Floodplain Permit Review

Application Requirements

The city requires two (2) copies of all required drawings. Electronic copies are also accepted. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

*Drawings shall be folded; rolled drawings will not be accepted.*

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Each of following applicable requirements (unless waived by staff) shall be submitted:

- □ 1. Application Fee (check or cash) $150.00
- □ 2. Escrow check in the amount of $1,000.00 made out to the City of Elk River
- □ 3. Floodplain Permit Application
- □ 4. Supplemental Floodplain Building Permit (if structures proposed)
- □ 5. No Rise Certificate and all supporting data (if project is within Floodway)
- □ 6. Elevation and Floodproofing Certificate (Upon completion of work)
- □ 7. Shoreland Permit (if required)
- □ 8. All submitted hard copy graphics (no larger than 11” x 17”) shall also be provided in a .pdf format at least at 300 dpi.
- □ 9. All other information as determined by city staff

Applicant Signature: ____________________________________________ Date: __________

Print Name: __________________________________________________
City of Elk River Floodplain Permit Application

Application Date:_______ Project Start Date:_______ Project End Date:_______

Lot size:_________square feet (one acre = 43,560 square feet)

This permit is intended to help control the alteration of floodplain property in The City of Elk River pursuant to Chapter 30, Division 11 of the City of Elk River Code of Ordinances. Each question must be answered before the application will be processed.

The City of Elk River will mail a floodplain permit or denial letter to the property owner. No work is authorized until the permit is signed by the property owner and contractor and returned to the City of Elk River Environmental Division.

<table>
<thead>
<tr>
<th>Name of Landowner</th>
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</thead>
<tbody>
<tr>
<td>(same as signature below)</td>
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<table>
<thead>
<tr>
<th>Address of Landowner</th>
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<table>
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<tr>
<th>Address of Project</th>
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<table>
<thead>
<tr>
<th>Telephone Number of Landowner</th>
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<table>
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<tr>
<th>Name of Contractor</th>
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<table>
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<tr>
<th>Company and Main Contact</th>
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<table>
<thead>
<tr>
<th>Contractors Address</th>
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<table>
<thead>
<tr>
<th>Contractors Telephone Number</th>
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<table>
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<tr>
<th>Name of Water Body</th>
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<table>
<thead>
<tr>
<th>Project Distance from Ordinary High Water Level</th>
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Office Use Only

Fee paid: $150____ Received by: ____________

Date Rec’d: ______ Permit #: ______

CUP: ____________ Circle: Approved / Denied

Effective Date: ____________

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1. **Describe The Reason/Purpose For The Project:**

2. **Describe Any Alternative Options:**

3. **Describe Vegetation To Be Removed And Re-Vegetation Plans:**

4. **Describe Erosion Control Plans:**

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Please use another sheet of paper for additional space.
City of Elk River Floodplain Permit Application

5. Will Your Project Involve Grading, Excavating Or Filling Of Soils?  YES ☐ NO ☐
Total excavated: _______ cubic yards (yd³)  Total fill: _______ yd³  Total material moved: _______ yd³
To where will the material be moved:

6. Will This Project Increase The Stage Of The 100-Year Flood Or Regional Flood Or Cause An Increase In Flood Damages In The Reaches Affected?  YES ☐ NO ☐
If YES, verify with the Environmental Division that you are in compliance

7. Will You Be Constructing Or Altering A Structure (boat house, gazebo, deck, stairs, other)?  YES ☐ NO ☐
If YES, specify structure(s) and submit plans showing setbacks, height, design and the Supplemental Data Form

8. Will You Alter Any Areas Located In Or Near A Wetland?  YES ☐ NO ☐
If YES, verify with the Environmental Division that you are in compliance

9. Have You Submitted A Shoreland Application?  YES ☐ NO ☐
If NO, verify with the Environmental Division that you are in compliance

10. Other Permits Applied For Or Obtained (related to this project)?  ☐ MN DNR  ☐ MPCA  ☐ Army Corps of Engineers  ☐ Sherburne County

11. Have You Submitted Two Copies Of Detailed Drawings Of The Project, Including All Below?  YES ☐ NO ☐
☐ Vegetation to be removed and planted  ☐ Elevation of the lot
☐ Erosion control measures  ☐ Cross-Section showing slopes
☐ Setbacks in place  ☐ Existing and proposed structures
☐ Lot size  ☐ Placement of fill or storage of materials
☐ Lot Location  ☐ Supplemental Data Form
☐ Floodproofing measures if applicable
☐ Grading Plans
☐ Project Dimensions and Elevations

I certify by my signature below that the information I have provided in this application is true and correct to the best of my knowledge. I understand that by applying for this permit, I grant the City of Elk River authority access to the property for inspection of the property before and after the alteration takes place. I also understand that if I knowingly have provided any false information, I may be subject to penalties enforceable by law.

