



Application Packet Floodproofing of a New Non-Residential Building

The City of Manhattan administers Floodplain Regulations to promote public health, safety and general welfare and to minimize the risk to life and property due to flooding. The Community Development Department oversees the Floodplain Regulations, which can be found in [Article 26-6, Environmental Standards of the Manhattan Development Code](#). The Floodplain Regulations incorporates minimum FEMA and State of Kansas requirements, as well as higher standard regulations that the community established in 2015. Manhattan's higher standard floodplain regulations exceed the minimum FEMA and state requirements by:

- Establishing a Community Floodplain;
- Requiring "Freeboard" related to the Community Floodplain;
- Setting cumulative standards for substantial improvements or damages to existing buildings;
- Dryland Access to habitable buildings;
- Compensatory Storage requirements for filling in the Community and FEMA Floodplain.

All new construction, substantial improvements or repairs of substantial damages to an existing building must conform to the Flood Protection Elevation. **The Flood Protection Elevation is the elevation to which all structures located within the Community Special Flood Hazard Area or FEMA Special Flood Hazard Area must be elevated or floodproofed, if non-residential. Where the Community Base Flood Elevation is provided, the elevation shall be that elevation plus one (1) foot of freeboard. Where the Community Base Flood Elevation is not provided, the Flood Protection Elevation shall be the FEMA Base Flood Elevation plus two (2) foot of freeboard.**

As required in [Article 26-6, Environmental Standards](#), Floodplain Development Permits are required for all manmade changes to improved or unimproved property that is located within the Community Special Flood Hazard Area or the FEMA Special Flood Hazard Area. This application is for new non-residential construction using floodproofing designs to meet the minimum requirements of the Floodplain Regulations. **The complete application, required or requested accompanying materials and the application fee must be submitted before the application will be reviewed. Only after the application is complete and found that the development meets the minimum requirements will a permit be issued and work can begin.**

**IF YOU HAVE QUESTIONS ABOUT COMPLETING THIS APPLICATION, PLEASE CONTACT THE
COMMUNITY DEVELOPMENT DEPARTMENT AT 785-587-2412.**



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2440) for assistance.

Applicant(s) Name(s) _____

Applicant(s) Address: _____

City _____ State _____ Zip _____ Phone _____

If Applicant Is Not Owner: Owner's Name: _____

Owners(s) Address: _____

City _____ State _____ Zip _____ Phone _____

Current Use _____ Lot Size (Square Feet) _____ Zoning District _____

Describe Proposed Development: _____

Floodproofing of a non-residential building requires additional documentation and engineering and architectural drawings. The following are required (where applicable)

- The site plan and building plans submitted to the City of Manhattan Code Services Department shall include the design features that make the building floodproofed to the required elevation.
 - The plans shall include information on how the building's utilities and sanitary facilities will be elevated or floodproofed.
- A Flood Emergency Operation Plan is required to be submitted if the floodproofing design requires human intervention (i.e. installation of flood gates).
- An Inspection and Maintenance Plan.

The following form must be completed by a registered professional engineer or architect, certifying that the building's design uses accepted standards of practice for dry floodproofing and meets the minimum requirements of the City of Manhattan's Floodplain Regulations for floodproofing a building.

The issuance of a Certificate of Occupancy shall be the required proof that the building was constructed according to the approved building design.

[INSERT HTTPS://WWW.FEMA.GOV/MEDIA-LIBRARY-DATA/1453839550764-ECCCB73790B94B69695AD66356844600/FEMA_FORM_086_0_34_JUNE2015.PDF](https://www.fema.gov/media-library-data/1453839550764-ECCCB73790B94B69695AD66356844600/FEMA_FORM_086_0_34_JUNE2015.PDF)

INTO COMPLETED PDF FORM



City of Manhattan Floodplain Development Permit

Issue Date: _____

Permit # _____

Property Address _____

Legal Description (may be attached) _____

Development Type and Flood Protection _____

This permit is issued by the City of Manhattan based on the proposed development meets the minimum requirements of the [Article 26-6, Environmental Standards of the Manhattan Development Code](#) and is thus, considered reasonably safe from flooding. This issuance of this permit does not eliminate the need for purchase flood insurance, please consult your insurance agent for more information.

CONDITIONS OF ISSUANCE

1. The Floodplain Development Permit applies to the parcel(s) of land listed on the application;
2. The lowest enclosed floor (including basement) of a new, substantially improved, or substantially damaged non-residential building will be elevated or flood proofed to at least the Flood Protection Elevation;
3. The Floodplain Development Permit does not change the floodplain or floodway boundaries on the Flood Insurance Rate Map (FIRM);
4. Permit holder must obtain all other permits required for construction;
5. The Floodplain Development Permit expires within 180 days of the Date of Issuance, unless substantial work begins, or a written extension is granted by the Floodplain Administrator;
6. The Floodplain Development Permit expires if no substantial work occurs before public notice of revisions or updates to the applicable Flood Insurance Rate Map (FIRM), Flood Insurance Study or [Article 26-6, Environmental Standards](#).
7. The building shall be constructed as proposed and permitted. The floodproofing certificate shall be deemed the required certification for the construction

Floodplain Administrator

City Engineer

Building Official

Stormwater Engineer

Important Reminder

An Elevation Certificate is attached to this permit and must be filled out and submitted once the Lowest Enclosed Floor is constructed. It is strongly recommended that the Elevation Certificate be provided once the floor is poured. At that time, there is still an opportunity to correct any error in elevation. If construction continues after the floor is constructed and an error in elevation of the lowest floor is determined to have occurred, the building must be brought into compliance.

Please submit the Elevation Certificate as soon as possible after the lowest floor is constructed to avoid costly delays.

If you have any questions, please call the Community Development Department at 785-587-2412 or www.cityofmhk.com.

If a nonresidential structure will be floodproofed, a Floodproofing Certificate must be submitted. Please request this form at the community development department.

For additional information of Elevation Certificates, contact FEMA at www.fema.gov/nfip/elvinst.htm. Additional related information may be obtained at www.fema.gov/library/femainfo.shtm.