



Instructions – Floodplain Development Permit

Washington County Environmental Health, 2175 Lexington Blvd. Bldg 2, Washington, IA 52353

Phone: 319.653.7782 Fax: 319.653.7780 Email: environmental@co.washington.ia.us

Website: <http://co.washington.ia.us/departments/environmental>

A Floodplain Development Permit is required when you plan to make any man-made change to improved or unimproved real estate in the 100-year floodplain shown as “Zone A” on the Washington County Flood Insurance Rate Map (FIRM). The changes include but are not limited to any of the following:

- Mining
- Filling
- Grading
- Paving
- Excavation
- Drilling
- Placement or repair of any structure including sheds and factory built homes

The following instructions provide the basic information and items that are necessary for submittal of a completed application:

1. An **Application for Floodplain Development Permit** form, completed. Incomplete forms will not be reviewed for compliance. It must contain:
 - Name and address of property owner and builder or contractor
 - Location of property
 - Written description of work to be covered by the permit and future use of the property
 - **Site Plan** showing exactly where on the property the work will be done (see page 3 of 3)
 - Elevation of the 100-year flood level (from the Iowa DNR)
 - Elevation of the lowest floor of building or of the level to which a building will be floodproofed
 - Property owner(s) signature at the bottom of the form in ink.
2. A **\$50.00 permit fee** made payable to *Washington County Treasurer*.
3. For nonconforming uses/structures the application must also include:
 - a. **Contractor’s Bid** – Estimated cost of new improvements (or repairs to bring the structure back to pre-damaged condition, labor cost must be included)
 - b. **Appraisal** – Market value of the structure before new improvements are added or damage from flood water was incurred
 - c. **Assessor Record** – Showing when house/structure was built
 - d. **Plans or Drawings** – for new or rebuilt structure
4. If an existing structure is substantially damaged (receives 50% or greater damage from any event), the structure will need to be elevated at least one (1) foot above the 100-year base flood elevation or be floodproofed. The structure must also meet all Floodplain Management Ordinance 13-1 regulations. Before the final inspection is performed, the structure must have either a certificate from a licensed land surveyor or professional engineer that the building elevation has met the elevation requirement, or that the floodproofing has met all engineering standards.
5. The completed application must be submitted to the Floodplain Administrator for review. A copy of the signed application will be returned if the application is approved. The applicant will be notified in writing if the application is not approved and will have an opportunity to address the deficiencies and

resubmit an amended application.

6. Fully enclosed areas that are below the lowest floor shall be designed and certified to automatically equalize hydrostatic flood forces and must meet or exceed:
 - a. Having a minimum of two (2) openings with a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding
 - b. The bottom of all openings must be no higher than one (1) foot above grade
 - c. Openings may be equipped with screens, louvers or other coverings if they permit the automatic entry and exit of flood waters
7. Residential Structures Must Build:
 - a. The lowest floor, including basement, elevated to a minimum of one (1) foot above the 100-year flood level
 - b. On compacted fill which shall at all points, be no lower than one (1) foot above the 100-year flood level and extend at least 18 feet beyond the limits of any structure erected; or
 - c. By favorable consideration of the Board of Supervisors, may build using alternate methods of elevation that have adequate support and will withstand various forces and hazards from flooding
8. Nonresidential Structures Must Build:
 - a. The lowest floor, including basements, elevated to a minimum of one (1) foot above the 100-year flood level or
 - b. Build the building, utility and sanitary systems so they are flood-proofed, certifying that they are in accordance with accepted standards of practice to assure structures will withstand flood depths, pressures, velocities, impact and uplift forces of a 100-year flood.
9. Factory-built homes must meet the requirements of Section III.E.
10. Sanitary sewerage systems must be designed to minimize or eliminate infiltration of flood waters into the system and discharge of effluent out of the system and into the flood waters.
11. Water supply systems must be designed to minimize or eliminate infiltration of flood waters into the system.
12. Electrical, heating, ventilation, plumbing and air conditioning equipment must be located to prevent flood water from entering or accumulating within the components.

Please return or mail all necessary items to:

Washington County Environmental Health
P.O. Box 889 – 2175 Lexington Boulevard, Bldg. #2
Washington, IA 52353

Application Review: After receiving a completed application, the forms are normally reviewed by staff within one week. If all applicable provisions of the *Washington County Floodplain Development Ordinance* are satisfied a *Flood Plain Development Permit* will be mailed. Your project can commence upon receipt of this permit.

Additional Information: Questions regarding the information outlined above may be directed to the Washington County Floodplain Administrator at 319.653.7782.