________________________  __________________________
Landowner  Date  Contractor  Date

Certification of elevation and floodproofing
The applicant shall be required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this division. Floodproofing measures shall be certified by a registered professional engineer or registered architect.

Office Use Only
Floodplain type and zone: __________________________  Firm Panel #: __________
Base Flood Elevation:_______ ☐ NGVD(29) ☐ NAVD(88)  Flood Protection Elevation:_______ ☐ NGVD(29) ☐ NAVD(88)
PID: __________________________
Variance needed:_________ Hearing____________ DNR Notice:_________ Variance granted:_________
CUP needed:_________ Hearing:_________ DNR Notice:_________ CUP granted:_________
Setbacks required:_________________________________________________________
Substantial Improvement? (yes, if cost of project ≥50% of appraised valuation) _________
Certification of Elevation and Floodproofing on file: _______
City of Elk River Floodplain Permit Application
Supplemental Data Form for Building Permit in Floodplain

If applicant is proposing a new structure, remodel, or structure maintenance, this form must be submitted.

### A. Project Information

<table>
<thead>
<tr>
<th>Floodplain District:</th>
<th>☐ Floodplain ☐ Flood Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Project:</td>
<td>☐ New Construction ☐ Addition ☐ Repair/Maintenance ☐ Fence ☐ Fill/Grading ☐ Other</td>
</tr>
<tr>
<td>Type of Structure:</td>
<td>☐ Residence ☐ Garage ☐ Commercial/Office ☐ Warehouse ☐ Shed/Storage ☐ Deck ☐ Porch/3-Season ☐ Other</td>
</tr>
</tbody>
</table>

**Regulatory Flood Protection Elevation (RFPE) Calculation**

- a. Base Flood (100-yr) Elevation* = ft.
- b. Floodway Stage Increase = ft.
- c. Freeboard required by ordinance = ft.

RFPE (add a+b+c) = ft.

*100-yr source: ☐ Flood Insurance Study (attach determination) ☐ Other (Specify & attach supporting information)

### B. New Construction Information

<table>
<thead>
<tr>
<th>Structure is:</th>
<th>☐ Elevated ☐ Floodproofed ☐ Vented ☐ N/A ☐ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevation Certificate:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If floodproofed, describe method:</td>
<td></td>
</tr>
</tbody>
</table>

**Elevation Requirements:**

- a. Top of bottom floor (including basement, crawl space, or enclosed floor)
- b. Top of next higher floor
- c. Attached garage (top of slab)
- d. Lowest elevation of machinery or equipment servicing the building (type: )
- e. Lowest adjacent (finished) grade (LAG):
- f. Lowest compacted fill elevation at 15 feet from structure
- g. Low point of access/road

<table>
<thead>
<tr>
<th>Proposed</th>
<th>Required</th>
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<tbody>
<tr>
<td>☐ NGVD(29)</td>
<td>☐ NAVD(88)</td>
</tr>
<tr>
<td>☐ NGVD(29)</td>
<td>☐ NAVD(88)</td>
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</tbody>
</table>

**Project Cost Factors for additions, improvements or repairs/maintenance (Remodels and Redevelopment only):**

- a. Cost of Improvements (including cost of labor and all supplies) $___________
- b. Cost of Repairs/Maintenance (including cost of labor and all supplies) $___________
- c. Cost of Previous Improvements (in current $) after date of 10/23/1981 $___________
- d. Total Cost of Improvements plus current repairs/maintenance (a+b+c) $___________
- e. Estimated Market Value of Existing Structure (not including land value), without any improvements done after 10/23/1981 $___________
- f. Percentage Cost of Improvements (c÷e×100) %___________

**Substantial Improvement** (Yes, if cost of project ≥ 50% of appraised value) ☐ Yes ☐ No

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge:

__________________________
Signature

__________________________
Date
## C. Certification

I, ____ (initial), certify that the above information is correct and agree to construct this structure in accordance with the plat, building plans and specifications submitted, and in strict compliance with all provisions of the Zoning Ordinance, Building Code, and Health and Plumbing Regulations of the City of Elk River.

