Application review is required for all Floodplain Development Permit Applications. Please email your entire draft application, forms, and attachments by the Pre-App Review date on the Application Schedule to the Executive Director at nschell@co.boone.in.us. Be sure to note “Floodplain Development Permit Application for _____” in the subject line along with the applicant’s last name. Questions can be sent to this email or call (765) 482-3821. Note that the application DOES NOT have to be notarized at this time.

Step 2: Application Submittal Materials

All materials must be submitted electronically in the format shown. If items on the checklist are sent in separate PDFs they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). (For example: 02 Application.pdf; 04 Aerial Map.pdf; 06 Narrative.pdf; etc.).

1. Application Fee. The office can accept payment by cash or check. Make checks payable to “Boone County Treasurer.”
2. Application Form. All items must be fully completed and signed by the applicant(s). The form does not need to be notarized until your final filing. Information about the parcel number, zoning, and surrounding land uses can be found on the Boone County GIS website at: [Boone County GIS Map Viewer](#).
3. Narrative. Provide a detailed narrative describing the proposed development and the extent to which any watercourse will be altered or related as a result of the proposed development.
4. Aerial Map of the Site. Provide an aerial map of the subject parcel formatted for 8 ½” x 11” in size that zooms in on the subject parcel. The map can be obtained from Google Maps, Boone County GIS, or other similar aerial mapping programs. Be sure to outline the subject parcel.
5. Site Development Plan. Submit a development plan showing the existing and proposed development locations and existing and proposed land grades. Plans must be drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, earthen fill, storage of materials or equipment, drainage facilities, and the location for the foregoing.
6. Elevation Drawings. Submit plans showing the elevation of the top of the lowest flood (including basement) of all proposed structures. The elevation to which any non-residential structure will be floodproofed should also be shown on the plans.
7. Deed and Legal Description.
 - o Deed - This is evidence of property ownership as well as any restrictions associated with the property.
 - o Legal Description - *Only required if the lot does not have its own tax parcel ID number. This is the written words delineating the property and a corresponding drawing with dimensions and bearings.

Attachments A - E. Complete the required attachments per the respective instructions contained on each form.

<i>For Office Use Only</i>
File # _____

Floodplain Development Permit Application



This application is being submitted for:

- Structural Development Other Development Activities

Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (Check one): <input type="checkbox"/> Sole owner <input type="checkbox"/> Joint Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other (specify)	

Premises Affected

10-digit County Parcel Number	Acreage	
Actual or Approximate address	Township	
Subdivision Name	Lot Number(s)	
Zoning of Subject Property	Use of Subject Property	Proposed Land Use
Flood Zone on Site		
FIRM map Panel Number	Date of FIRM	
Regulatory Flood Elevation (NAVD)	Flood Protection Grade (NAVD)	

Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	
Notary Public's Name (printed)	Signature of Notary
My Commission Expires State County	Subscribed and sworn to before me this ____ day of _____, 20_____.

Floodplain Development Permit Application

Narrative and History

Provide a detailed narrative describing the proposed development and the extent to which any watercourse will be altered or related as a result of the proposed development.

Narrative

Development Type (Please check all that apply)

- Residential
 - New Structure
 - Addition to Existing Structure
 - Alteration to Existing Structure
 - Relocation of Existing Structure
 - Demolition of Existing Structure
 - Replacement of Existing Structure
 - Non-Residential
 - Elevated
 - Floodproofed
 - New Structure
 - Addition to Existing Structure
 - Alteration to Existing Structure
 - Relocation of Existing Structure
 - Demolition of Existing Structure
 - Replacement of Existing Structure
 - Combined Use (Residential and Non-Residential)
 - Manufactured (mobile) Home
 - Located within a Manufactured Home Park
 - Located outside a Manufactured Home Park
 - Excavation (not related to a Structural Development)
 - Clearing
 - Placement of fill material
 - Grading
 - Mining
 - Drilling
 - Dredging
 - Watercourse alteration
 - Drainage improvement (including culvert work)
 - Individual water or sewer system
 - Roadway or bridge construction
 - Other development not listed (specify below)
-

Attachment A: Consent of Property Owner

Complete and submit ONLY if the applicant is different from property owner.

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

Attachment B: NFIP Elevation Certificate and Instructions

FEMA Form FF-206-FY-22-152 (formerly 086-0-33) - Fillable PDF version available at:
<https://www.fema.gov/flood-insurance/find-form/underwriting>

Attachment C: NFIP Dry Floodproofing Certificate for Non-Residential Structures

FEMA Form FF-206-FY-22-153 (formerly 086-0-34) - Fillable PDF version available at:
<https://www.fema.gov/flood-insurance/find-form/underwriting>

Attachment D: NFIP Residential Basement Floodproofing Certificate

FEMA Form FF-206-FY-21-122 - Fillable PDF version available at: <https://www.fema.gov/flood-insurance/find-form/underwriting>

Attachment E: INDNR Construction in a Floodway Permit Application Form

INDNR State Permit Form 42946 - Fillable PDF version available at: <https://www.in.gov/dnr/water/division-of-water-forms/>

Form 1: Affidavit of Notification

Submit this Form prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 660-foot radius of my property located at _____.
- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public," which is part of the Rules and Procedures of the BZA as described;
- That the said property owners were notified that the BZA will hold a public hearing regarding this application on _____ (DATE), at _____ (TIME); and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

County Location Map

Add a  to this map indicating the general area of where the subject property is located.

