

KANSAS

FLOODPLAIN MANAGEMENT TIPS



February 2024

New Floodplain Development Permit Template

KDA-DWR has partnered with the engineering firm, AtkinsRéalis to improve upon the KDA floodplain development permit template that is provided to communities during meetings, trainings, and upon request. The template has been updated to provide an easier experience for the floodplain administrator or other reviewers by guiding them through the different types of development and what is typically required for each scenario. New floodplain administrators are often unfamiliar with state and federal requirements for new floodplain development. All floodplain administrators should familiarize themselves with their locally adopted regulations, but the permit may help to supplement a lack of experience in permitting new development.

The template has incorporated new input prompts for communities that will aid in navigation and provide additional contact information for the applicant. There is a place for the permit number, issue date, and the expiration date. This will help to determine whether the work has been completed on time, or if an extension would be needed. There is contact information for the community, including the community website and floodplain administrator email and phone number. The community is encouraged to adapt the template to their specific communities, so that each applicant has a copy with this information. The template goes on to explain that a floodplain development permit is required for any manmade change in the floodplain and describes examples of those activities. The template includes space for community customization for the interoffice routing procedures, how a variance might be approved, and any local higher standards.

The section for project type now separates the main categories of new development into structural development, channel improvements and other development. Structural development includes residential and non-residential types such as, agricultural, residential, critical facilities, etc. Channel improvements, such as watercourse alteration, fill, and bank stabilization, are now included on the form. Finally, other types of nonstructural development are listed such as, paving, dredging, fences, demolition, storage of material and equipment, and more. This will help to filter the types of requirements that would need to be met by development type.

The template then asks whether the development is new, existing, temporary, maintenance-related, etc. This will help the floodplain administrator determine if previous permits need to be reviewed, if costs are needed to determine a substantial improvement, a temporary permit needs to be issued, etc. If the work is being done to an existing structure, the cost of the improvement must be provided. This will help determine if a substantial improvement is proposed or needs to be tracked for communities with cumulative improvement standards adopted. There is a new section to record whether the work is related to damage to help track or determine substantial damage. Lastly, the template has provided a section for elevation information. Finished elevation certificates are needed for new structures or substantial improvement and repairs of substantial damage if the structure is required to be elevated. This will also be recorded on the permit to help with determining compliance with the adopted freeboard requirements of the community. This is then compared to the base flood elevation (or depth), along with information about the flood zone for the development.

The template includes detailed instructions to help guide the floodplain administrator through the requirements based on the development entry details. The hope is to ease the difficulty of

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permitting for floodplain administrators and help to build experience and knowledge as they continue to permit new development. The permit will be in “Smart PDF” format, so the instructions will be imbedded throughout the sections and can be viewed at the same time as it is being filled out. There will also be a Word document available for anyone who prefers that format or has issues with using the PDF.

Permits are filled out by applicants, including property owners and developers, and the floodplain administrator often assists as they explain the requirements for the proposed development. The permit is approved once all needed documentation has been obtained from the applicant, including finished elevation certificates, no-rise certifications for floodway development, and any other state or federal permits that may be required. The permit should be kept on file with the community indefinitely and will need to be provided when a community is audited by FEMA or state officials. Please see the DWR training page for recorded training on how to issue floodplain development permits. The template permit is available [here](#) as a PDF or Word document.

Floodplain Mapping Open House Meetings

In coordination with local communities, KDA-DWR hosts open house meetings that are open to the public in communities that are in the process of receiving new floodplain maps. These meetings take place after the flood risk data has been provided to and reviewed by the community. The regulatory mapping process has multiple built-in regulatory meetings that take place once certain milestones have been reached in the process. These take place over a period of several years as progress is made; most of the meetings only include community officials until the data development is completed. Then, there is a period of public comment and review, which includes an open house meeting.

