

# Tuttle Emergency Management

**emtuttle.com**

Floodplain Administration • Information Technology • Grants/Special Projects

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## Application for a Development Permit

For Proposed Development within City Floodplains

Floodplain Permit # \_\_\_\_\_

BP # \_\_\_\_\_ Date \_\_\_\_\_

### GENERAL PROVISIONS

To comply with Federal law & City ordinances set forth to minimize potential flood damage, all development in an identified flood hazard area (regulatory floodplain) must be done in accordance with City of Tuttle Flood Damage Prevention Regulations (Chapter 21 Code of Ordinances).

Initial to indicate your understanding & acceptance of the following general provisions:

\_\_\_\_\_ If your site is within a Special Flood Hazard Area (Regulatory Floodplain) as determined by FEMA, this application must be submitted with your Development Permit Application. Your Development Permit will not be issued until this application is complete & approved.

\_\_\_\_\_ A Floodplain Development Permit is only part of the overall development permitting process; it does not allow you to start work. No work may start until a full development permit has been issued by the Community Development Department. Failure to obtain required permits may result in enforcement actions including, but not limited to issuances of citations, placement of liens & lien holds, notification to mortgage lenders, and abatement.

\_\_\_\_\_ A Permit may be revoked if any false statements are made herein or unapproved work is performed.

\_\_\_\_\_ If a Permit is revoked, all work shall cease until the Permit is re-issued.

\_\_\_\_\_ Development shall not be used or occupied until an Occupancy or Completion Certificate has been issued. This will not be issued until a Certificate of Floodplain Compliance has been issued.

\_\_\_\_\_ A Permit will expire if no work is started within 2 years of issuance.

\_\_\_\_\_ Other Permits may be required to fulfill local, State & Federal requirements.

\_\_\_\_\_ Your signature on this Application authorizes City representatives to make reasonable inspections as required to verify compliance.

\_\_\_\_\_ This Application will not be considered & processed unless it is complete and all required attachments are included.

\_\_\_\_\_ ALL analyses, documents & certifications required by this Application must be completed, signed & sealed by a Registered Professional Engineer licensed to practice in the State of Oklahoma.

\_\_\_\_\_ You may be required to submit post-construction paperwork to including an Elevation Certificate (EC) or Floodproofing Certificate (FC) completed by your engineer after construction is complete to obtain your Certificate of Floodplain Compliance.

### APPLICANT INFO

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address/Location/Legal Description of Permit Site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Engineer Name/Phone \_\_\_\_\_ Contractor Name/Phone \_\_\_\_\_

**PROPOSED DEVELOPMENT**

Type (check all that apply)	Activity (check all that apply)		
<input type="checkbox"/> Residential (1-4 family)	<input type="checkbox"/> New	<input type="checkbox"/> Fill (including dams)	<input type="checkbox"/> Improve drainage (including culverts)
<input type="checkbox"/> Residential (5+ families)	<input type="checkbox"/> Add	<input type="checkbox"/> Mine	<input type="checkbox"/> Install individual water/sewer system
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Alter	<input type="checkbox"/> Drill	<input type="checkbox"/> Modify watercourse (including dredging, filling & channel modifications)
<input type="checkbox"/> Commercial	<input type="checkbox"/> Relocate	<input type="checkbox"/> Grade	<input type="checkbox"/> Construct road, street, or bridge
<input type="checkbox"/> Industrial	<input type="checkbox"/> Elevate	<input type="checkbox"/> Bury (pipeline/cable)	<input type="checkbox"/> Develop new or expand subdivision
<input type="checkbox"/> Oil & Gas/Pipeline	<input type="checkbox"/> Demolish	<input type="checkbox"/> Excavate (including lakes, ponds & reservoirs)	<input type="checkbox"/> Store (equipment/supplies)
<input type="checkbox"/> Floodplain Crossing	<input type="checkbox"/> Replace		

Details and/or other information about your proposed development: \_\_\_\_\_

**REQUIRED ATTACHEMENTS FOR ALL APPLICATIONS**

1. Engineer-certified plans drawn to scale showing the nature, location, dimensions & elevation of the lot, existing or proposed structures, fill, storage of materials, flood-proofing measures, and the relationship of the above to the location of the channel, floodplain, floodway, and the regulatory flood-protection elevation. The plans should also show elevations or contours of the ground, pertinent structure, fill, or storage elevations; size, location, and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities. Photographs showing existing land uses and vegetation upstream and downstream, soil types, and other pertinent information should also be included.
2. Engineering certification that a rise of no more than five-hundredths of a foot (0.05') will occur on any adjacent property in the base flood elevation (BFE) as a result of the proposed work. If the proposed development is also in an identified floodway, then the engineering certification must be for NO increase in the BFE and you must also attach a hydraulic/hydrological analysis supporting this finding.
3. A certified list of names & addresses of all record property owners within a 350-foot radius of the exterior boundary of the subject property not-to-exceed 100 feet laterally from the Special Flood Hazard Area. The radius to be extended by increments of 100 linear feet until the list of property owners includes not less than 15 individual property owners of separate parcels or until a maximum radius of 1,000 feet has been reached.
4. Copies of all other applicable local, state, and federal permits (US Army Corps of Engineers 404 Permit, Corporation Commission Permit to Drill, etc.) as appropriate.

