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## ***Instructions for Filling out a Floodplain Development Permit Application Form***

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### ***Step 1: Do you need a floodplain development permit?***

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1. Use this website – *FEMA Draft Floodplains data for Benton County, Oregon* – to look up the flood hazard for your property:

<https://experience.arcgis.com/experience/c07e4f4dad0441b1a8cdce09cd235dec/page/Draft-Floodplains>

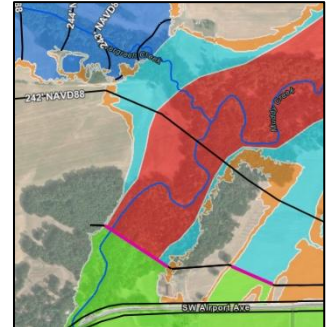
- Click on the “Draft Floodplains” tab at the top right of the screen.
- Click on the white square with a magnifying glass at the top right of the map.
- Enter the address in the search box to find the property where your work will occur.

2. When the map zooms to the address you typed, find the specific building or area of the property where your work will occur.

3. Check for *turquoise*, *medium blue*, *green*, *red*, or *grey* shading:

**You need a floodplain development permit and a site plan** (Steps 2, 3, & 4) if:

- There is *turquoise*, *medium blue*, *green*, or *red* shading at your work location, or
- Your work location is within 50 feet of a *turquoise*, *medium blue*, *green*, or *red* shaded area.



**You might need a floodplain development permit and a site plan** (Steps 2, 3, & 4) if there is *grey* shading at your work location.

Do the following to check:

- Zoom in until the shading changes from grey to one of the colors identified above, or
- Click the small map image (bottom left corner of the map) to view the flood hazard area colors shown on the current Flood Insurance Rate Map



*When the map switches to the current flood hazard information:*

If your work location is in (or within 50 feet of) a *turquoise*, *medium blue*, *green*, or *red* shaded area, you will need a floodplain development permit and a site plan (Steps 2, 3, & 4).

**You need a site plan** (Steps 3 & 4) but not a floodplain development permit if:

- There is **turquoise, medium blue, green, red,** or **grey** shading on the property *and* your work location is more than 50 feet outside of all of these shaded areas.

**You don't need a site plan** or a floodplain development permit if:

- There are no shaded areas anywhere on the property.

**Note:**

The draft flood hazard area data is only shown on the website linked above.

The current effective flood hazard area data is also available on the following websites:

- Benton County zoning map:  
<https://bentoncountygis.maps.arcgis.com/apps/webappviewer/index.html?id=e87c1dfd880543d1a5ed5041745f3d88>  
*The zoning map also includes property lines and a measuring tool.*
- FEMA Map Service Center: <https://msc.fema.gov/portal/home>

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**Step 2: Fill out your floodplain development permit application form**

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**Note:** The item numbers below correspond to numbers on the sample floodplain development permit form (attached).

All of the information below must be filled in so that staff can accept your application and review it efficiently.

**1. Location/Description of Property**

- Assessor's map and tax lot number (required for *all* applications)
- Property address (required only if an address has been assigned to the tax lot where the work will occur).

**2. Applicant Information**

- Name and contact information of the person applying for the floodplain development permit.

**3. Owner Information**

- Name and contact information of the property owner.
- If the property owner is also the applicant, please check the box next to the "Owner Information" title.

**4. Description of Work**

- Include a detailed description of the proposed project.
- Make sure this description matches the description listed on your other permit application materials.

**Floodplain Development Permit Application**

Use the numbers below to reference additional information in Step 2 of the instructions sheet.

Fill in only the yellow-highlighted areas on your form.