The open house meeting provides an opportunity for impacted citizens to meet with the mapping team and flood insurance experts to discuss their individual situations. Whether their flood zone, insurance requirements, or base flood elevation is changing, they can discuss their goals, and any concerns they may have about the new maps or possible requirements. The open house meeting takes place a few years before the map becomes effective, which gives them the time needed to prepare and anticipate the coming changes. If there are areas of concern, comments will be made for the mapping team to take a closer look at to ensure the accuracy for those areas. Attendees are routed through the venue to be able to look at their property via the project web map and have the mapping experts review their unique circumstances. They then can speak with insurance and regulations experts to explain how changes will impact them in the future and to explore their options. The goal of these meetings and mapping process is to create maps that are as accurate as possible.



Attendee directed to available mapping expert at Crawford County open house



Community officials attend Crawford County open house

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KDA-DWR relies on communities to do the outreach to their citizens to invite them to the open house so they may be heard. Communities are provided with a list of impacted addresses, which details whether they are being mapped into, out of, or are remaining in the floodplain. They are also provided with a letter template that they can customize with their project information to mail to impacted residents. Communities are encouraged to mail them individually, as well as post the meeting details in as many ways and places as possible to ensure the public is aware of the new maps and that they have the opportunity to work with the maps' creators and those that can help with regulations or insurance questions.

When the new maps are closer to becoming effective, some citizens report that they were not aware of the changes or that they were not invited to a public open house. This could be due to the invitation being lost or overlooked, sufficient outreach was not done, or property ownership may have changed between the meeting and the final phases of the mapping process. It is not completely avoidable, but outreach and subsequent communication with the public is essential to ensuring citizens are informed. KDA-DWR is open to questions at any point in the process and is willing to help citizens and communities any time, and the public open house meeting is an important component of mapping assistance.



Mapping experts assist impacted citizens at Crawford County open house



Citizens review map printouts at Crawford

KDA-DWR NFIP Community Resources Page

KDA-DWR has added a new page to the floodplain management tab on the KDA-DWR website, floodplain management tab. This page is devoted to making resources available in one location for floodplain administrators to easily navigate to and locate templates and checklists that are often requested or distributed frequently. Examples of resources available include the template notification for communities to notify property owners of an upcoming public open house meeting. Another being the Preliminary Community Review Checklist. This is a tool for communities to review important aspects of their new maps once they have entered the preliminary mapping phase. KDA-DWR Floodplain Team has also developed a template for notifying residents in the floodplain that permits are required for new development. There are also new templates for sending letters of allegation and violation notices. Users may also find the new floodplain development permit template available there, as well as the template for written administrative procedures, and other fact sheets and information from FEMA. You can visit the page [here](#).

FLOODPLAIN MAPPING TEMPLATES

The following printouts provide communities with templates, handouts, and check lists for different stages of a floodplain mapping project.

[Letter template for notification for open house](#)

[Social Media Template](#)

[Community checklist for Preliminary Map Review](#)

[BFE Portal Handout](#)

[Appeals Criteria](#)

FLOODPLAIN MANAGEMENT TEMPLATES

The following printouts provide communities with information that is helpful for floodplain management related tasks.

[Sample model ordinance template](#)

[Public hearing notice template](#)

[Adoption by Reference template](#)

[Word Version Floodplain Development Permit Template](#)

[Written Administrative Procedures Template](#)

[Letter template for notification of permitting requirements](#)

Community Resource page

Training Opportunities

State Permitting

This course will walk the participants through what is required for state permitting. The class will include when a state permit is required and what is required to submit an application. This class has been approved for 1 hour of Continuing Education Credit (CEC) toward the Certified Floodplain Manager (CFM) credential. Approved for 1 ASFPM CEC.

Virtual class to be held February 01, 2024. Click [here](#) to register.

Floodproofing

This course will cover the requirements for wet floodproofing. Topics will include permitting, variances, and performance standards. Dry floodproofing will be compared and contrasted on the same topics. Finally, residentially floodproofed basements and lessons learned will be covered. Approved for 1 ASFPM CEC.

Virtual class to be held 1:30-2:30 P.M., March 05, 2024. Click [here](#) to register.

