



Floodplain Development Permit Application

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Planning File No. _____

Date Received: _____

Associated File No. _____

Receipt No. _____

- ☐ Application Fee.....\$100 (Non-refundable)
- ☐ Technical Review/Public Notice..... \$350 (Unused amount is refunded)

I. General Provisions

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of Veneta and the Veneta Zoning and Development Code and with all other applicable local, state and federal regulations. This application does not create liability on the part of the City of Veneta or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.

1. When the community's floodplain regulatory standards apply to a proposed development activity, no work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will expire if no work is commenced within 180 days of the date of issue.
4. The permit will not be issued until any other necessary local, state, or federal permits have been obtained (approved).

Applicant: _____

Mailing Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

Property Owner: _____

Mailing Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

Assessor's Map Number (Township, Range, Section, ¼)	Tax Lot(s)	Site Address	Zone (and Subzone, if applicable)

PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan and the Veneta Zoning and Development Code. Ordinances are available on the City website, www.venetaoregon.gov

II. Floodplain Development Permit Overview

Development within the Veneta regulatory floodplain must comply with the standards within Section 4.13 of the Veneta Zoning and Development Code. The regulatory floodplain is the Special Flood Hazard Area (SFHA) as defined on the currently effective Flood Insurance Rate Maps for the City of Veneta.

Use the Checklist below to determine if a Floodplain Development Permit is required.

Location of Development

1. Is the property that the proposed development activity will occur on at least partially within (horizontally within) the community's regulatory floodplain?
☐ Yes
☐ No (If the answer is no, then a floodplain development permit is **not** required)
2. Is the site where the proposed development activity will occur on the property at least partially within (horizontally within) the community's regulatory floodplain?
☐ Yes
☐ No (If the answer is no, then a floodplain development permit is **not** required)
3. Has FEMA, through a Letter of Map Change (LOMC) (i.e. LOMA, LOMR-F, LOMR), made a formal determination that this property or proposed development site is out of the regulatory floodplain?
☐ Yes (if the answer is yes, then a floodplain development permit is **not** required, but a copy of the LOMC must be kept in the permitting records.)
☐ No

III. Development Proposal Information

Project Description

A. Structural Development (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential: <input type="checkbox"/> Single, <input type="checkbox"/> Duplex/Triplex/Quadplex, |
| <input type="checkbox"/> Addition* | <input type="checkbox"/> Multi-Family (5+) |
| <input type="checkbox"/> Alteration (includes repairs or improvements)* | <input type="checkbox"/> Non-Residential: <input type="checkbox"/> Elevated, <input type="checkbox"/> Floodproofed |
| <input type="checkbox"/> Relocation** | <input type="checkbox"/> Combined Use (Residential and Non-Residential) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Recreational Vehicle (RV) |
| | <input type="checkbox"/> Garage: <input type="checkbox"/> Attached, <input type="checkbox"/> Detached |
| | <input type="checkbox"/> Appurtenant/Accessory Structure |
| | <input type="checkbox"/> Other (please specify): _____ |

**An alteration includes the repair or improvement of a structure. If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure.*

***A relocated structure must be treated as new construction.*

B. Other Development (Check all that apply)

- | | | | |
|--|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Drainage Improvement (including culvert work) |
| <input type="checkbox"/> Clearing / Stripping / Vegetation & Debris Removal | | | <input type="checkbox"/> Road, Street, or Bridge Construction |
| <input type="checkbox"/> Fill | | | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Mining | | | <input type="checkbox"/> Watercourse Alteration |
| <input type="checkbox"/> Drilling | | | <input type="checkbox"/> Individual Water or Sewer System |
| <input type="checkbox"/> Grading | | | <input type="checkbox"/> Fence / Retaining Wall |
| <input type="checkbox"/> Dredging | | | <input type="checkbox"/> Subdivision or Partition |
| <input type="checkbox"/> Excavation or Removal of Fill (Except for Structural Development Checked Above) | | | <input type="checkbox"/> Planned Development |
| | | | <input type="checkbox"/> Other (please specify): _____ |

