



FLOODPLAIN DEVELOPMENT PERMIT HANDOUT

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn → Land Use → Any Project
Type → New Development Activity →
Floodplain Development

BACKGROUND

A Floodplain Development Permit is required prior to conducting development activities (as defined in [ACC 15.68.100\(M\)](#)) within the Regulatory Floodplain. The Regulatory Floodplain is the area of land subject to inundation by the base flood (Special Flood Hazard Area), and the Protected Area (the lands that lie within the boundaries of the floodway, the riparian buffer/habitat zone, and the channel migration area). Digital copies of the FIRMS can be accessed online at FEMA's website at <https://msc.fema.gov/portal/search>.

PLEASE NOTE: Development that is subject to a Floodplain Development Permit may also require SEPA review, a City notice of application, and an opportunity for public comment in accordance with ACC 16.06.

INSTRUCTIONS

Apply online at www.MyBuildingPermit.com and follow the selection options guide listed in the top, right corner of this handout.

A complete application will require reports, plans and exhibits based on the scope of work. Please use the checklist below to determine the submittal requirements for your project. The checklist can also be used to determine if a Level One, Two or Three Floodplain Development Permit is required.

It is recommended that, prior to submitting an application for a Floodplain Development Permit, you consult with a Development Review Engineer to discuss your proposal. Please contact the City of Auburn Permit Center at (253) 931-3020 and ask to speak to a Development Engineering, or email Development@auburnwa.gov.

Letters of Map Amendment (LOMA), Conditional Letters of Map Revision (CLOMR), and Letters of Map Revision (LOMR) must be submitted directly to FEMA following City review and signature. More information about how to change your flood zone designation can be found at the following website: <https://www.fema.gov/flood-maps/change-your-flood-zone>

PLEASE NOTE: This handout should not be used as a substitute for codes and regulations. Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project.

EXPIRATION AND EXTENSIONS

If there has been no start of construction, a Floodplain Development Permit shall expire 180 days after the date of issuance. When the applicant documents a need for an extension beyond this period, due to conditions beyond the applicant's control, the Floodplain Administrator may authorize one or more extensions. To request an extension please contact Development@auburnwa.gov.

FLOODPLAIN DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS

Please provide digital versions of all submitted written materials, plans and graphics for use by the City of Auburn during the development review process. All materials should be submitted in .pdf format through MyBuildingPermit.com.

APPLICATION FEES

All applicable application fees must be submitted with the application, except for those fees which are not invoiced until actual costs are determined. (See the Current [City of Auburn Fee Schedule](#)). Please note, for LOMA, CLOMR, and LOMR applications the appropriate initial fee is specified in Section 72.3 of 44 CFR Ch. I Federal Emergency Management Agency, or an exemption from fees is specified by Section 72.5 of 44 CFR Ch. I Federal Emergency Management Agency (FEMA).

APPLICATION MATERIALS

Level One

- A. **APPLICATION** - Provide a **complete** application, including all required materials, plans and exhibits, submitted through MyBuildingPermit.com per the instructions in this handout.
- B. **OWNER AUTHORIZATION FORM** - Complete the [Owner Authorization Form](#), including a copy submitted for each property owner involved.
- C. **FLOODPLAIN DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST** - Addressing Submittal of Written Materials and Drawings with Plans.
- D. **SCALE & LEGIBILITY** - All drawings and plans must be to scale (engineering scale) no less than 1"=100' (**1:50 or greater is preferred**) and should have a maximum sheet size of **22"x34"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. All geographic information portrayed by the Floodplain Development Permit drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan. Refer to [City of Auburn's Engineering Design Standards](#) for additional information on plan formatting requirements.
- E. **DEVELOPMENT SITE PLANS** - The Floodplain Development Site Plan(s) must be prepared by a professional land surveyor or engineer licensed in the State of Washington and the following information shall be shown on the drawing:
 - 1. The name of the proposed floodplain development.
 - 2. Name, stamp, and signature of the Professional Engineer and Professional Land Surveyor, both licensed in the State of Washington, who prepared the floodplain development drawings and associated plans together with their addresses, e-mails, and phone numbers.
 - 3. Name, address, e-mail address and phone number of the applicant.
 - 4. Name, address, e-mail address and phone number of each property owner.
 - 5. Section, Township and Range of the development.
 - 6. Legal description.
 - 7. Date plan was prepared and space for revisions dates on subsequent resubmittals.
 - 8. Vicinity Map: A vicinity map sufficient to define the location and boundaries of the proposed floodplain development with respect to surrounding property, streets and other major man-made and natural features.
 - 9. The nature, location, dimensions, and elevations of the property in question.
 - 10. Names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site. Include the Washington Department of Natural Resources water types for any streams shown.
 - 11. The elevations of the 10-, 50-, 100-, and 500-year floods, where the data are available. Additionally, for property located within the Special Flood Hazard Area (SFHA), base flood elevations shall be included.