**ADDITIONAL ATTACHEMENTS REQUIRED DEPENDING ON NATURE OF DEVELOPMENT**

5. OCCUPIED STRUCTURES & FACILITIES AND NON-OCCUPIED STRUCTURES & FACILITIES THAT WILL BE ELEVATED TO MEET REQUIREMENTS: A pre-construction Elevation Certificate (FEMA Form 81-31) completed by your engineer. A second EC will be required after work in complete.
6. NON-OCCUPIED STRUCTURES & FACILITIES THAT WILL BE FLOODPROOFED TO MEET REQUIREMENTS: A pre-construction Floodproofing Certificate (FEMA Form 81-65) completed by your engineer. A second FC will be required after work in complete.
7. STREAM & FLOODPLAIN CROSSINGS ONLY: Engineer-certified valley cross-section and/or profile showing the channel of the stream, the slope of the bottom of the channel or flow line of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information.
8. SUBDIVISION OR COMMERCIAL/INDUSTRIAL DEVELOPMENTS ONLY: Attach engineering plans for the overall development. If the development exceeds 50 lots or 5 acres, whichever is the lesser, your engineer MUST provide 100-year flood elevations.
9. WATERCOURSE OR NATURAL DRAINING RELOCATION ONLY: Description of the extent of alteration and/or relocation as a result of the proposed development.
10. OIL & GAS/PIPELINE ONLY: Staking plat and copies of Spill Prevention & Countermeasure Plan AND Emergency Evacuation Plan for imminent flood event. You must also attach a completely initialed & signed copy of "Additional Floodplain Permitting Provisions for Oil & Gas Development".

**PROVISIONAL FLOODPLAIN PERMITS**

Certain types of developments can be granted a provisional floodplain permit that speeds the application process and allows work to be started more quickly than with developments requiring the full application. In all cases, nothing will be permanently installed or left behind on the surface in the floodplain and the land within the floodplain must be returned to its original, natural contour & condition. Any violation of the conditions contained in a

Provisional Floodplain Permit will result in a stoppage of work while a full floodplain permit application is processed. If the full floodplain permit cannot be granted, you will be required to make the changes necessary to bring the development into the compliance with our ordinances before work will be allowed to continue, up to and including complete removal of the development and restoration of the land to its natural condition & contour.

11. DEMOLITION ONLY: Include Attachment #1 with your Application.

12. FLOODPLAIN CROSSING ONLY: Only developments that involve bores & burials beneath the floodplain where the entrance & exit points of the underground facility are completely outside the floodplain are eligible for a Provisional Floodplain Permit. Include Attachments #1, #4, #7 & #10 with your Application. If your project does not meet these criteria then you must apply for a full Floodplain Development Permit.

**AUTHORIZATION**

I have read or had explained to me and understand the above provisions for floodplain development within the City of Tuttle. Authorization is hereby granted the City of Tuttle and their agents or designees, singularly or jointly, to enter upon the property described on the application for the purpose of making inspections or for any reason consistent with the City of Tuttle's Flood Damage Prevention Regulations and other City ordinances. I further certify that the information provided by me on this application is true, complete, and accurate to the best of my knowledge and belief. I understand that all plans, specifications, attachments, and applications for permit filed shall constitute by reference a part of this permit.

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

**PERMIT DETERMINATION (completed by the City Floodplain Administrator)**

The proposed activity is in-compliance with the provision of the City's Flood Damage Prevention Regulations. The Permit is issued subject to the conditions noted below and made part of this Permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The proposed activity is not in-compliance with the provisions of City's Flood Damage Prevention Regulations for the following reasons noted below. Applicant may revise and resubmit this Application or request a meeting with the City Manager.

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

**COMPLIANCE ACTION (completed by City Staff)**

Community Development Staff will complete this section as applicable based on inspection of the project to ensure compliance with the City's Flood Damage Prevention Ordinance. Any deficiencies will be documented and attached to this Application.

INSPECTIONS:      Date \_\_\_\_\_ By \_\_\_\_\_ Deficiencies    **Yes**    **No**  
\_\_\_\_\_  
Date \_\_\_\_\_ By \_\_\_\_\_ Deficiencies    **Yes**    **No**  
\_\_\_\_\_

**CERTIFICATE OF FLOODPLAIN COMPLIANCE (completed by Floodplain Administrator)**

Post-Construction/As-Built EC/FC Received      Date \_\_\_\_\_

Certificate of Compliance issued      Signature \_\_\_\_\_      Date \_\_\_\_\_