

Date: _____

Application #: _____



Town of Thornton • Office of the Selectmen • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

Application for Floodplain Development Permit

Zoning Compliance Application#	FIRM Panel #	FIRM Date
Applicant's Name		Owner's Name
Address		Address
Phone #		Phone #
Property Location		
Subdivision	Tax #	Parcel #

Description of Work (Check all applicable boxes)

A. *Structural Development*

Activity

- ☐ New Structure
☐ Addition
☐ Renovations/Repairs/
 Maintenance

Structure Type

- ☐ Residential (1-4 Family)
☐ Residential (4+ Family)
☐ Non-Residential (Floodproofing? ☐ Yes)
☐ Manufactured Home

B. *Other Development Activities*

- ☐ Paving ☐ Grading ☐ Filling ☐ Mining
☐ Excavation (Except for Structural Development Checked Above)
☐ Watercourse Alteration (Including Dredging and Channel Modifications)
☐ Drainage Improvements (Including Culvert Work)
☐ Road, Street, Bridge Construction
☐ Subdivision (New or Expansion)
☐ Individual Water or Sewer System
☐ Other (Please describe) _____

Date: _____

Application #: _____

Application for Floodplain Development Permit

To be Completed by Local Administrator

Yes No

☐ ☐

Is the development located in a Special Flood Hazard Area?

If yes, complete below:

a. FIRM Panel No. _____ FIRM Date: _____ Flood Zone: _____

b. Base Flood Elevation: _____ feet ☐ NGVD29 ☐ NAVD88 ☐ BFE not available

Substantial Improvement Determination

a. Cost of Improvement/Cost to Repair: \$ _____

b. Present Market Value of Structure: \$ _____

c. Ratio of Cost to Market Value: _____ %

☐ ☐

Is the development a substantial improvement? (50% or greater)

☐ ☐

All applicable Federal and State permits received? Cannot issue floodplain permit until all are received.

Additional Information Required

To be Completed by Local Administrator

The applicant must submit the documents checked below before the application can be processed.

- ☐ A Site Plan showing the location of all existing and proposed structures, water bodies, adjacent roads, lot dimensions, 100-year floodplain boundary, and proposed development.
- ☐ Development plans, drawn to scale, including where applicable: details for anchoring structures, types of flood damage-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.
- ☐ A certified and completed Elevation Certificate that includes the proposed elevation of lowest floor (including basement). Applicant must submit the Elevation Certificate before construction (based on construction drawings), when building is under construction (before lowest floor is completed), and when construction is finished (as-built elevations).
- ☐ A certified and completed Floodproofing Certificate for floodproofed non-residential structures.
- ☐ For substantial improvements, the actual costs of construction (include all applicable costs including volunteer labor and donated supplies) and Pre-Improvement/Damage Market Value of only the structure (market appraisal or adjusted assessed value before improvement or, if damaged, before the damage occurred).
- ☐ Subdivision or other development plans. (If the subdivision is greater than 50 lots or 5 acres, whichever is lesser, the applicant must provide the Base Flood Elevation in the plans).
- ☐ Plans showing the extent of watercourse relocation and/or landform alteration.
- ☐ Other: _____

Reviewed by: _____

Date

Approved by Board of Selectmen: _____

Date

Summary of Thornton's Floodplain Development Regulations

The following is a brief summary of the key floodplain development regulations in the Town of Thornton. For the complete and detailed regulations please review Article XIV of the Thornton Zoning Ordinance pertaining to all development located in the Special Flood Hazard Areas (SFHA) as shown on FEMA's Flood Insurance Rate Map for the Town of Thornton.

- **Permitting.** A permit from the Board of Selectmen is required for all development in a SFHA. Development includes any man-made changes to improved or unimproved real estate, such as filling, dredging, grading, storage of materials, etc.
- **Certification.** The following certification is required for all new construction and substantial improvements in a SFHA: the as-built elevation of the lowest floor (including a basement); and if a non-residential structure has been floodproofed, the as-built elevation to which the structure was floodproofed and a floodproofing certificate.
- ~~Utilities.~~ Electrical, heating, ventilation, plumbing, and air conditioning equipment (including duct work), and other service facilities must be located above the BFE (if known) or be designed to be protected from flood waters.
- **Other Permits.** A permit cannot be issued by the Board of Selectmen for a development in a SFHA until all other necessary permits have been received by federal and state agencies.
- **Construction Requirements.** All new construction or substantial improvements in a SFHA shall be designed (or modified) and adequately anchored; be constructed with flood damage-resistant materials; and be constructed by methods and practices that minimize flood damages.
- **Basements.** For floodplain development purposes, a basement is an enclosure that is below ground level on all sides. A crawl space area might be considered a basement if it meets this definition. No basements are allowed in Zone A.

