

INFORMATION AND INSTRUCTIONS FOR CONSTRUCTION IN THE RURAL AREAS OF WICHITA COUNTY

Currently, the only permit required for construction in Wichita County is a Flood Plain Development Permit. This permit applies to the rural areas of Wichita County. You must contact the appropriate city office in Burkburnett, Electra, Iowa Park, Pleasant Valley, or Wichita Falls if you are building in their city limits.

The Wichita County Office of Emergency Management is responsible for the implementation of the Wichita County Flood Damage Prevention Ordinance. Prior to construction of any structure within the rural areas of Wichita County, a determination must be made if you are building in a floodplain and if a permit application is required. The ordinance prohibits construction of any kind in the floodway.

If you are building in a floodplain, you must complete the first two pages of the Wichita County Texas Flood Plain Management Development Permit Application and submit them to the Wichita County Emergency Management Office at 110 Jefferson Street, Wichita Falls, Texas, along with all supporting documentation, or the permit can be emailed to len.nauman@co.wichita.tx.us or lee.bourgoin@co.wichita.tx.us. If you email the permit, after our review, you will still need to come to our office at 110 Jefferson Street, Wichita Falls, Texas, to sign the application and permit.

Please contact our office at (940) 763-0820 if you have any questions or to determine if your property is in the floodplain.

**WICHITA COUNTY TEXAS
FLOOD PLAIN MANAGEMENT
DEVELOPMENT PERMIT APPLICATION FORM**

Section 1: General Provisions

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked, all work must cease until permit is re-issued.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. ***THE APPLICANT HEREBY CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.***

APPLICANT'S SIGNATURE: _____ DATE: _____

Section 2: Proposed Development (To be completed by APPLICANT)

APPLICANT'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

BUILDER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

ENGINEER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

PROJECT LOCATION: _____

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and the distance to the nearest intersecting road. A sketch attached to this application showing the project location would be helpful:

Description: _____

A. STRUCTURAL DEVELOPMENT

<u>Activity</u>	<u>Structure Type</u>
New Structure	Residential (<i>1-4 Family</i>)
Addition	Residential (<i>More than 4 Family</i>)
Alteration	Non-residential Flood proofing? Yes No
Relocation	Combined use (<i>Residential & Commercial</i>)
Demolition	Manufactured/Mobile Home In Manufactured Home Park? Yes No
Replacements	Other: _____

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES:

Clearing	Fill	Mining	Drilling	Grading
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Excavation (<i>Except for Structural Developed Checked Above</i>)
Watercourse Alteration (<i>Including Dredging and Channel Modifications</i>)
Drainage Improvements (<i>Including Culvert Work</i>)
Road, Street or Bridge Construction
Subdivision (<i>New or Expansion</i>)
Individual Water or Sewer System
Other: (<i>Please Specify</i>) _____

AFTER completing SECTION 2,
APPLICANT should submit form to the Local Administrator for review.

SECTION 3: Floodplain Determination (To be completed by Local Administrator)

The proposed development is located on FIRM Panel No. _____ Dated: _____

The Proposed Development:

	Is NOT located in a Special Flood Hazard Area. (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.)
	Is NOT located in a flood hazard area and is exempted from permitting.
	Is partially located in the Special Flood Hazard Area, but building/development is not.
	Is located in a Special Flood Hazard Area FIRM zone designation is _____.
	FIRM zone designation is _____.
	“100-Year” flood elevation at the site is: _____ ft. NGVE (MSL)
	Unavailable
	Is located in the floodway.
	FBFM Panel No. _____ Dated: _____

If different from the FIRM panel and date, See SECTION 4 for Additional Instructions.

SIGNED: _____ **DATE:** _____

SECTION 4: 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 structures, water bodies, adjacent roads, lot dimensions, and proposed development.
	Development plans, drawn to scale, and specifications; include where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of flood proofing of utilities located below the first floor, and details of enclosures below the first floor.

Also:

	Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide “100-Year” flood elevations if they are not otherwise available.)
	Plans showing the extent of watercourse relocation and/or landform alterations.
	Change in water elevation (in feet) meets ordinance limits on elevation increases: Yes No
	Top of new compacted fill elevation _____ ft. NGVD (MSL).
	Flood proofing protection level (non-residential only) _____ ft. NGVD (MSL). For flood proofed structures, applicant must attach certification from registered engineer or architect.
	Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the “100-Year” flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
	Other: _____

SECTION 5: Permit Determination (To be completed by Local Administrator)

I have determined that the proposed activity: **A. IS** **B. IS NOT**

In conformance with provision of Court Order# _____, _____. The permit is issued subject to the conditions attached to and made part of this permit. This permit is valid for _____ from the date of issue.

SIGNED _____ DATE: _____

If Box **A** is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.

If Box **B** is checked, the Local Administrator will provide written summary of deficiencies. APPLICANT may revise and resubmit an application to the Local Administrator or may request a hearing from Board of Appeals.

APPEALS: Appealed to Board of Appeals? **YES** **NO**

Hearing Date: _____

Appeals Board Decision – Approved? **YES** **NO**

Reasons/Conditions: _____

SECTION 6: As-Built Elevations (To be submitted by APPLICANT before Certifications of Compliance is issued)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below:

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement is: _____ ft. NGVD (MSL).
2. Actual (As-Built) Elevation of flood proofing protection is _____ ft. NGVD (MSL).

SECTION 7: Compliance Action (To be completed by Local Administrator)

The Local Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS:

DATE: _____	BY: _____	DEFICIENCIES?	YES	NO
DATE: _____	BY: _____	DEFICIENCIES?	YES	NO
DATE: _____	BY: _____	DEFICIENCIES?	YES	NO

SECTION 8: Certificate of Compliance (To be completed by Certified Engineer or Architect)

Certificate of Compliance Issued: DATE: _____ BY: _____