



TOWN OF NORTHFIELD
FLOODPLAIN DEVELOPMENT PERMIT
APPLICATION FORM

OFFICE USE ONLY

Date Received: _____
File Number: _____

SECTION I: Applicant and Project Information

GENERAL INFORMATION

1. No work of any kind may begin in a floodplain area designated as A, AO, AH, AE, A99, VE or V until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

OWNER INFORMATION

Property owner(s): _____

Mailing address: _____

Telephone number: _____

Fax number: _____

e-mail address: _____

Signature(s) of property owner(s) listed above¹

¹Attach forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

APPLICANT INFORMATION

Applicant: _____

Notes:

Telephone number: _____

Fax number: _____

Signature of applicant listed above

PROJECT INFORMATION

Project _____ Map No. _____ Parcel _____
 Address _____ Subdivision _____
 _____ Legal Description (Attach to this document)

A. Structural development (Please check all that apply.)

Type of Structure

- ☐ Residential (1 to 4 families)
☐ Residential (More than 4 families)
☐ Non-Residential
 ☐ Elevated
 ☐ Floodproofed
☐ Combined Use (Residential and Non-Residential)
☐ Manufactured (mobile) Home
 ☐ Located within a Manufactured Home Park
 ☐ Located outside a Manufactured Home Park

Type of Structural Activity

- ☐ New Structure
☐ Addition to Existing Structure²
☐ Alteration of Existing Structure²
☐ Relocation of Existing Structure²
☐ Demolition of Existing Structure
☐ Replacement of Existing Structure

Market Value of Existing Structure: \$ _____

²Estimate Cost of Project \$ _____

²If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. Submit owner and contractor cost affidavits. A relocated structure must be treated as new construction.

B. Other Development Activities

- ☐ Excavation (not related to a Structural Development listed in Part A)
☐ Clearing
☐ Placement of fill material
☐ Grading
☐ Mining
☐ Drilling
☐ Dredging
☐ Watercourse alteration
☐ Drainage improvement (including culvert work)
☐ Individual water or sewer system
☐ Roadway or bridge construction
☐ Other development not listed above (specify) _____

SIGNATURE

I certify that to the best of my knowledge the information contained in this application is true and accurate.

(PRINTED name)_____
(SIGNED name)_____
(Date)*After completing Section 1, APPLICANT should submit form to Local Floodplain Administrator for review*

SECTION II: (To be completed by Floodplain Administrator)**FLOOD INFORMATION**

1. The proposed development is located on FIRM map panel: _____ (number and suffix)
2. The date on the FIRM is _____
3. 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 partially located in the SFHA, but building/development is not.
 - ☐ Is located in a SFHA: _____ (A, AO, AH, AE, A99, VE or V)
 - ☐ Is Located in the floodway
4. Is the proposed development located within a “regulatory floodway”? ☐ YES ☐ NO
5. If YES, a **No Rise Certificate** is necessary before proceeding.
6. If NO, continue.

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated At or above the base flood elevation. Therefore, it is necessary that the following information be provided:

1. Base flood elevation at the site: _____ feet above mean sea level (MSL)
2. Vertical datum used on flood maps and in surveys is: ☐ NGVD 29 ☐ NAVD 88
3. Source of the base flood elevation (BFE) ☐ FIRM (flood map)
 - ☐ Flood Insurance Study Profile # _____
 - ☐ Other sources of the BFE (specify): _____
4. Proposed lowest floor elevation (including utilities): _____ feet above MSL
This elevation must be equal to or greater than the BFE. For non-residential structures, floodproofing may be used for protection

The following documents may be required. ***Check Applicable.***

- ☐ Maps and plans of the development, in accordance with the Floodplain Overlay District ordinance
- ☐ An **Elevation Certificate**³ – *required for all structures*
- ☐ A **Floodproofing Certificate**³ – *required if floodproofing a non-residential structure*
- ☐ A **No-Rise Certificate**³ – *if the proposed development is in a “regulatory floodway”*
- ☐ A **V-Zone Certificate**³ – *if the proposed development is in a V-Zone*
- ☐ A **Non-Conversion Agreement** – *for enclosures below design flood elevation*
- ☐ Owner and Contractor **Cost Affidavits** – *for review of substantial improvement of existing structure*
- ☐ A copy of **Wetlands Permit** - *if required; and other local, state, and/or federal permits*
- ☐ Other _____

³Certificates require completion by a Massachusetts Professional Land Surveyor or Registered Professional Engineer, as indicated.

