



**New York State Department of State
Division of Code Enforcement & Administration**

41 State Street Albany, NY 12231

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Application #: _____

Application : _____

**PLAN REVIEW CHECKLIST
FLOOD HAZARD AREA APPLICATION REVIEW – V ZONES**

Terms: FHA = Flood Hazard Area; DFE = Design Flood Elevation

Reviewer's Initials and Date of Review	Review Steps <i>NOTE: For variance requests, use this form to document efforts to achieve the greatest degree of compliance.</i>
	Is proposed development consistent with zoning? <input type="checkbox"/> NO. Applicant to request a zoning amendment. <input type="checkbox"/> YES. Proceed with review.
	Is proposal in Coastal Barrier Resources Area (CoBRA) or Otherwise Protected Area? <input type="checkbox"/> NO, continue review. <input type="checkbox"/> YES, advise applicant that flood insurance is not available, document to file, continue review (must comply with flood provisions).
FIRM Panel # and date _____ DFE _____	Check FIRM, floodplain and zone boundaries, base flood elevations, and map revisions or LOMRs issued by FEMA. Is proposal in the Coastal Flood Hazard Area subject to high velocity wave action (V Zone)? <input type="checkbox"/> NO, not in Flood Hazard Area; sign and date this form and put in file. <input type="checkbox"/> NO, in "Coastal A Zone" (apply V Zone requirements). <input type="checkbox"/> NO, in riverine A Zone. Use A Zone checklist. <input type="checkbox"/> YES, in V Zone, must meet flood resistant provisions of the code.
	Site plan shows development proposal, location, dimensions, wetlands, FHA/V Zone boundaries, DFE, and ground elevations (NGVD or other datum on FIRM). <input type="checkbox"/> YES, continue review. <input type="checkbox"/> NO, return to applicant to revise application and site plan.
	Can the proposed development be modified to avoid FHA/V Zone? <input type="checkbox"/> YES. Explain flood hazards to applicant and make recommendations to minimize flood hazards and damage potential. <input type="checkbox"/> NO. Can floodplain impacts be further minimized? Maximize setback from the water? Buildings moved to higher elevation?
	Has the applicant obtained and provided copies of all necessary State and federal permits, e.g., wetlands, coastal zone consistency? <input type="checkbox"/> NO, advise applicant which agencies to contact. <input type="checkbox"/> YES, require copies in the file.
	Will a dune be altered? <input type="checkbox"/> NO, continue review. <input type="checkbox"/> YES. Require State coastal zone approval before continuing.
	Is a pool proposed? <input type="checkbox"/> NO. Continue review. <input type="checkbox"/> YES, not attached to the building; continue review. <input type="checkbox"/> YES, attached to the building. Continue review only if included in foundation design.



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Initials and Date	Review Steps
	<p>Is the application for improvement or addition to an existing building?</p> <p><input type="checkbox"/> NO. A new structure is proposed, continue review.</p> <p><input type="checkbox"/> YES, but building is documented in file as a “historic structure” and proposed work will not change historic designation; encourage flood resistance.</p> <p><input type="checkbox"/> YES. Costs of improvements are documented and compared to market value.</p> <p style="padding-left: 20px;"><input type="checkbox"/> If costs of proposed addition equal or exceed 50% of market value of structure, provide finding to Board of Appeals for determination of Substantial Improvement.</p> <p><input type="checkbox"/> Proposed work is not a Substantial Improvement. Flood hazard review not required.</p>
	<p>Are new buildings proposed to be elevated? Give applicant a blank Elevation Certificate.</p> <p><input type="checkbox"/> NO. STOP! A permit cannot be issued for non-elevated buildings.</p> <p><input type="checkbox"/> YES, on fill. STOP! Structural fill not allowed in V Zones, require redesign.</p> <p><input type="checkbox"/> YES, on piers, pilings, or columns; signed and sealed design certification submitted?</p> <p><input type="checkbox"/> YES, on parallel shear walls (parallel to expected direction of flow?); signed and sealed design certification submitted?</p>
	<p>Check the following for utility support systems:</p> <p><input type="checkbox"/> Electrical, mechanical, plumbing, heating/air conditioning components elevated?</p> <p><input type="checkbox"/> Septic designed to minimize inflow/discharge under flood conditions?</p> <p><input type="checkbox"/> On-site water supply designed to minimize inflow under flood conditions?</p> <p><input type="checkbox"/> Above-ground storage tanks are anchored/elevated?</p> <p><input type="checkbox"/> Below-ground storage tanks are designed to resist flotation/erosion?</p>
	<p>Enclosed area below DFE proposed (stairwells, sheds, garages, storage areas)?</p> <p><input type="checkbox"/> NO. Continue review.</p> <p><input type="checkbox"/> YES, enclosed by insect screening or lattice. Continue review.</p> <p><input type="checkbox"/> YES, applicant has provided signed and sealed documentation of breakaway wall design.</p> <p><input type="checkbox"/> YES, design not documented. Advise applicant to obtain signed and sealed documentation of breakaway wall design from registered design professional.</p> <p><input type="checkbox"/> YES, flood resistant materials will be used.</p> <p><input type="checkbox"/> YES, utilities <u>not</u> penetrating or attached to breakaway walls.</p>
	<p><input type="checkbox"/> Record permit in log of floodplain permits.</p> <p><input type="checkbox"/> Make sure that all necessary documents are in the file.</p> <p><input type="checkbox"/> Issue Permit and transfer file to Inspections.</p>

PERMIT APPLICATION REVIEW COMPLETED BY: _____ DATE: _____

ISSUE PERMIT approved by: _____

DENY PERMIT approved by: _____