



Application Packet Improvements/Repairs of an Existing Structure

The City of Manhattan administers Floodplain Regulations to promote public health, safety and general welfare and to minimize 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 new cumulative standards for substantial improvements or damages to existing buildings;
- Dryland Access to habitable buildings
- Compensatory Storage requirements for filling in the Community 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 detailed 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 improvements or repairs to an existing building. The information requested is to verify that the minimum requirements of the Floodplain Regulations are met. **The application form must be completed in full with all required or requested accompanying materials and application fee submitted before the application will be reviewed and the permit will be issued.**

**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 (587-2443) 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 _____

Property Address _____

Legal Description (may be attached) _____

Parcel ID# _____

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

Describe Proposed Development: _____

Type Of Development (Check all that apply):

Fill _____ Grading _____ Excavation _____ Residential _____ Non-Residential _____

FLOODPLAIN INFORMATION

Map Panel # _____ Effective Date # _____

Indicate in which flood zone and flood elevations that the structure is/will be located in by referring to the Flood Insurance Rate Map (FIRM) and Flood Insurance Study.

Is the property in the Floodway _____ Is the structure in the Floodway _____

**** A No Rise Certificate is required for developments in the Floodway**

Zone A _____ AE _____ AH _____ Zone X (FUTURE BASE FLOOD) _____

Flood Protection Elevation _____ (NAVD 88) FEMA Base Flood Elevation _____ (NAVD 88)

NAVD 88 – North American Vertical Datum 1988

PERMIT REQUIREMENTS FOR IMPROVEMENTS/REPAIRS OF AN EXISTING STRUCTURE

Part A.

Development is for: Improvements _____ Repair _____

If development is related to repair of the existing structure, was the damage the result of a flood event:

Yes _____ No _____ Date of flood event _____

Substantial Improvement/Repair Determination

A. Cost of Improvements/Repairs, per building permit: \$ _____

B. Fair Market Value of the structure, per County Appraiser Office: \$ _____

C. Percentage of Improvement/Repair (A/B = C) _____ %

* If the Percentage of Improvement/Repair is less than 50%, complete Part B

** If the Percentage of Improvement/Repair is more than 50%, complete Part C

Please Note: Other methods are available to determine the cost of improvements or repairs and the fair market value of an existing structure. Please consult the Floodplain Regulation Technical Guide or speak with the Floodplain Administrator.

For Office Use Only:

Building Permit History (Dates, Costs): _____

Flood Event History (Dates): _____

Part B.

Will any new enclosed areas be created during the construction process? Yes _____ No _____

If Yes, complete Part C.

Explain what construction materials will be used and if they are flood resistant materials.

Review FEMA's Technical Bulletin *Flood Damage – Resistant Materials Requirements* (FEMA, 2008) for more information.

Explain how the construction is designed to minimize flood damage (particularly address the service machinery/equipment of structure).

Part C.

Because the proposed development of an existing structure in the Community Special Flood Hazard Area has been determined to be a substantial improvement or repair; an Elevation Certificate completed by a licensed land surveyor or professional engineer must be provided. The information from the elevation certificate is needed to determine if the existing structure conforms to the requirements of [Article 26-6. Environmental Standards](#). (The needed information from the elevation certificate is referenced in the parenthesis)

Existing Structure Information

Top of bottom floor (including basement, crawlspace, or enclosure floor) (Line C2.a)) _____ feet.

Top of next highest floor (Line C2.b)) _____ feet.

Lowest elevation of machinery or equipment servicing the building (Line C2.e)) _____ feet.

Lowest adjacent (finished) grade next to building (LAG) (Line C2.f)) _____ feet.

If the existing structure meets or exceeds the State of Kansas requirement of being elevated, or floodproofed if nonresidential, to one foot above the FEMA Base Flood Elevation, but does not meet the required Flood Protection Elevation, a Community Base Flood Elevation Exemption to Existing Buildings may be completed, as defined in [Subsection 26-6B-5B-5](#). Please contact the Floodplain Administrator for more information.

Development Information for Improvements/Repairs on Fill

Floor area of proposed addition _____ square feet.

Elevation of existing grade on which the structure will be constructed: _____ feet.

Elevation of proposed lowest enclosed floor, including basement: _____ feet.

Lowest elevation of service machinery/equipment for the structure: _____ feet.

Elevation of proposed lowest enclosed floor and service machinery/equipment must meet or exceed the Flood Protection Elevation

Description of the structure's foundation (i.e. slab on grade, basement) _____

Total cubic yards of fill: _____ cubic yards. (*See note)

Maximum height of fill: _____ feet. (*See note)

Distance, in feet, to closest floodplain fill, on, or adjacent to, the site: _____ feet. (*See note)

Side slope of fill _____. No side slope shall be steeper than one vertical to three horizontal. A side slope greater than 1 to 3 may be allowed if data and analysis is submitted indicating the slope is stable.

Method for protecting fill from erosion: Vegetative cover: ____ Rip rap: ____ Other: ____

Provide applicable details (i.e. vegetative cover type) _____.

