



VILLAGE OF WARWICK  
INCORPORATED 1867

**ADMINISTRATIVE USE ONLY**

- **Application Fee:** \$500.00      CHK #: \_\_\_\_\_      Date: \_\_\_\_\_
- **Escrow Deposit:** \$1,000.00      CHK #: \_\_\_\_\_      Date: \_\_\_\_\_

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

*A floodplain development permit is required for any development activity in the regulated floodplain.* This includes any man-made change to improved or unimproved real estate, including but not limited to the construction, reconstruction, renovation, repair, expansion or alteration of buildings, accessory structures or other structures; the placement of manufactured homes; mining dredgings; streets and other paving; docks; utilities; filling, grading, and excavation; drilling operations; storage of equipment or materials and formation of manufactured home, recreation vehicle, or trailer parks.

**Applicant/Property Owner Instructions:**

1. Check the Flood Insurance Rate Map (flood hazard map) to determine if the proposed project is in the Special Flood Hazard Area / 100-year (1%) floodplain. This is the regulated floodplain within which a floodplain development permit is required. NFIP maps can be found at FEMA's flood Map Service Center; <https://msc.fema.gov/portal>
2. Is the project located in a special flood hazard area?  
☐ **NO** – A Flood development permit is not required. Note: Projects located near the mapped floodplain boundary, in the 500-year floodplain, near streams and in drainage areas do not require a floodplain development permit, but may warrant flood protection measures.  
  
☐ **YES** – A flood Development Permit is required – Continue to Section 1 on page 2 of 7.

**SECTION 1: GENERAL INSTRUCTIONS (APPLICANT TO READ AND SIGN):**

1. No work may start until a permit is issued
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until the 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. Refer to the Village Code and related NYSDEC regulations, if applicable.
7. Applicant hereby gives consent to the Floodplain Administrator and/or designated representative to make reasonable inspections required to verify compliance.
8. Applicant is the property owner.
9. I, THE APPLICANT CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)**

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PROJECT ADDRESS

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OWNER NAME

PHONE

EMAIL

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OWNER ADDRESS

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CONTRACTOR NAME

PHONE

EMAIL

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ENGINEER NAME

PHONE

EMAIL

**DESCRIPTION OF WORK (Check all applicable boxes):** "See definitions of 'development' and 'substantial improvement' in §69-2 for more detail on regulated activities."

**STRUCTURAL DEVELOPMENT**

<b><u>ACTIVITY</u></b>	<b><u>STRUCTURE TYPE</u></b>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured (Mobile) Home
<input type="checkbox"/> Replacement	(In Manufactured Home Park? <input type="checkbox"/> Yes)
	<input type="checkbox"/> Detached Garage §69-4

**ESTIMATED COST OF PROJECT \$** \_\_\_\_\_

**OTHER DEVELOPMENT ACTIVITIES**

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

**After completing SECTION 2, APPLICANT should submit form to Floodplain Administrator for review.**

**SECTION 3: FLOODPLAIN DETERMINATION (to be completed by Floodplain Administrator)**

The proposed development is located on FIRM Panel No. \_\_\_\_\_

**Dated:** \_\_\_\_\_

"Determinations should be made per the mapping and data criteria in §69-5 and §69-9, including base flood elevation data and floodway boundaries." FEMA requires the panel date to confirm compliance.

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 located in a Special Flood Hazard Area (SFHA).  
FIRM zone designation is \_\_\_\_\_.  
100-Year flood elevation at the site is: \_\_\_\_\_ ft. DATUM \_\_\_\_\_

☐ The proposed development is located in a floodway.  
FIRM Panel No. \_\_\_\_\_ Dated \_\_\_\_\_

☐ See Section 4 for additional instructions.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED: (To be completed by Floodplain Administrator)**

**The applicant must submit the documents checked below before the application can be processed: ALL PLANS MUST BE STAMPED BY A LICENSED PROFESSIONAL (ARCHITECT/ENGINEER), if applicable.**

- ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- ☐ Elevation Certificate: FEMA Form FF-206-FY-22-152.
- ☐ 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 floodproofing of utilities located below the first floor and details of enclosures below the first floor.  
Additional Info: \_\_\_\_\_
- ☐ 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
- ☐ Top of new fill elevation \_\_\_\_\_ Ft. NGVD (MSL)
- ☐ Floodproofing protection level (non-residential only) \_\_\_\_\_ Ft. NGVD (MSL) For floodproofed 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 calculations supporting this finding must also be submitted.
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ All documentation must conform to the design and construction standards found in §69-5, including elevation requirements and flood-resistant materials.

**SECTION 5: PERMIT DETERMINATION (To be completed by Floodplain Administrator)**

I have determined that the proposed activity: ☐ IS ☐ IS NOT in conformance with provisions of Local Law #5 2025, codified as Chapter 69 of the Village Code, the Floodplain Administrator and/or the Village Engineer will provide a written summary of deficiencies. The permit is subject to compliance with attached conditions, and all applicable provisions of Chapter 69 and NYS Building Code.

SIGNED \_\_\_\_\_, DATE \_\_\_\_\_

If it is determined that the proposed activity is NOT in conformance with the provisions of Local Law #5 the Floodplain Administrator and/or the Village Engineer will provide a written summary of deficiencies.

**SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued)**

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application).

Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement, (bottom of lowest structural member of the lowest floor, excluding piling and columns) is: \_\_\_\_\_ FT. NGVD (MSL).
2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ FT. NGVD (MSL).

**NOTE: ANY WORK PERFORMED PRIOR TO SUBMITTAL OF THE ABOVE INFORMATION IS AT THE RISK OF THE APPLICANT.**

**SECTION 7: COMPLIANCE ACTION (To be completed by Floodplain Administrator)**

The Floodplain Administrator, in consultation with the Village Engineer, will complete this section as applicable based on inspection of the project to ensure compliance with the Village's local law codified as Chapter 69: Flood Damage Prevention in the Village Code.

INSPECTIONS: Date_____	By_____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSPECTIONS: Date_____	By_____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSPECTIONS: Date_____	By_____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSPECTIONS: Date_____	By_____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSPECTIONS: Date_____	By_____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO

**SECTION 8: CERTIFICATE OF COMPLIANCE (To be Completed by Floodplain Administrator).**

Certificate of Compliance issued: DATE:\_\_\_\_\_ BY:\_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Permit Approval Date: \_\_\_\_\_ BY: \_\_\_\_\_

Floodplain Administrator/Building Inspector: \_\_\_\_\_  
\_\_\_\_\_

Permit Conditions/Comments:

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