Flood Hazard Information

1. The proposed development is located on FIRM Panel: _____ (number and suffix),
Dated: _____
2. The proposed development is located partially or fully within the horizontal boundaries of the Special Flood Hazard Area,
Zone(s): _____ (A, A1-30, AE, AO, AH, AR, A99, V, V1-30, or VE)
3. The one-percent-annual chance (100 year) flood elevation at this site is: _____ ft
Datum: NGVD 29 / NAVD 88 (circle the correct datum),
Source: _____ None Available
4. Is the proposed development located partially or fully within a designated Floodway:
☐ Yes
☐ No
If "Yes", then is this proposal for:
☐ Temporary encroachment (less than 30 days – outside of flood season)
☐ Fish habitat restoration or enhancement*
☐ Fence (type and material: _____)
**For habitat restoration projects a rise in elevation may be allowed if a CLOMR is approved by FEMA. Permit shall not be issued until FEMA approval is received.*
5. If "Yes" was answered to (4.) above, then is a "No Rise Certificate" with supporting engineering hydrologic and hydraulic data attached?
☐ Yes
☐ No
6. Are other federal, state, or local permits required?
☐ Yes
☐ No
If yes, which ones: _____

IV. Additional Information Required (Complete all that apply)

1. Complete for Proposed Structures and Building Sites:

- A. Base Flood Elevation at this site: _____ ft. (NGVD 29/NAVD 88)
- B. Elevation of highest adjacent grade (HAG): _____ ft. (NGVD 29/NAVD 88)
- C. Elevation of lowest adjacent grade (LAG): _____ ft. (NGVD 29/NAVD 88)
- D. Required Elevation of lowest floor* (including basement): _____ ft. (NGVD 29/NAVD 88)
- E. Proposed Elevation of lowest floor* (including basement): _____ ft. (NGVD 29/NAVD 88)
- F. Elevation of next highest floor: _____ ft. (NGVD 29/NAVD 88)
- G. Elevation of top of proposed garage slab, if any: _____ ft. (NGVD 29/NAVD 88)
- H. Details for anchoring structures (type of anchoring used and location of anchoring):

- I. Details of floodproofing or elevation of utilities. Provide the elevation of the utilities or the elevation to which the utilities were floodproofed. If floodproofed, provide details regarding how the utilities were floodproofed (describe the type of floodproofing used or manner in which the utilities were floodproofed):

- J. Exact location(s) on structure of all flood openings, if required. Include the elevation of the bottom of the flood opening(s), the size of the openings, and note if engineered flood opening(s) will be used. (Provide a reference diagram, in site plan or drawings):

- K. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:

**lowest floor is defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements.*

2. Complete for Alterations or Additions to Existing Structures:

Please complete **Appendix A** (Applicant Cost Estimate) to the City of Veneta floodplain development permit and enter the cost of the proposed construction* here: \$ _____

***Please note:** Cost of construction estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.

3. Complete for Non-Residential Floodproofed Construction:

- A. Type of floodproofing method: _____
- B. Required floodproofing elevation is _____ feet NGVD.
- C. Floodproofing certification by a registered engineer attached?
☐ Yes
☐ No

4. Complete for Partitions and Subdivisions or Planned Developments

- A. Will the subdivision or other development contain 50 lots or 5 acres?
☐ Yes
☐ No

- B. If "Yes," does the plat or proposal clearly identify base flood elevations?
☐ Yes
☐ No
- C. Are the 100-year Floodplain and Floodway delineated on the site plan?
☐ Yes
☐ No

5. Complete for Proposals NOT Included in 1-4 Above:

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
 B. If the proposed development activity will result in a change in water elevation, then what is the change in water elevation (in feet) _____ increase/decrease (circle whichever applies).
 C. For stream habitat restoration that impacts a mapped floodway, provide copy of "no-rise certification" from registered professional engineer or a FEMA-approved CLOMR.
 D. Amount of fill to be placed: _____
 a. Top of new compacted fill elevation: _____ ft (NGVD 29/ NAVD 88)