Will the fill result in any obstruction of a utility or other easement? ____ Yes; ____ No. If yes, provide authorization.

Will the fill unreasonably affect the environment? ____ Yes; ____ No. If yes, provide evidence of adequate

environmental mitigation.

Will the fill unreasonably obstruct or divert the flow of surface water and other waters from the main stream and tributaries to the main stream to the detriment of adjacent or hydraulically affected property owners?

___ Yes; ___ No.

If the structure is a manufactured or mobile home, how will the structure be elevated?

Fill ___ Pier foundation ___ Other ___

Plans shall be submitted for the elevation of manufactured or mobile homes other than on fill, as required by [Subsection 10-6B-7C of the Manhattan Development Code](#).

A detailed site plan, drawn to scale, which includes, but not limited to:

- Location of the Community Special Flood Hazard Area Boundary, FEMA Special Flood Hazard Area boundary, and Floodway, as shown on the effective FIRM.
- Location of new and existing structures on the site
- Location of fill areas
- Location of compensatory storage areas (if applicable)
- Location of utility infrastructure
- Location and slope of fill around structure's foundation.

Development Information for Improvements/Repairs on Elevated Crawlspace

Floor area of structure _____ square feet.

Elevation of existing grade on which the structure will be constructed: _____ feet. (NAVD 88)

Elevation of proposed lowest enclosed floor: _____ feet. (NAVD 88)

Lowest elevation of service machinery/equipment for the structure: _____ feet. (NAVD 88)

Elevation of proposed lowest enclosed floor and service machinery/equipment

must meet or exceed the Flood Protection Elevation

Use of enclosed crawl space (i.e. empty, storage, etc.) _____

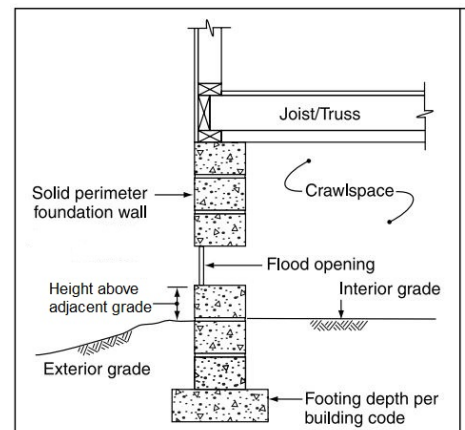
Square footage of enclosed area: _____ square feet.

Number of openings proposed: _____.

Total net area of proposed flood openings: _____ square feet.

Elevation of interior grade: _____ feet. (NAVD 88)

Height of each flood openings above the adjacent grade (Note location on site & foundation plans):



Foundation Opening Location	Height above adjacent grade

A detailed site plan, drawn to scale, which includes, but not limited to:

- Location of the Community Special Flood Hazard Area and FEMA Special Flood Hazard Area, and Floodway boundaries, as shown on the effective FIRM.
- Location of new and existing structures on the site.
- Location of fill areas.
- Location of compensatory storage areas (if applicable).
- Location of utility infrastructure.
- Location and slope of fill around structure's foundation.
- Details of the foundation plan that shows the location of each foundation opening, as listed above.

Approvals, if required, by State, Federal or other regulatory bodies:

<u>Agency</u>	<u>Date Of Approval</u>
Division of Water Resources	_____
Corps of Engineers	_____
City/County Health Dept.	_____
Other	_____

***A Floodway Fringe Permit shall be obtained by the applicant, or their designee, from the Kansas Division of Water Resources, prior to the issuance of a City of Manhattan Flood Plain Permit if : total cubic yards exceed 1600 cubic yards, fill height exceeds 2 feet, fill is less than 100 feet from another floodplain fill, or other specifications are not met.)**

FLOOD PLAIN FEE: \$50.00

By signing this application, the applicant/owner attests that all facts and information provided on this form and on documents required with this application are complete and accurate and that any omission or incorrect fact may invalidate any approval.

I HAVE READ THE ABOVE CONDITIONS OF ISSUANCE:

Applicant Signature(S) Date

Owner Signature(S) Date



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, substantial improved, or repair to a substantially damaged residential structure shall be elevated to the Flood Protection Elevation;
3. The lowest enclosed floor (including basement) of a new, substantially improved, or substantially damaged structure will be elevated or flood proofed to at least the Flood Protection Elevation.
4. The Floodplain Development Permit does not change the floodplain or floodway boundaries on the Flood Insurance Rate Map (FIRM);
5. Permit holder must obtain all other permits required for construction;
6. 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;
7. 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](#).
8. A "Finished Construction" Elevation Certificate completed by a Registered Land Surveyor or Licensed Engineer for the development related to this permit shall be provided. **A Certificate of Occupancy will not be issued until said Elevation Certification has been provided to the City.**

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, conduct an internet search for “FEMA Elevation Certificate”. Additional FEMA related information may be obtained at www.fema.gov/media-library.