LOMA and LOMR-F

This compares LOMA and LOMR-F and completion of the forms. Part 1 focuses on the LOMA and Part 2 focuses on the LOMR-F. Participants must complete poll questions to earn a certificate.

Virtual class to be held 9:00-11:00 A.M., March 27, 2024. Click [here](#) to register.

NFIP 101: Introduction to Floodplain Management (CEC-eligible)

This course is intended for those just beginning a career in floodplain management to provide the skills to administer and enforce floodplain management ordinances, as well as communication techniques to explain the impact of floodplain management decisions on insurance, public safety, and health. It includes an overview of regulations based on types of flood hazards identified, substantial improvement and damage, and the permitting process. Approved for 12 ASFPM CECs. Users must complete all units and knowledge checks to earn a certificate. It can also be taken for no credit as a reference guide or refresher. This free online course can be taken any time and found [here](#).

Floodplain Team Office Hours

The KDA-DWR Floodplain Team is starting community floodplain office hours. This is being rolled out as an opportunity for National Flood Insurance Program (NFIP) participating communities, or those interested in the program to join a virtual recurring meeting during designated hours to ask any floodplain mapping or regulatory questions.

Virtual office hours held the first Monday of each month from 11:00-12:00 P.M. Click [here](#) to register.

Find more information about floodplain management from Kansas Department of Agriculture
Division of Water Resources online at:

<http://agriculture.ks.gov/divisions-programs/dwr/floodplain>

Email saves money on postage. The electronic newsletter also has links and the photos are in color. In the case that you are getting this newsletter by postal mail and would prefer email please contact Cheyenne Sun Eagle at: cheyenne.suneagle@ks.gov.

To find and register for upcoming training, as well as recordings of previous trainings, please see our new
Floodplain Management Training webpage at:

<https://agriculture.ks.gov/divisions-programs/dwr/floodplain/training>
[National Flood Insurance Program \(NFIP\) Resources Page \(ks.gov\)](#)

Kansas Department of Agriculture
Division of Water Resources
Floodplain Program
Training Registration Form

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Name, date and location of training you will attend _____

*Please share this invitation with anyone else who could benefit from the training.

**Classroom locations will be sent to registered participants one week before the training.

**To find and register for upcoming training, as well as recordings of previous trainings, please see our new Floodplain Management Training webpage at: <https://agriculture.ks.gov/divisions-programs/dwr/floodplain/training>

** Any individual with a disability may request accommodation in order to participate in training. Persons who require special accommodations must make their needs known at least five working days prior to training. For more information, including special accommodations, please contact Cheyenne Sun Eagle at 785-296-0854 or by email Cheyenne.Suneagle@ks.gov.

Please scan and email your registration to: cheyenne.suneagle@ks.gov

Or mail to:

KANSAS DEPARTMENT OF AGRICULTURE
FLOODPLAIN MANAGEMENT PROGRAM
1131 SW Winding Road, Suite 400
TOPEKA, KS 66615

For questions about training, please contact Cheyenne Sun Eagle by email at cheyenne.suneagle@ks.gov or by phone at 785-296-0854. You may also contact Tara Lanzrath by email at tara.lanzrath@ks.gov or by phone at 785-296-2513.

Please help us keep our records current. If the name that appears on this newsletter is for an individual no longer with your organization, please call 785-296-0854 or email cheyenne.suneagle@ks.gov to report the change.

Kansas Department of Agriculture
Division of Water Resources
Topeka Field Office
Floodplain Management
1131 SW Winding Road, Suite 400
Topeka, KS 66615

Kansas Association For Floodplain Management 2024 Conference in Lawrence

The 2024 KAFM Conference will be August 28-29 at the Double Tree by Hilton in Lawrence, Kansas.

Association of State Floodplain Managers 2024 Conference in Salt Lake City

The 2024 ASFPM Conference will be June 23-27, at the Salt Palace Convention Center in Salt Lake City, Utah.

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