6. Required Attachments

- A. A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities. Plans shall include location of all water bodies, adjacent roads, lot dimensions, as well as, delineation of Special Flood Hazard Areas, regulatory Floodway boundaries including Base Flood Elevations (when available), or flood depth in AO zones.
 B. Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved before the floodplain development permit is approved.
 C. (OPTIONAL) A complete pre-construction Elevation Certificate signed and sealed by a registered professional surveyor.
 D. Certification from a registered professional engineer that any proposed non-residential floodproofed structure will meet the floodproofing criteria of the Veneta Zoning and Development Code and Oregon Specialty Code requirements, if applicable.
 E. Other documentation as required per the above sections.

V. Property Owner and Applicant Signatures

I/We hereby request a Floodplain Development Permit on the above described real property, located within the City of Veneta, Oregon.
 I/We hereby acknowledge that this application is not considered filed until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

Applicant's signature: _____

Date: _____

Property Owner's* signature: _____

Date: _____

**All property owners must sign. The signature is an acknowledgement and consent to this floodplain development permit application.*

This application is only for Floodplain Development Permits. Building Permits and any other permits require separate applications.

VI. Substantial Improvement Review (Office Use Only)

The formula for substantial improvement threshold is as follows:

Market Value x 50% (.50) = Substantial Improvement Threshold

1. What is the market value (based on current Assessor data) of the existing structure prior to damage/improvement?
\$ _____
2. What is 50% of the estimated market value of the existing structure prior to damage/improvement (use the formula provided above) \$ _____
3. Has Appendix A been completed?
☐ Yes
☐ No
4. Does the total cost of the proposed construction noted in Appendix A match the cost of the proposed construction provided in Section III.(2.)(A.)?
5. What is the cost of the proposed construction* (provided in both Section III.(2.)(A.) and Appendix A)? \$ _____
6. Is the value listed in line "3." of this section, equal to or greater than the value listed in line "2."?
☐ Yes (If "Yes", then the proposed development activity qualifies as a substantial improvement*).
☐ No
7. Does the proposed development activity qualify as a substantial improvement*?
☐ Yes
☐ No

**Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

***If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the entire structure must be treated as a substantially improved structure and the substantial improvement provisions shall apply. See FEMA publication P-758, Substantial Improvement/Substantial Damage Desk Reference for more information regarding substantial improvement.*

Application Determination

The proposed development activity is determined to be in conformance with the provisions of the community's floodplain regulations found within the Veneta Zoning and Development Code.

- ☐ Yes
☐ No

If Yes, then this permit is issued, subject to the following conditions, attached to and made part of this permit:

Signed: _____

Dated: _____

To be completed for alterations, additions, rehabilitations, repairs, or improvements to existing structures.

Section I. Costs to be Included

1. Material and labor for all structural elements, including:
 - Spread or continuous foundation footings and pilings
 - Monolithic or other types of concrete slabs
 - Bearing walls, tie beams and trusses
 - Floors and ceilings
 - Attached decks and porches
 - Interior partition walls
 - Exterior wall finishes (brick, stucco, siding) including painting and moldings
 - Windows and doors
 - Re-shingling or re-tiling a roof
 - Hardware
2. All interior finishing elements, including:
 - Tiling, linoleum, stone, or carpet over subflooring
 - Bathroom tiling and fixtures
 - Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
 - Kitchen, utility and bathroom cabinets
 - Built-in bookcases, cabinets, and furniture
 - Hardware
3. All utility and service equipment, including:
 - HVAC Equipment
 - Plumbing and electrical services
 - Light fixtures and ceiling fans
 - Security systems
 - Built-in kitchen appliances
 - Central vacuum systems
 - Water filtration, conditioning, or recirculation systems
4. Cost to demolish storm-damaged building components
5. Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
6. Overhead and profits

Items to be Excluded:

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Post-storm debris removal and clean-up
5. Outside improvements, including:
 - Landscaping
 - Sidewalks
 - Fences
 - Swimming Pools
 - Screened Pool Enclosures
 - Detached Structures (including garages, sheds, and gazebos)
 - Landscape irrigation systems

Source: FEMA Publication P-758, Substantial Improvement/Substantial Damage Desk Reference

Section II. Itemization of Construction Costs to Complete Project

	Work Description	Cost of Materials	Cost of Labor	Comments
1	Foundation/ Footings/ Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/ Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished Carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-in Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	GROSS Total = Contract Price			

Section III. Construction Cost Affidavits from FEMA Publication P-758, Substantial Improvement/Substantial Damage Desk Reference

Affidavit

Completed by (select one) **Architect** or **Contractor** or **Property Owner**

Project Address: _____

Architect/Contract/Property Owner Name: _____

Company Name (if applicable): _____

Company Address: _____

Phone: _____ **Email:** _____

I hereby attest to the following:

- I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- I have personally reviewed the Itemization of Costs to Complete Project listed in Section II above.
- The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project constitute the entire scope of work to be done in accordance with plans and specifications prepared by or supervised by me.

Additionally, I understand:

- I will not be held responsible for actions taken by the contractor, architect, or property owner without my knowledge or approval.
- I am subject to enforcement actions and/or fines if I subsequently alter the approved plans without prior approval by the City of Veneta.
- The grade of materials may vary as to the manufacturer, but may not exceed the costs stated on the Itemization of Costs to Complete Project.
- Any permit issued by the City of Veneta for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor and Materials \$ _____

Overhead and Profit \$ _____

Total Cost \$ _____

Signature: _____

Date: _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of 20____, by _____

Personally known _____ or produced identification _____

Notary Public

My commission expires: _____

Application Fees & Deposits

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Development requiring more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Development requiring more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Failure to pay City costs over the base fee amounts, as charged monthly by the City, shall result in City pursuing any and all legal remedies available, including but not limited to lien on Property in the amounts owed; prosecution for violation of the City's current fee resolution and the Veneta Zoning and Development Ordinance; issuance of a stop work order and/or non-issuance of building permits for Property; and turning amounts owed over to a collection agency.

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to the applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by the applicant on a monthly basis.

Application Fees: Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

Technical Review/Publication Deposit: The actual costs charged to the City for technical review of land use applications shall be charged to the applicant. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to the applicant. Such costs shall be adjusted as soon as the specific amounts are known and any deficiency collected from the applicant, petitioner, or appellant before any further proceedings are had, or any overpayment refunded.

Completeness Review: Upon receipt of a Land Use Application, City planning staff will review the application for completeness within 30 days. If your application is deemed incomplete you will be given 30 days to submit the required information to make it complete. Once the application is complete it will be scheduled for review by the Veneta Planning Commission and public notices will be sent.

Appeals: Any land use decision may be appealed. Planner decisions may be appealed to the Planning Commission. Planning Commission decisions may be appealed by the City Council. Council decisions may be appealed to the State Land Use Board of Appeals.

GENERAL INFORMATION FOR LAND USE APPLICATIONS

- (1) Petitions, applications and appeals provided for in this ordinance shall be made on forms prescribed by the City.
- (2) An applicant shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. Zone changes and permits required through the application of the overlay district and discretionary permit procedures shall be available for a consolidated permit process. For purposes of this ordinance, a consolidated permit process shall mean that the hearing body shall, to the greatest extent possible, apply concurrent notice, public hearing and decision making procedures to the permits and zone changes which have been consolidated for review.
- (3) Applications shall be accompanied by plans and specifications drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of all existing and proposed structures; the intended use of each structure; the number of families, if any, to be accommodated thereon; the relationship of the property to the surrounding area and such other information as is needed to determine conformance with this ordinance.
- (4) The failure to raise an issue in person or by letter filed in a timely manner precludes appeal and the failure to specify to which criterion the comment is directed, precludes appeal based on that criterion.
- (5) Approval or denial of a land use regulation or limited land use application shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon and explains the justification for the decision based on the criteria standards and facts set forth.