- 12. The boundaries of the Regulatory Floodplain, SFHA, floodway, riparian buffer/habitat zone, and channel migration area, delineated in accordance with ACC 15.68.
- 13. The proposed drainage system including, but not limited to storm sewers, overland flow paths, detention facilities and roads.
- 14. Existing and proposed structures, fill, pavement and other hard surfaces, and sites for storage of materials.
- 15. All wetlands – Show rating category, size (area), their regulatory buffers and required setbacks.
- 16. Designated fish and wildlife habitat conservation areas, and habitat areas identified for conservation or protection under state or federal or local laws or regulations (e.g. Endangered Species Act, Magnuson-Steven Fishery Conservation and Management Act, Growth Management Act, Shoreline Management Act, Priority Habitat and Species List, etc.).
- 18. Existing native vegetation and proposed revegetation. Depict and calculate area for existing native vegetation, vegetation proposed to be removed, and revegetation proposed.

F. PROJECTS INVOLVING REGRADING, EXCAVATION, OR FILLING

- 1. Include proposed post-development terrain at one foot contour intervals on the site plan.

G. PROJECTS INVOLVING A NEW STRUCTURE, SUBSTANTIAL IMPROVEMENT, OR REPAIRS TO A SUBSTANTIALLY DAMAGED STRUCTURE THAT WILL BE ELEVATED

- 1. Include the Floodplain Elevation (FPE) for building site(s) and the proposed elevations of the following:
 - a. The top of bottom floor (including basement, crawlspace, or enclosure floor).
 - b. The top of the next higher floor.
 - c. The top of the slab of an attached garage.
 - d. The lowest elevation of machinery or equipment servicing the structure.
 - e. The lowest adjacent (finished) grade next to structure.
 - f. The highest adjacent (finished) grade next to structure.
 - g. The lowest adjacent grade at the lowest elevation of a deck or stairs, including structural support.

H. PROJECTS INVOLVING A NEW STRUCTURE, SUBSTANTIAL IMPROVEMENT, OR REPAIRS TO A SUBSTANTIALLY DAMAGED STRUCTURE THAT WILL BE FLOODPROOFED

- 1. Include the Floodplain Elevation (FPE) for the building site and the elevation in relation to the datum of the effective FIRM to which the structure will be dry flood proofed, and a certification by a registered professional engineer or licensed architect that the dry floodproofing methods meet the floodproofing criteria in ACC 15.68.

I. PROJECTS ENCRANCHING UPON THE REGULATORY FLOODPLAIN AND CAUSING BASE FLOOD ELEVATION INCREASES

1. **WRITTEN EXPLANATION** - Describe how the proposed changes comply with the following criteria:
 - a. An evaluation of alternatives which would not result in a base flood elevation increase demonstrating why these alternatives are not feasible.
 - b. Documentation of individual legal notice to all impacted property owners within and outside of the community, explaining the impact of the proposed action on their property.
 - c. Written concurrence of the chief executive officer of any other communities impacted by the proposed actions.
 - d. Written certification that no structures are located in areas which would be impacted by the increased base flood elevation.
 - e. A request for revision of base flood elevation determination according to the provisions of Section 65.6 of 44 CFR Ch. I Federal Emergency Management Agency.
 - f. A request for floodway revision in accordance with the provisions of Section 65.7 of 44 CFR Ch. I Federal Emergency Management Agency.

Level Two, including all requirements of Level One above

- J. **HABITAT IMPACT ASSESSMENT** Unless allowed under ACC 15.68.370 or 15.68.380, a permit application to develop in the Regulatory Floodplain shall include an assessment of the impact of the project on water quality and aquatic and riparian habitat. The assessment shall be either:
- 1. A Biological Evaluation or Biological Assessment that has received concurrence from the US Fish and Wildlife Service or the National Marine Fisheries Service, pursuant to the Endangered Species Act (Documentation of concurrence must be provided);
 - 2. Documentation that the activity fits within a Habitat Conservation Plan approved pursuant to Section 10 of the Endangered Species Act;
 - 3. Documentation that the activity fits within Section 4(d) of the Endangered Species Act; or
 - 4. An assessment prepared in accordance with Regional Guidance on Floodplain Habitat Assessment and Mitigation, FEMA Region X, 2010. This guidance document can be found on the City's Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.
- K. **CRITICAL AREAS REPORT**, if applicable, addressing compliance with ACC 16.10 (Critical Areas) prepared by a qualified consultant as defined by ACC 16.10.020. Please note that if both a habitat impact assessment and a critical areas report are required, these reports can be combined as long as all requirements are met.

Known or Suspected Critical Area (s)

- | | |
|---|--|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Groundwater Protection Area |
| <input type="checkbox"/> Geologic Hazard Area (Seismic, steep slope, landslide, & erosion prone.) | <input type="checkbox"/> Wildlife Habitat Area |
| <input type="checkbox"/> Stream (including Shorelines of the State) | <input type="checkbox"/> Other: _____ |

- L. **HABITAT MITIGATION PLAN** If the habitat impact assessment concludes the project is expected to have an adverse impact on water quality and/or aquatic or riparian habitat or habitat functions, the applicant shall provide a plan to mitigate those impacts, in accordance with Regional Guidance on Floodplain Habitat Assessment and Mitigation, FEMA Region X, 2010. This guidance document can be found on the City's Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.
- M. **OTHER FEDERAL, STATE, AND LOCAL PERMITS YOUR PROJECT WILL REQUIRE.**
Please note that the final certificate of occupancy or final inspection will not be granted until copies of all required Federal, State, and local permits or letters stating that the permit is not required are provided to the City. The City will review the list of permits submitted with your application and confirm what permits or letters need to be obtained for your project.

