

City of Mantorville

Flood Plain Building Permit Requirements & Checklist

Name _____

Property Address _____

Submitted On: _____ Application Complete Date: _____

Flood Fringe District Requirements

- This is a permitted Use
- Structure must be elevated on fill so the lowest floor is at or above the RFPE
- Placement of fill will be specifically intended to elevate the structure – otherwise a CUP is required
- Fill shall extend at elevation of at least 15' beyond the outside limits of the structure
- Vehicular access is at or above an elevation not more than 2 feet below the RFPE
- If a lower access has been granted, the City has a flood warning system in place
- Fill shall be properly compacted and slopes shall be properly protected by riprap, vegetative cover or other acceptable means.

Engineered and approved plans (2 paper sets, 1 electronic) shall include the following:

- ☐ **Survey Showing The Following**
 - ____ Nature (Trees/Shrubs)
 - ____ Location of Existing and Proposed Structures W/ Structure Dimensions and Distances to Boundary Lines
 - ____ Property/Contour Elevations
 - ____ Fill
 - ____ Storage of Material/s
 - ____ The Location of the foregoing in relation to the Stream Channel
- ☐ **Approved drawings for all utilities**
- ☐ **Three (3) Sets of Construction Plans (2 Sets to Building Inspector/1 Set to City Engineer)**
- ☐ **____ Type of Construction _____**
____ Use _____
- ☐ **Permitted Use - Determine & Document**
 - ____ RFPE - Regulatory Flood Protection Elevation
 - ____ MN No Rise Certification
 - ____ Access Elevation
 - ____ Fill Elevation W/in 15 Ft. of the Structure
 - ____ Located in Floodway or Flood Fringe
 - ____ Engineered Approved Flood Proofing Method
 - ____ Engineered As Built Certification MN
- ☐ **Supplemental Data for Grading/Building Permit in Floodplain**
 - Parking
 - Buffering
- ☐ **If in Historic District - MRA Approval should accompany Building Permit**

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FOR OFFICE USE ONLY

☐ **MRA Recommendation, if in Historic District is attached**

☐ **Conditional Use – Determine & Document**

Public Hearing Required – Attach approval

☐ **Variance**

Public Hearing Required

A copy of all decisions granting variance shall be forwarded by mail to the Commissioner of Natural Resources and local hydrologist within 10 days of such actions. All variance actions including justification for their issuance shall be reported in its annual or biennial report to the Administrator of the National Flood Insurance Program

☐ **Certification** by a Registered Professional Engineer, Registered Architect, or Registered Land Surveyor that finished fill and elevations were accomplished in compliance with the provisions of this Ordinance.

☐ **Certification** by a Registered Professional Engineer or Registered Architect of Flood Proofing measures.

☐ **Copy of First Floor Elevation in file.**

☐ **Notification to FEMA** if physical changes increase or decrease the 100 year flood elevation, within 6 months. Notify the Chicago Regional Office of FEMA of the changes by submitting a copy of said technical or scientific data.

☐ **Notify Applicant** of possible rate increase, risks to life and property and justification for variance insurance

☐ **Additional Documents Required From Professional/s AFTER COMPLETION**

____ **Minnesota “No-Rise” Certification - Registered Professional Engineer, Registered Architect, or Registered Land Surveyor that finished fill and elevations were accomplished in compliance with the provisions of this Ordinance.**

____ **Elevation Certification (As Built)**

____ **Flood proofing Certification**

____ **Flood Warning System (Commercial Use W/Parking Lot)**

____ **Certificate of Occupancy**