- **Lowest Floor.** The lowest floor of a structure (including a basement) must be located at or above the BFE. When no BFE is available, it is strongly recommended for both flood protection and flood insurance purposes that the lowest floor of a structure be located either at least 2 feet or more above the highest adjacent grade or 1-2 feet above an experienced flood event, whichever is greater.
- **Enclosures/Crawlspaces.** Enclosures below the lowest floor must: be constructed with flood resistant materials; can only be used for storage, building access, or parking; cannot be a basement (as defined above); and must have flood vents that meet the required criteria.
- **Substantial Improvement or Substantial Damage.** Defined as repairs or improvements (internal and external) valued at 50% or more of the market value of the structure in a SFHA. Structures in a SFHA that are determined by the Board of Selectmen to be substantially damaged or improved must meet the regulations in the town's floodplain ordinance as if it is new construction.
- **Manufactured Homes and Recreational Vehicles.**
Manufactured homes to be placed or substantially improved within a SFHA
must be elevated on a permanent foundation; must be anchored; and meet the Lowest Floor requirements as described above. Recreational vehicles in a SFHA must be either on site for fewer than 180 consecutive days; be fully licensed and ready for highway use; or meet the manufactured home requirements.
- **Development Proposals Greater than 5 Acres or 50 Lots.**
Subdivisions and other development proposals exceeding 5 acres or 50 lots in a Zone A area must have a BFE developed by an engineer. The lowest floor of any structures as part of the development proposal must be located at or above the developed BFE.

Floodplain Development Permit Review Checklist

Building Permit #	FIRM Panel #	FIRM Date
Property Location		
Map	Lot	Zoning

For all development, complete Sections A through D

A. General

The following requirements have been met as detailed in the floodplain ordinance.

- | | |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1. Utilities |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. New or replacement water and sewer systems (including on-site systems) |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 3. Anchoring |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 4. Flood damage-resistant materials |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 5. Other permits required from State or Federal jurisdictions have been received. |

B. Watercourses

- | | |
|---|---|
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1a. Is this development located in the floodway? If yes, complete #1b and #1c. If no, complete #2. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1b. A copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 1c. The hydraulic/hydrologic analysis shows a 0.00 feet or less increase in the Base Flood Elevation as a result of the proposed development.

If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA. |
| <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA | 2. Is this development located in Zone A or Zone AE with no floodway designated? If Zone A, complete #3. If Zone AE, complete #4a and #4b. |

- ☐ Y ☐ N ☐ NA 3. For Zone A, is there another source that has designated a floodway in the area where the proposed development is located? If yes, complete #1a to #1c.
- ☐ Y ☐ N ☐ NA 4a. For Zone AE, a copy of all data and hydraulic/hydrologic calculations showing the proposed development's effect on the Base Flood Elevation has been received.
- ☐ Y ☐ N ☐ NA 4b. For Zone AE, the hydraulic/hydrologic analysis shows a 1.0-foot or less increase in the Base Flood Elevation as a result of the proposed development.
If No, a Conditional Letter of Map Revision (CLOMR) is required to be submitted to FEMA.
- ☐ Y ☐ N ☐ NA 5a. Will the proposed development alter or relocate a watercourse? If Yes, complete #5b to #5d
- ☐ Y ☐ N ☐ NA 5b. The Wetlands Bureau of the NH Department of Environmental Services has been notified and such notification has been received.
- ☐ Y ☐ N ☐ NA 5c. Other applicable notifications have been completed and received.
- ☐ Y ☐ N ☐ NA 5d. Certification provided by a registered professional engineer assuring that the flood carrying capacity of an altered or relocated watercourse can and will be maintained has been received.

☐ NA C. Substantial Improvement/Damage Determination

For reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause.

- \$ _____ 1. Actual cost of construction (See FEMA Reference Guide P-758 as to what items to include/exclude. Include volunteer labor and donated supplies.)
- \$ _____ 2. Present Market Value of Structure Only (Market Appraisal or Adjusted Assessed Value BEFORE improvement, or if damaged, BEFORE damage occurred).
- _____ % 3. Ratio of Cost of Improvement (or Cost to Repair) to Market Value (#1 divided by #2 then multiplied by 100)

If Ratio is 50% or greater then the proposed development is considered a Substantial Improvement. The entire structure including the existing building must comply with the floodplain regulations including elevating the lowest floor to or above the Base Flood Elevation.

☐ **NA**

D. Manufactured Homes and Recreational Vehicles

☐ Y ☐ N ☐ NA

1a. Manufactured home is on a permanent foundation and the lowest floor of the manufactured home is at or above the Base Flood Elevation.

