



**FLOOD HAZARD AREA DEVELOPMENT PERMIT  
ADMINISTRATIVE CHECKLIST**

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NOTE: The following is to be completed by the local floodplain administrator. All references to elevations are in feet mean sea level (m.s.l.) according to the datum used on the effective Flood Insurance Rate Maps.

1. The proposed development is in:

\_\_\_\_\_ An Identified Floodway:

Does a hydrologic and hydraulic engineering analysis accompany the application? Y / N

Does the analysis have a certification that flood heights will not be increased? Y / N

Is the analysis certified by a Registered Professional Engineer? Y / N

\_\_\_\_\_ A flood hazard area where base flood elevations exist with no identified floodway:

Does a hydrologic and hydraulic engineering analysis accompany the application? Y / N

Does the analysis have a certification that flood heights will be increased less than the height designated in the community's flood damage reduction regulations? (In no case will this be more than one foot) Y / N

Is the analysis certified by a Registered Professional Engineer? Y / N

\_\_\_\_\_ An area within the floodplain fringe.

\_\_\_\_\_ An approximate flood hazard area (Zone A).

\_\_\_\_\_ Within the banks of a watercourse:

Does an analysis demonstrating that the flood carrying capacity has not been diminished accompany the application? Y / N

Base flood elevation (100-year) at proposed site \_\_\_\_\_ feet m.s.l.

Data source: \_\_\_\_\_

Map effective date: \_\_\_\_\_ Community-Panel No. \_\_\_\_\_

2. Does proposed development meet NFIP and local "Use and Development Standards" of your regulations?

\_\_\_ Permitted Use.

\_\_\_ Water and wastewater systems standards met

\_\_\_ Subdivision standards met (All public utilities and facilities safe from flooding, adequate drainage, flood elevations generated where applicable.

\_\_\_ Residential/non-residential structures standards met. Lowest floor elevation \_\_\_\_\_ feet m.s.l. Y / N

Substantial improvement / substantial damage

Anchored properly (manufactured home affixed to permanent foundation) Y / N

Utilities protected against flooding Y / N

Construction materials below flood protection elevation resistant to flood damage Y / N

Lowest floor elevated to or above flood protection elevation (BFE + freeboard) Y / N

Has an enclosure below lowest floor (crawl space, walkout basement) Y / N

Enclosure have proper number and area of openings Y / N

Enclosure unfinished and only used for parking, materials storage or entry Y / N

\_\_\_ Accessory structure standards met (square footage, use, foundation openings)

\_\_\_ Recreational vehicle standards met.

\_\_\_ Above ground gas or liquid storage tank anchored

\_\_\_ Flood carrying capacity maintained for floodway development, areas where FEMA has provided BFE data but no floodways, or for alterations of a watercourse

3. Does proposed development trigger requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision? Y / N

DECISION RECORD

4. The proposed development is in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT ISSUED ON** \_\_\_\_\_.

5. The proposed development is not in compliance with applicable floodplain standards. **FLOOD HAZARD AREA DEVELOPMENT PERMIT DENIED ON** \_\_\_\_\_.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The proposed development is exempt from the floodplain standards per Section \_\_\_\_\_ of Chapter 1308: Flood Damage Reduction Standards for Designated Flood Hazard Areas.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FLOOD HAZARD AREA  
DEVELOPMENT PERMIT**

Permit Number: \_\_\_\_\_

This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with Chapter 1308 of the City of Lebanon Building Code: Standards for Special Flood Hazard Area.

Address or property location: \_\_\_\_\_

Description of development activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The permittee understands and agrees that:

- An as-built Elevation Certificate will be submitted to the Floodplain Administrator after the first floor of a new, substantially improved, or substantially damaged, residential or non-residential structure is constructed;
- A final Letter of Map Revision will be obtained where a Conditional Letter of Map Revision was required as part of the permit application;
- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the codes or regulations of the City of Lebanon;
- The permittee hereby gives consent to the Floodplain Administrator to enter and inspect activity covered under the provisions of the Floodplain Management Regulations;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within one year of issuance.

Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

Floodplain Administrator

**VARIANCE / APPEAL APPLICATION AND RECORD**

A variance is a grant of relief given by a community from the terms of specific standards required in its floodplain regulations. The issuance of a variance is for floodplain management purposes only. Insurance premium rates are determined by the Federal government according to actuarial risk and will not be modified by the granting of a variance. ANY VARIANCE GRANTED BY A COMMUNITY MUST BE CONSISTENT WITH THE NFIP GUIDELINES AND WITH LOCAL LAW.

- 1. Name of applicant: \_\_\_\_\_
- 2. Specify the section of the floodplain regulations from which a variance is sought: \_\_\_\_\_
- 3. Explain how proposed development would vary from the provisions of the floodplain regulations: \_\_\_\_\_
- 4. Explain the hardship imposed if a strict application of the floodplain regulations is enforced: \_\_\_\_\_

NOTE: Applicant may attach any additional supporting documents and data he/she feels necessary to help explain this project and variance request.

**AN APPLICANT RECEIVING A VARIANCE TO BUILD A STRUCTURE WITH THE LOWEST FLOOR ELEVATION BELOW THE BASE FLOOD ELEVATION (100-YEAR) IS HEREBY NOTIFIED THAT THE REDUCED FLOOR ELEVATION WILL RESULT IN INCREASED PREMIUM RATES FOR FLOOD INSURANCE UP TO AMOUNTS AS HIGH AS \$25 PER \$100 OF INSURANCE COVERAGE. CONSTRUCTION BELOW THE BASE FLOOD LEVEL INCREASES RISKS TO LIFE AND PROPERTY.**

**AS PROVIDED IN CHAPTER 2506 OF THE OHIO REVISED CODE, THOSE AGGRIEVED BY THE DECISION OF THE APPEALS BOARD MAY APPEAL SUCH DECISIONS TO THE COUNTY COURT OF COMMON PLEAS.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

Applicant's Signature                      Date                      Administrator's Signature                      Date

<b>OFFICE USE ONLY</b>	<b><u>RECORD OF VARIANCE ACTIONS</u></b>
Variance request submitted on _____. Variance hearing on _____	
In accordance with the criteria and guidelines of Chapter 1308 of the City of Lebanon’s Building Code, the Board of Zoning Appeals hereby [ ] approves, [ ] denies the above request for variance.	
_____	_____
Chair, Board of Zoning Appeals	Date
Decisions of the board: _____	
_____	
Special Provisions of Variance Approval: _____	
_____	

Note: For permit file purposes, attach the official hearing record and ensure that the eleven variance evaluation factors in the community’s flood damage reduction regulations have been considered and are included in the written record.