<table>
<thead>
<tr>
<th>Signature of applicant:</th>
<th>Date:</th>
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<table>
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<tr>
<th>Printed Name:</th>
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<tr>
<th>Signature of Floodplain Administrator:</th>
<th>Date:</th>
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**Comments:**

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City of Elk River
Certification of No-Rise

This is to certify that I am a duly qualified registered Professional Engineer licensed to practice in the State of Minnesota.

It is further to certify that the attached technical data supports the fact that the proposed or as-built _____________________________ (name of development) activities in the floodway do not create an rise or drop by more than 0.00 feet in base flood elevation (BFE), change in the watercourse location, add new area within the floodway, or result in any physical change to the hydrology or hydraulic conveyance within the floodway in accordance with Code Sec. 30-1866, or a change to floodway boundaries on ___________________________ (water body name) at published or unpublished cross-sections in the FEMA Flood Insurance Study or the Sherburne County Flood Study dated ___________________________ (study date) in the vicinity of the proposed development.

I acknowledge that all attached documents were prepared by me or under my review, and all are true and accurate to the best of my knowledge. I further acknowledge that by this certification I am and will be the Engineer of Record for this project, and that any violation or recertification efforts are my responsible charge: ________ (initial to acknowledge).

Attached are the following documents that support my findings:

1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
8. ___________________________

Signature: ___________________________
Name (printed): ___________________________
Company Name: ___________________________
Date: ___________________________

PE Stamp
Elevation Certificate and Floodproofing Certificate

Upon completion of construction, this certificate must be submitted prior to final inspection and closure of the permit process. Failure to do so may result in loss of escrow.

Office Use Only
Date Rec’d: ___________  Permit #: ___________
PID: ___________

A. Elevation Certification (As Built)

Benchmark/Reference Mark Information: the elevations cited herein are based on the following described benchmark (BM):

BM Elevation is in: □NGVD(29) □NAVD(88) □Local or Assumed Datum (specify) ___________

Regulatory Flood Protection (RFPE) Elevation is in:
□NGVD(29) □NAVD(88) □Local or Assumed Datum (specify) ___________

If the BM and RFPE are in different datum, the conversion factor used is: ___________ □N/A

<table>
<thead>
<tr>
<th>Elevations</th>
<th>Required by Ordinance</th>
<th>Actual As-Built</th>
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</thead>
<tbody>
<tr>
<td>a. Top of bottom floor (including basement, crawl space, or enclosed floor)</td>
<td>□NGVD(29)</td>
<td>□NAVD(88)</td>
</tr>
<tr>
<td>b. Top of next higher floor</td>
<td>□NGVD(29)</td>
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<td>□NAVD(88)</td>
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<td>d. Lowest elevation of machinery or equipment servicing the building (type: ________)</td>
<td>□NGVD(29)</td>
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<td>e. Lowest adjacent (finished) grade (LAG):</td>
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<td>□NAVD(88)</td>
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<td>f. Lowest compacted fill elevation at 15 feet from structure</td>
<td>□NGVD(29)</td>
<td>□NAVD(88)</td>
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<tr>
<td>g. Low point of access/road</td>
<td>□NGVD(29)</td>
<td>□NAVD(88)</td>
</tr>
</tbody>
</table>

For a structure with a crawlspace or enclosure(s), provide: □N/A

a. Square footage of enclosure(s) ________ sq. ft.

b. # of permanent flood openings in the enclosure(s) within 1.0 foot above adjacent grade ________

c. Total net area of flood openings _________ sq. ft.

For a structure with a detached garage, provide: □N/A

a. Square footage of detached garage ________ sq. ft.

b. # of permanent flood openings in the detached garage within 1.0 foot above adjacent grade ________

c. Total net area of flood openings _________ sq. ft.

- Certification -

I, ____________________________, hereby certify that, to the best of my knowledge, information and belief, the subject structure is constructed in accordance with the elevations stated immediately above,

Signature: ____________________________ Date: ____________

Registration No.: ____________________________
## B. Flood Proofing Certification

I, ____________________________, hereby certify that I am a registered □ engineer or □ architect, and that, to the best of my knowledge, information and belief, the subject structure is constructed in accordance with the approved plans and specifications which accompanied the above referenced Floodplain Permit and the subject structure meets the criteria and standards for □ FP1, □ FP2, □ FP3, □ FP4 flood proofing as well as all local ordinances and the State Building Code where applicable.

Elevation to which structure is flood proofed: Required = ______________ Actual As-Build = __________

Signature: ___________________________________________ Date: ____________________________

Registration No.: ____________________________________________