

INSTRUCTIONS FOR COMMERCIAL, RESIDENTIAL AND NON-RESIDENTIAL/COMMERCIAL FLOODPLAIN DEVELOPMENT IN UNINCORPORATED CANADIAN COUNTY

No development shall occur in the floodplain until a floodplain permit is issued or you have received a letter from the Floodplain Administrator giving you permission to begin work prior to issuance of the permit.

Fill out and sign the permit application form (both pages).

Documents you will need and stage of the project in which they are required:

Required documents upon submission of permit application for approval:

- Detailed set of design plans and development specifications, including flood protection measures (drainage plan, retention pond, floodproofing, elevation measures)
*depending on the project this could be required to be signed and sealed by an engineer or architect.
- Preconstruction elevation in the form of either pre-construction elevation certificate or a letter signed and sealed by certified engineer, or surveyor establishing preconstruction conditions.
- An estimated base flood elevation (BFE) of proposed project site. The floodplain administrator can assist with this if needed.

Required documents upon project completion to complete and closeout permit:

- For elevated development, a finished construction elevation certificate signed and sealed by a certified engineer or surveyor establishing finished construction conditions.
A letter will not meet this requirement
- For non-elevated development at or below BFE, a certificate of floodproofing signed and sealed by a certified engineer, surveyor or architect establishing finished construction conditions.
- Copies of other required permits from State or Federal including Water Use Permit from Oklahoma Water Resource Board (if needed), 404 or Section 10 permit from US Army Corps of Engineers (if needed), Professional Installation of septic tank, propane tank (if needed) etc.
- No Rise Certificate if encroaching on a floodway.
- LOMA/LOMC approved by FEMA (if applicable).

All development in the 1% chance/100-year floodplain must be constructed in a manner to reduce or eliminate flood damage using anchoring, elevation or floodproofing to ensure that the development is reasonably safe from flooding.

Permit Application for
Proposed Development on Lands Located Within
Designated Floodplain Areas in Unincorporated Canadian County

To comply with the **Canadian County Floodplain Regulations** and to minimize potential flood damage, you must agree to construct your proposed development in accordance with the National Flood Insurance Program by following provisions:

1. For **ALL STRUCTURES**, the foundation and the materials used must be flood-resistant and constructed to withstand the pressures, velocities, impact, and uplift forces associated with the 1% Chance flood.
2. All **UTILITY** supply lines, outlets switches, and equipment must be installed as to minimize damage from potential flooding. Water and sewer connections must have automatic back flow devices installed. **(See FEMA P-348 Protecting Building Utility Systems From Flood Damage)**.
3. You must submit certification by a **CERTIFIED ENGINEER, ARCHITECT, OR LAND SURVEYOR**, that elevation and/or flood proofing requirements have been met. Failure to provide the required certification is a violation of this permit.
4. The Developer/Owner is required to remove and/or dispose of accumulated or piled debris, construction materials, and/or trash from the floodplain area during development and after development is complete to prevent floating debris downstream.
5. **Other provisions** – See attached Instructions and Specific Standards.

AUTHORIZATION:

I have read or had explained to me and understand the above special provisions for floodplain development. Authorization is hereby granted to the permitting authority and their agents or designees, singularly or jointly, to enter upon the property described on the application during daylight hours for the purpose of making inspections or for any reason consistent with the issuing authority's floodplain management regulation. I further verify that the information provided by me on the application is true and accurate to the best of my knowledge and belief.

Signature of Applicant

Specific Standards for development (Chapter 5, Section 5.2)

For **RESIDENTIAL** new or substantial improvement structures, the lowest floor (including basement) must be elevated two (2) feet above the base flood elevation (of the 1% Annual Chance Flood Zone).

For **MANUFACTURED HOMES** must have the bottom of the lowest I-Beam elevated (2) feet above the base flood elevation (of the 1% Annual Chance Flood Zone) and anchored to resist flotation, collapse, and lateral movement in addition to State requirements for resisting wind forces.

For **NON-RESIDENTIAL** new construction or substantial improvement of any commercial, industrial or other non-residential structures, the lowest floor (including basement) must be elevated two (2) feet above the base flood elevation (of the 1% Annual Chance Flood Zone) or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in Chapter 5 Section 5.2 (2).

For **RECREATIONAL VEHICLES**, be on site for fewer than 180 consecutive days OR be fully licensed and ready for highway use OR meter permit requirements of Chapter 4, Section 4.3, and the elevation and anchoring requirements for manufactured homes. A recreational vehicle is ready for highway use if it is 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.

For **ACCESSORY STRUCTURE** shall comply with the following:

- a. the structure shall be used only for parking and limited storage;
- b. the structure shall not be used for human habitation. Prohibited activities or uses include but are not limited to working, sleeping, living, cooking or restroom use;
- c. the structure shall be unfinished on the interior;
- d. the structure shall be small and not exceed 600 square feet in size. Structures exceeding 600 square feet in size will be required to meet all applicable standards of Chapter 3 Section 3.3, Chapter 4 Section 4.4, Chapter 5 Sections 5.1 and 5.2, including relevant subsections.
- e. service facilities such as electrical and heating equipment must be elevated to or above the BFE plus one (1) foot Freeboard;
- f. the structure shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- g. the structure shall be considered low in value, designed to have low flood damage potential and constructed with flood resistance materials;
- h. the structure shall be firmly anchored to prevent flotation, collapse and lateral movement;
- i. floodway requirements must be met in the construction of the structure;
- j. openings to relieve hydrostatic pressure during a flood shall be provided below the BFE; and be placed on opposing walls with the net area of not less than 1 square inch for every square foot of the size of the footprint of the structure, also known as flood vents.
- k. the openings (flood vents) shall be located no higher than 1 foot above grade.
- l. the openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

See local flood damage prevention regulations for **STANDARDS FOR SUBDIVISION PROPOSALS**.