**1. LOCATION / DESCRIPTION OF SUBJECT PROPERTY**

2. APPLICANT INFORMATION

**3. OWNER INFORMATION** (Check here if owner is applicant)

**4. DESCRIPTION OF WORK**

**5. STRUCTURAL DEVELOPMENT** (Check all that apply)

**6. OTHER DEVELOPMENT** (Check all that apply)

**7. SUBSTANTIAL IMPROVEMENT / SUBSTANTIAL DAMAGE**

**8. EXISTING STRUCTURE INFORMATION**

**9. PERMIT FEE**

**10. SIGNATURE**

- Include the square footage of your building (and addition) if you are constructing or placing a new building, removing a building, or adding on to an existing building.
- If your project is a like-for-like replacement of mechanical equipment, make sure to include that in your work description.  
 “Like-for-like replacement” means you are replacing an item, such as a furnace, with a new item that is the same size and quality; no upgrades will be included in your project.

## 5. Structural Development

- Check the boxes that apply to your project if you are applying for a building, placement, or demolition permit.

## 6. Other Development

- Check the boxes that apply to your project.
- If you don’t see a category that applies to your project (such as a septic installation permit), check the box for “Other Development Activity” and add a description.

## 7. Substantial Improvement/Substantial Damage

- Fill out **only** Line a) and/or Line b). Leave the rest of this section blank.
- Line a) – If you are *repairing* an existing structure, add your project cost here.
- Line b) – If you are remodeling, renovating, or adding on to on an existing structure (and the work is *not* a repair), add your project cost here.
- If your are repairing an existing structure *and also* remodeling, renovating, or adding on to the structure at the same time, add your project costs for repair to Line a) and all other project costs to Line b).
- Project cost means: What it would cost to hire someone you don’t know to do the work for you.
  - Your project cost must include all materials, labor, built-in appliances, overhead, profit, and repairs. A complete list of costs to include and exclude is included on page 8-8 of [FEMA’s Floodplain Management Requirements publication FEMA-480](#).
  - The current market rate for labor costs for hiring someone to do the work for you must be included in your project cost.
  - You cannot omit labor costs if you are doing the work yourself and you cannot discount labor costs if your friend is doing the work for you.
- If you are building or placing a new structure, do not fill out this section.

## 8. Existing Structure Information

- If you are constructing or placing a new building on the property, enter “New”.
- If your project does *not* include changes to an existing building, enter “N/A”.
- If you are removing a building, enter the year the building was permitted for construction or placement.

- If you are remodeling, renovating, or adding on to a building, enter the year the building was permitted for construction or placement.

## 9. Other Required State/Federal Permits

- *If you only need a permit from Benton County*, check “No” and leave the rest of this section blank.
- *If your project requires a permit from a state or federal agency* (such as Department of State Lands or the Corps of Engineers), check “Yes” and fill out the rest of the section.

## 10. Applicant Signature

- Remember to sign your form.

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### Step 3: Create your site plan

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#### 1. Your site plan for a floodplain development permit must clearly show:

- All property boundaries
- The map and tax lot for the property
- All structures
- The specific location of your project job site

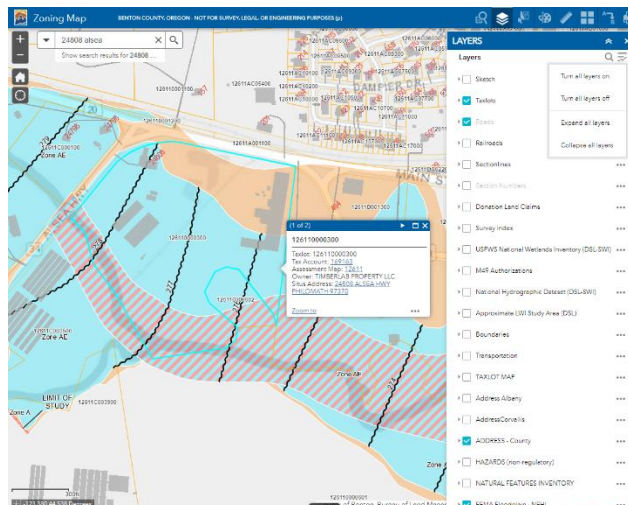
#### 2. Tips for submitting a successful site plan:

