

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: 01 Application.pdf; 03 Aerial Map.pdf; 02 Narrative.pdf; etc.).

- Application Form:** Fill out all applicable fields completely and leave the fields blank that do not pertain. The form must be signed by the applicant(s). The 10-digit county identification Parcel Number (Do not use the State ID) is required on ALL permit applications and can be found on the Boone County GIS website at: [Boone County GIS Map Viewer](#). You can do a search by address or zoom in on the parcel and obtain the detailed information.
- 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.
- 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.
- 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.
- 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.
- Deed and Legal Description:**
 - Deed - This is evidence of property ownership as well as any restrictions associated with the property. A copy of the recorded deed for the property with the Recorder's Stamp, available from the Boone County Recorder's Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.
 - 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.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the APC office has completed the submittal review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and pay the application fee. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

At this time our office can only accept payment by cash or checks made out to the "Boone County Treasurer". Our office will NEVER request payment by wire transfer.

<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):	

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have the authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold Boone County harmless from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of Boone County regarding the same.

Signature of Applicant: _____

Floodplain Development Permit Application 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.

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/>