Washington State

- Hydraulic Project Approval (WA Department of Fish and Wildlife)
- Fish Habitat Enhancement Exemption (WA Department of Fish and Wildlife)
- Aquatic Resources Use Authorization (WA Department of Ecology)
- Construction Stormwater General Permit (WA Department of Ecology)
- OTHERS: _____

Federal

- Section 404 (US Army Corps of Engineers)
- Section 10 (US Army Corps of Engineers)
- General Bridge Act Permit (US Coast Guard)
- Private Aids to Navigation (US Coast Guard)
- OTHERS: _____

Level three, including all requirements of Level One and Level Two above

- N. **HYDROLOGIC AND HYDRAULIC STUDY** Projects proposed either in the floodway or in a Special Flood Hazard Area where a floodway has not been delineated need to provide hydrologic and hydraulic assessment in accordance with ACC 15.68.410, ACC 15.68.430, and the Regional Guidance for Hydrologic and Hydraulic Studies, FEMA Region X, 2010. The guidance document can be found on the City's Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.
- 1. For projects proposed in the floodway, the applicant shall provide a certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses that the proposed

development would not result in any increase in flood levels during the occurrence of the base flood discharge in accordance with ACC 15.68.430.

- 2. For projects proposed in Special Flood Hazard Areas where a floodway has not been delineated, the applicant shall provide a certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses that the proposed development and all other past or future similar developments would not cumulatively result in an increase in flood levels during the occurrence of the base flood discharge by greater than one foot in accordance with ACC 15.68.410.

O. APPLICATIONS FOR A LETTER OF MAP AMENDMENT/CONDITIONAL LETTER OF MAP REVISION OR ELEVATION CERTIFICATE

- 1. Include all applicable application forms as required by FEMA for a Letter of Map Amendment or Conditional Letter of Map Amendment or Elevation Certificate. Please note FEMA application requirements for a Letter of Map Amendment, Conditional Letter of Map Amendment and Elevation Certificate can be found at the following websites:
<https://www.fema.gov/flood-maps/change-your-flood-zone>
<https://www.fema.gov/glossary/elevation-certificate>

Exemption

- A. **APPLICATION** - Provide a **complete** application, including all required materials, plans and exhibits, submitted through MyBuildingPermit.com per the instructions in this handout.
- B. **OWNER AUTHORIZATION FORM** - Complete the [Owner Authorization Form](#), including a copy submitted for each property owner involved.
- C. **DOCUMENTATION THAT YOUR PROJECT IS A NONDEVELOPMENT ACTIVITY** - Activities that do not meet the definition of "development" are allowed in the Special Flood Hazard Area and Protected Area without the need for a floodplain development permit, provided all other federal, state and local requirements are met. The following are examples of activities not considered development or "unnatural changes to improved or unimproved real estate." Provide documentation that your project meets the criteria outlined below.
 - a. Routine maintenance of landscaping that does not involve grading, excavation or filling.
 - b. Removal of noxious weeds and hazard trees and replacement of nonnative vegetation with native vegetation.
 - c. Normal maintenance of structures, such as re-roofing and replacing siding, provided such work does not qualify as a substantial improvement.
 - d. Normal maintenance of above ground utilities and facilities, such as replacing downed power lines and utility poles.
 - e. Underground and above ground utility work located in previously disturbed areas, with no significant vegetation impacts, and will have no appreciable change in grade.
 - f. Normal maintenance and preservation of public streets and private streets or parking lots (with approval of floodplain administrator), including, but not limited to, filling potholes, patching, crack seal, chip seal, repaving and installing signs and traffic signs, traffic control devices, striping/channelization, pavement markings, repair/replacement of sidewalk/curb and gutter, ADA improvements, nonmotorized improvements, repair of guardrails, repair of retaining walls, management of hazardous trees, fencing repair, lighting repair, but not including expansion of paved areas.
 - g. Public street improvements with no significant vegetation impacts, and no appreciable change in grade.
 - h. Normal maintenance of a levee or other flood control facility prescribed in the operations and maintenance plan for the levee or flood control facility are allowed in the Special Flood Hazard Area without the need for a floodplain development permit. Normal maintenance does not include repair from flood damage, expansion of the prism, expansion of the face or the toe or addition for protection on the face or toe with rock armor.
 - i. Plowing and other normal flood protection practices (other than structures or filling) on farms in the Special Flood Hazard Area and in existence as of the effective date of the ordinance codified in this chapter do not require a floodplain development permit. Clearing additional land for agriculture after the date of the ordinance codified in this chapter will require a floodplain development permit and a habitat assessment.