- Make sure to **clearly identify and label your job site**.
  - If you are **working on a building**, show where in/on the building the work will be done.  
*Examples:*  
 For installing an exterior heat pump, mark and label the wall of the building where the heat pump will be installed.  
 For installing a wood stove, mark and label the approximate location inside the building where the wood stove will be installed.
  - If you are doing a **project that involves digging or re-grading**, show where the ground will be altered.  
*Examples:*  
 For installing or replacing an underground pipe, mark and label the pipe location where your work will occur.  
 For installing or repairing a septic system, mark and label the drainfield location where your work will occur.
  - **Include a label** (next to an X, dot, circled area, or line) that says what your work is. Just an X or a dot by itself does not clearly identify the site as your proposed work location.
- If the property is too large to show details about your job site location, include two images:

- One image of the whole property with a circle around the general job site area, and
- One zoomed in image of just the area around the job site with the specific location clearly identified and labeled.

### 3. Sources of site plan information:

- Draw your site plan on an 8½" x 11" or 11"x 17" piece of paper.
- Take a screenshot from Google Maps and add the information listed in items 1 and 2 above.
- Use the [Benton County Zoning Map](#) to create your site plan. Here's a quick tutorial:
  - *Turn off all the layers to reduce clutter:*  
Click the "Layers" icon at the top right of the screen. (It looks like a stack of three papers.)  
Click the icon that looks like three lines with a check mark. (It's in upper right of the Layers menu, just to the right of the magnifying glass icon.)  
Select "Turn all layers off".
  - *Turn on the layers you need:*  
In the "Layers" menu, click the boxes next to "Taxlots", "Roads", "Address - County", and "FEMA Floodplain – NFHL".  
If it's helpful, you can also scroll down and turn on one of the aerial photo layers to help you find and mark the correct location of your project.  
Note: Some of the layers will only draw after you zoom in to your project location.
  - *Search for the property where you'll be working:*  
In the search box at the upper left of the map, enter the property address (or a nearby address).  
Hint: Unless you know exactly how the address is entered in the system, less information works better.
  - *Use the image to create your site plan:*  
Take a screenshot and then add the information listed in items 1 and 2 above.



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**Step 4: Submit your floodplain documents to the Benton County Community Development Department**

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1. If your project also requires a permit\* from Benton County, submit the following documents and your application fee with your permit application materials:
  - Site plan
  - Floodplain development permit form (if required from Step 1)

\* Typical permit types: electrical, mechanical, plumbing, septic, demolition, new construction, additions, remodeling, manufactured dwelling placement, and land use approval for land development activities in the floodplain
2. Also submit an elevation certificate (prepared by an Oregon-registered land surveyor) if your project includes:
  - Constructing or placing a new building
  - Adding on to an existing building
  - Significant interior improvements to a building (Check with the Floodplain Manager to see if this applies to your project.)

Note:

**Before you begin designing your project, do the following:**

- Talk with the Benton County Floodplain Manager to talk about floodplain requirements you should be aware of.
- Contact the Benton County Community Development Department to schedule a site consultation meeting to discuss your project and the permits that will be required.

You can contact the Floodplain Manager and the Community Development team at 541-766-6819 or [permitcheck@bentoncountyor.gov](mailto:permitcheck@bentoncountyor.gov).

3. If your project does *not* require a permit from Benton County, submit the following documents and your application fee:
  - Floodplain development permit form
  - Site plan
  - Elevation certificate (if your project fits into one of the categories listed in item 2 above)

# Floodplain Development Permit Application

Use the numbers below to reference **additional information in Step 2 of the instructions sheet.**

Fill in only the yellow-highlighted areas on your form.



