

# Floodplain Administrator Instructions for Permit Application Review

The following are review instructions and tips for local officials reviewing Floodplain Development Permit Applications using the Kansas Smart PDF permit template.

Enter the **Permit number and appropriate dates** at the top of the page. Also note fee and status, as applicable.

## Sections A – E

Review **Sections A through D** and confirm the applicant provided all information and necessary supporting documents, such as a detailed site plan or building plan, to allow you to fully assess the proposed development for compliance with your floodplain regulations. If additional information is needed, return to the applicant.

- Confirm that all of the appropriate development type(s) and modification type(s) have been selected in Section C; this information should match the Section A description and detailed plans provided.
- For buildings, confirm the relevant floor elevation(s). Basements are defined by the NFIP as any area of a building with a floor that is below ground level on all sides, and are typically not allowed in the SFHA as new construction or substantial improvement. *The Smart PDF template has a red checkbox if “basement” is checked; this is your visual cue that a closer review may be needed.*
  - Compare the floor elevations and the BFE, to ensure the proposed structure will be sufficiently elevated.
- For work proposed on or connected to an existing structure, ensure that valid and complete cost of work and market value estimations have been provided to allow you to determine SI/SD in Section F.

Confirm that **Section E has been signed and dated** by the applicant.

## Section F: Floodplain Information (Office Use)

- Verify the project’s placement in or out of the mapped SFHA and mark all **FEMA Flood Zones** that apply to the proposed development. Even work partially in the regulatory floodplain counts as “in”. Example: a building with any portion in the SFHA must have its lowest floor properly elevated. Be sure to indicate if the project is in (or partially in) a regulatory floodway, where a no-rise certification is required.
- Indicate the **10-digit FIRM Panel** on which the site is located. Attaching a printed FIRMette of the location (from <https://msc.fema.gov>) is recommended.
- **Determine the BFE** to the nearest 0.1 foot (or whole-foot depth in AO zones) using the appropriate FIS Profile, FIS Data Table, or FIRM. Indicate the vertical datum (as listed on the FIS or FIRM), and what source was used to obtain the BFE or Depth. In A zones, community determinations can be made, or approximate BFE data can be requested by Floodplain Administrators through the KDA BFE Portal: [http://maps.kgs.ku.edu/fpm\\_bfe/home.cfm](http://maps.kgs.ku.edu/fpm_bfe/home.cfm)
  - If staff-determined BFEs do not match the applicant’s entries in Section D, discuss with applicant.
- For communities requiring freeboard (additional feet of elevation above the BFE), calculate the **Required Flood Protection Elevation** and confirm the proposed development meets that elevation requirement.
- For work on existing structures, review the **Estimated Cost of Project and Structure Valuation** documentation provided in Section and calculate the percentage improvement, to make your SI/SD determination.

## Section G: Required Documentation

The Smart PDF template will auto-populate various checkboxes for required supporting documentation, based on the information on the proposed development activity and impacted flood zones provided by the applicant in Sections C and D. Note that, as the local official, you may need to modify this list or select additional checkboxes for documentation based on your review of the application and your community's permitting requirements.

Indicate the supporting documentation that must be provided by the applicant in checkbox column 1: Required. Floodplain staff can use additional checkboxes to indicate that the item was received from the applicant (column 2: Provided in Submittal) and that it has been reviewed by staff and found to be complete and correct (column 3: Completeness Check).

- A **Site Plan** or building plan showing the location and extent of project, floodplain boundaries and elevations is always required.
- A **complete and correct Elevation Certificate (EC)** is required for new structures and substantial improvements. If your community requires an additional pre-development EC based on construction drawings, as well as finished construction, indicate that. Obtain the form at [FEMA.gov](https://www.fema.gov).
- For work on existing structures, **Estimated Cost of Project and Structure Valuation** documentation must be provided so that [SI/SD](#) may be assessed. Review the full cost of work versus the structure's market value: if greater than or equal to 50%, the structure must be brought into compliance with floodplain management (and building code) requirements for new construction based on flood zone.
- A **Dry Floodproofing Certificate** with supporting documentation is required for non-residential structures that are taking the dry-floodproofing approach in lieu of elevating the structure. Obtain the form at [FEMA.gov](https://www.fema.gov).
- For a Manufactured Home, document that it is securely attached to an anchored foundation system.
- Grading Plans are required for projects in AO and AH Zones, and as otherwise deemed necessary.
- For work proposed in a regulatory floodway, a **Floodway No-Rise Certification** with supporting H&H analysis must be provided. This detailed engineering analysis must show that the work does not cause any increase in base flood levels (no rise = 0.00 rise in BFE). The "no-rise" supporting data must be submitted to KDA DWR for review. For more information, [view this DWR No-Rise fact sheet](#).
  - If an increase results, the project will be required to submit a Conditional Letter of Map Revision (CLOMR) to FEMA. Check both the **CLOMR and LOMR** boxes below, since a CLOMR must always be followed up with a LOMR after the project is built. (44 CFR § 65.3)
- Other channel improvements and watercourse alterations may require a detailed Hydrologic & Hydraulic (H&H) modelling analysis as well; indicate here if the project type requires one.
- If Letter(s) of Map Change from FEMA are a requirement of local permit approval, indicate that using the CLOMR/LOMR boxes. *For more info:* <https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr>
- Always ensure the applicant has obtained **all other required federal, state, and permits**, such as a [USACE 404 permit](#) from US Army Corps of Engineers, or a permit from [KDA Division of Water Resources](#). Verify no Endangered Species are affected.
  - *For more information about when a DWR Permit is required, please visit:* <https://agriculture.ks.gov/divisions-programs/dwr/stream-and-floodplain-permits>
- If your community requires additional documentation, list and indicate that in the last row.

## Section H: Permit Decision

After final submittal and review, **Indicate** your permit decision (Approved, Approved with Conditions, Denied, Variance Granted in Approval) and provide any required explanations as attachments.

The responsible official shall **Sign and Date** the form and maintain a copy in your community's records.