SECTION III : (Forms which may be required by the Floodplain Administrator)**ELEVATION CERTIFICATE**

☐ Attached - *submit only if required to do so by the Floodplain Administrator*

FLOODPROOFING CERTIFICATE

☐ Attached - *submit only if required to do so by the Floodplain Administrator*

NO-RISE CERTIFICATE

☐ Attached - *submit only if required to do so by the Floodplain Administrator*

V-ZONE CERTIFICATE

☐ Attached – *submit only if required to do so by the Floodplain Administrator*

NON-CONVERSION AGREEMENT

☐ Attached – *submit only if required to do so by the Floodplain Administrator*

OWNER AND CONTRACTOR COST AFFIDAVITS

☐ Attached – *submit only if required to do so by the Floodplain Administrator*

INTERDEPARTMENTAL APPROVALS

The following signatures authorizing approval must be obtained:

Municipal Inspections

Date

Conservation Dept.

Date

Comments:

Comments:

Engineering

Date

Health Dept.

Date

Comments:

Comments:



**TOWN OF NORTHFIELD
FLOODPLAIN DEVELOPMENT PERMIT**

OFFICE USE ONLY

Date Issued: _____

File Number : _____

SECTION IV : (To be completed by the Floodplain Administrator)

PERMIT DETERMINATION

I have determined that the proposed development

- ☐ IS
☐ IS NOT - *non-conformances to be described in a separate document*

in conformance with local Floodplain Overlay District Ordinance 38-31. _____,
dated _____.

If project is in conformance, Local Administrator may issue a permit upon payment of fee.

If project is not in conformance, Local Floodplain Administrator will provide written summary of deficiencies. Applicant may revise and re-submit an application to Local Floodplain Administrator or may request a hearing from the Board of Appeals.

Appealed to the Board of Appeals? ☐ YES ☐ NO

Date of hearing: _____ BA decision: ☐ YES ☐ NO

The Floodplain Development Permit

- ☐ IS
☐ IS NOT - *reasons for denial to be described in a separate document*

issued, subject to any conditions attached to and made part of this permit.

SIGNATURE

DATE

This permit expires 180 days from the issue date

The Applicant is reminded that a Floodplain Development Permit (FDP) is a SEPARATE Process from the Building Permit application process. The FDP is a prerequisite for application to the Building Department for all development in the Special Flood Hazard Area. The applicant is also reminded that an inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.



TOWN OF NORTHFIELD CERTIFICATE OF COMPLIANCE

OFFICE USE ONLY

Date Issued: _____

File Number : _____

SECTION V : CERTIFICATE OF COMPLIANCE

FINAL DOCUMENTS (to be completed by Local Floodplain Administrator)

The developer/owner has provided the following documents:

- ☐ As-built elevation certificate - *required for structures that are part of the development*
- ☐ As-built floodproofing certificate - *required for floodproofed structures*
- ☐ Final affidavit of project cost – *required for substantially improved structures*
- ☐ Conservation Commission Certificate of Compliance
- ☐ Other _____

COMPLIANCE ACTION (to be completed by the Local Floodplain Administrator)

The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community's local floodplain overlay district ordinance.

Type of Inspection

Development located as approved on site plan	Date: _____	By: _____
Flood openings – when foundation is complete	Date: _____	By: _____
Elevation of lowest floor – prior to framing walls	Date: _____	By: _____
Mechanical installed above BFE	Date: _____	By: _____
Finished construction - Final	Date: _____	By: _____

CERTIFICATE OF COMPLIANCE (to be completed by the Local Floodplain Administrator)

Certificate of Compliance issued.

SIGNATURE

DATE

This Certificate of Compliance indicates that structures may now be occupied (subject to obtaining a certificate of occupancy from the building dept., where required) and non-structural developments may be utilized.