

IV. FLOODPLAIN DEVELOPMENT PERMIT INFORMATION

A. Introduction

Proper administration of the Town of Palm Beach's floodplain management ordinance is important to realizing the community's goals to protect human life, safety, and property. Consistent administration significantly contributes to compliance and support at the local level. **Enforcement of the ordinance is also part of the community's agreement to participate in the National Flood Insurance Program.**

B. Who Is Involved in Administering the Ordinance

Floodplain Management Administrator

The Town's floodplain management administrator is the local professional authorized to administer the local ordinance.

The Floodplain Administrator's activities fall into two broad categories:

1. Helping developers and property owners understand and comply with Town ordinances so that their projects do not endanger lives, other property or natural resources and meet FEMA requirements.
2. Providing local elected and appointed officials with facts, procedures and advice needed to make, review, and enforce decisions and to amend ordinances and accommodate changes.

These responsibilities may include but are not limited to:

- Advising applicants of the ordinance provisions and development standards, **issuing permits allowed by the ordinance**, advising applicants of appeal rights and procedures
- Transmitting conditional permit and appeal forms and case records to the appropriate board, committee, or commission, and providing professional testimony on the case
- **Inspecting development for compliance with the ordinance**
- Reporting violations to the appropriate planning commission, zoning committee, and legal officer of the community, and following through to ensure the violation is corrected
- Issuing notices for public hearings
- Keeping complete records of resource data, permits issued, inspections made, and other official actions
- Notifying state and federal officials of actions
- Maintaining a complete set of community floodplain maps and the Flood Insurance Study for access by landowners and developers.

C. Development Permit Review Process

Once it is determined that the Town's ordinance is applicable for a property **located in the Town's A and V zones as shown on the Town's Flood Maps**, any development or change in use requires a permit from the Town.

When Is a Floodplain Development Permit Required?

A floodplain development permit is required for any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, or any development-related change that will alter the drainage characteristics of a property located in the Special Flood Hazard Areas (Zones AE or VE), per the current Flood Insurance Rate Map (FIRM).

In the past the Town's building permit system requirements have not addressed such a wide range of activities. **Regulation of all development in floodplains is essential because fill or other material can cause flooding problems just as structures can.**

Beginning of the Development Permit Review Process

The submission of a floodplain development permit application marks the formal beginning of the permit process. Prior to submitting a floodplain development permit application, the applicant may contact the Floodplain Administrator to obtain a copy of the regulations, locate the proposed site in relation to the NFIP maps, determine flood elevations, or gather procedural and technical information needed to complete the application package.

There are four major steps involved in the permit process.

- Step 1.** Review the application package for completeness.
- Step 2.** Review the application package for compliance with the technical requirements of the ordinance.
- Step 3.** Approve or deny the application.
- Step 4.** Inspect the site.

After approval of the permit, it is important that the applicant adhere to the requirements outlined in the permit. Any changes will require a revision to the issued permit to insure that any **changes do not violate the community's floodplain regulations and standards.**

Inspections in regard to compliance with local floodplain regulations will be required as follows:

Inspection One (8001) - Preliminary Site Inspection

At the first inspection, the inspector will:

- Determine that the site as identified on the proposed plans is consistent with actual ground conditions.
- Check setback distances and take measurements, if necessary.
- Verify the location of the floodplain and floodway boundaries, if applicable.
- Check for floodway encroachments, if applicable.

Inspection Two (8002) - Rough Foundation Inspection

For a proposal involving an elevated structure, an inspection shall be scheduled just prior to the placement of the lowest floor of the building.

This will occur sometime after the completion of the foundation.

The purpose of this inspection is to determine whether the lowest floor will be situated to the height stipulated in the permit application, and ensure that the type of foundation constructed is the type specified in the plans. ***A preliminary elevation certificate is required at this inspection.***

Inspection Three (8003) - Final Floodplain Inspection

Prior to the Building final Inspection a Final Floodplain Inspection shall be scheduled.

The purpose of this inspection will be to:

- Determine whether the placement of fill around the structure, if used, meets the necessary compaction, slope, and protection standards contained in local regulations.
- Inspect enclosures below the lowest floors to ensure adequately sized openings exist.
- Check breakaway walls in V zones.
- Check for required elevation of equipment servicing the structure
- Verify FEMA/NFIP elevation requirements

A second "final" elevation certificate is required at this inspection.