## DEPARTMENT USE ONLY

Permit No.: **FPD** \_\_\_\_\_  
Date: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

Fee: **\$84**

### LOCATION / DESCRIPTION OF SUBJECT PROPERTY

Map and Tax Lot #: \_\_\_\_\_  
Property address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### OWNER INFORMATION ☐ Check here if same as applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### DESCRIPTION OF WORK

### STRUCTURAL DEVELOPMENT (Check all that apply)

☐ Dwelling: ☐ New ☐ Replacement  
☐ Addition ☐ Remodel  
☐ Accessory Structure: ☐ New ☐ Replacement  
☐ Addition ☐ Remodel  
☐ Demolition ☐ Other Structures Development

### OTHER DEVELOPMENT ACTIVITIES (Check all that apply)

☐ Mechanical ☐ Electrical ☐ Plumbing  
☐ Fill / Excavation / Grading (specify: \_\_\_\_\_ cu.yds.)  
☐ Vegetation / Tree / Debris Removal  
☐ Stream Bank Alteration / Stabilization  
☐ Fence / Retaining Wall  
☐ Other Development Activity (specify) \_\_\_\_\_

### SUBSTANTIAL IMPROVEMENT / SUBSTANTIAL DAMAGE

Fill out lines a) and b) only.

a) Cost to repair structure to pre-damage condition: \$ \_\_\_\_\_  
b) Cost of all proposed improvements (not repair): \$ \_\_\_\_\_  
c) Sub-Total: \$ \_\_\_\_\_  
d) Current Market Value of Structure: \$ \_\_\_\_\_  
e) Sub-Total ÷ by Market Value x 100: \_\_\_\_\_%

If line e) is 50% or greater, the project is a substantial improvement.  
Substantial Improvement: ☐ Yes ☐ No ☐ New Structure

Applicant Signature: \_\_\_\_\_

### EXISTING STRUCTURE INFORMATION

What year was the structure constructed? \_\_\_\_\_

### OTHER REQUIRED STATE / FEDERAL PERMITS

Required for proposed work? ☐ Yes ☐ No

Requiring Agency(ies): \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

Permit Status (attach a copy of permit): ☐ Applied ☐ Approved

### FIRM PANEL INFORMATION

Community Name: Benton Co. Community No: 410008  
Panel Number: 41003C Effective Date: **June 2, 2011**  
Flood Zone(s) on the Subject Property: \_\_\_\_\_  
Flood Zone at Project Site: \_\_\_\_\_  
Is the Project Site in a Floodway? ☐ Yes ☐ No

## DEPARTMENT USE ONLY

### ELEVATION CERTIFYING INFORMATION (For Structures)

Base Flood Elevation (BFE): \_\_\_\_\_ ☐ NGVD 29 ☐ NAVD 88  
Lowest Floor Elevation: \_\_\_\_\_ ☐ NGVD 29 ☐ NAVD 88  
First Habitable Floor Elevation: \_\_\_\_\_ ☐ NGVD 29 ☐ NAVD 88  
Enclosed Area Below First Habitable Floor: ☐ Yes ☐ No  
Area Enclosed: \_\_\_\_\_ square feet  
Number of Flood-Specific Vents: \_\_\_\_\_  
Total Area of Flood-Specific Vents: \_\_\_\_\_ square inches

### ASSOCIATED PERMIT NUMBERS

Elevation Certificates: \_\_\_\_\_

Building, Mechanical, Plumbing, Electrical Permits: \_\_\_\_\_

Land Use Applications: \_\_\_\_\_

Other Permits / Applications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PERMIT ISSUANCE

Permit No. \_\_\_\_\_ OK to Issue: ☐ Yes ☐ N/A

OK to Final: ☐ Yes ☐ N/A

Permit No. \_\_\_\_\_ OK to Issue: ☐ Yes ☐ N/A

OK to Final: ☐ Yes ☐ N/A

Permit No. \_\_\_\_\_ OK to Issue: ☐ Yes ☐ N/A

OK to Final: ☐ Yes ☐ N/A

Permit No. \_\_\_\_\_ OK to Issue: ☐ Yes ☐ N/A

OK to Final: ☐ Yes ☐ N/A