☐ Y ☐ N ☐ NA

1b. Manufactured home has been securely anchored.

☐ Y ☐ N ☐ NA

2a. The recreational vehicle will be on site for fewer than 180 consecutive days.

☐ Y ☐ N ☐ NA

2b. The recreational vehicle is fully licensed and ready for highway use (on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions).

☐ Y ☐ N ☐ NA

2c. If answer to both #2a and #2b is No, the recreational vehicle meets the requirements listed #1a and #1b for a manufactured home.

Next, complete either Section E or F dependent upon the development's flood zone.

☐ **NA**

E. Development in Zones A, A1-30, AE, and AO

☐ Y ☐ N ☐ NA

1. The elevation of the lowest floor (including a basement) is located at or above the Base Flood Elevation.

☐ Y ☐ N ☐ NA

2. If development is located in Zone A and no Base Flood Elevation data is available from other sources, the elevation of the lowest floor (including a basement) is located at least 2 feet above the Highest Adjacent Grade.

☐ Y ☐ N ☐ NA

3. If development is located in Zone AO, the elevation of the lowest floor (including a basement) is located at the required flood elevation (Highest Adjacent Grade elevation plus the depth number shown on the FIRM or, if no depth number is shown, the Highest Adjacent Grade elevation plus at least 2 feet).

☐ Y ☐ N ☐ NA

4a. If a non-residential structure is floodproofed, the structure is protected up to or above the Base Flood Elevation.

☐ Y ☐ N ☐ NA

4b. If floodproofed, Floodproofing Certification has been received.

☐ **NA**

Enclosures (solid foundation perimeter walls) below Base Flood Elevation

☐ Y ☐ N ☐ NA

1. Enclosed area is unfinished or flood resistant used solely for parking of vehicles, building access, or storage.

- ☐ Y ☐ N ☐ NA 2. Enclosed area is not a basement (the floor of the enclosure is NOT below grade on all sides).
- ☐ Y ☐ N ☐ NA 3a. Minimum of 2 flood vents on two different walls.
- _____ 3b. Square footage of enclosed area below Base Flood Elevation.
- _____ 3c. Square inches of venting required (must be equal or greater than #3b).
- _____ 3d. Square inches per opening (multiply length and width of opening).
- _____ 3d. Number of vents required (#3c divided by #3d).
- ☐ Y ☐ N ☐ NA 3e. Foundation contains the minimum number of vents.
- ☐ Y ☐ N ☐ NA 3f. The bottom of each opening is no higher than one (1) foot above either the exterior or interior grade (whichever is higher).
- ☐ Y ☐ N ☐ NA 3g. If there is any cover on the openings it will permit the automatic flow of floodwaters in both directions.

☐ NA

F. Development in Zones V, V1-30, and VE

- ☐ Y ☐ N ☐ NA 1. Bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings and columns is located at or above the Base Flood Elevation.
- ☐ Y ☐ N ☐ NA 2. Structure is securely anchored to pilings and columns using the appropriate water and wind loading values.
- ☐ Y ☐ N ☐ NA 3. Certification by a registered professional engineer or architect has been received.
- ☐ Y ☐ N ☐ NA 4a. Space below the lowest floor is used solely for parking of vehicles, building access, or storage.
- ☐ Y ☐ N ☐ NA 4b. Space below the lowest floor is either free of obstructions or constructed with non-supporting breakaway walls, open lattice-work or insect screening that meet the minimum design requirements.
- ☐ Y ☐ N ☐ NA 5. No fill has been used for structural support of the building.
- ☐ Y ☐ N ☐ NA 6. No man-made alterations of sand dunes that would increase potential flood damage.
- ☐ Y ☐ N ☐ NA 7. Proposed development is located landward of the reach of mean high tide.

Compliance Action

Complete this section as applicable based on project inspections and/or elevation and other data received from applicant to ensure compliance with the community's local regulations for floodplain management.

Inspections:

1. First Inspection (After staking and before ground breaking)

Date: _____ By: _____

2. Second Inspection (Just prior to the installation of the lowest floor)

Date: _____ By: _____

3. Final Inspection (Project Completion)

Date: _____ By: _____

Submittal of Elevation Certificate:

1. Based on Construction Plans (Pre-Construction)

Submittal Date: _____ Verification By: _____ Date: _____

2. Building Under Construction (Just prior to the installation of the lowest floor)

Submittal Date: _____ Verification By: _____ Date: _____

3. Finished Construction/As-Built (Required before Certificate of Compliance/Occupancy is issued)

Submittal Date: _____ Verification By: _____ Date: _____

Certificate of Compliance/Occupancy

Certificate of Compliance/Occupancy issued: Date: _____ By: _____

Checklist Completed By :

(Signature of Local Administrator) Date: _____

