Gahanna
DEPARTMENT OF PLANNING

ZONING DIVISION
200 S. Hamilton Road
Gahanna, Ohio 43230
614-342-4025
zoning@gahanna.gov
www.gahanna.gov

FLOODPLAIN USE APPLICATION

PROPERTY INFORMATION		
Project/Property Address:	Project Name/Business Name:	
Parcel #:	Zoning: *(see Map)*	Acreage:

REQUEST SPECIFICATIONS
Description of Request:

APPLICANT INFORMATION	
Applicant Name *(Primary Contact):*	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name *(if applicable)*:	

ADDITIONAL CONTACTS *Please list all applicable contacts for correspondence*	
Name(s)	**Contact Information (phone/email)**
Property Owner Name: *(if different from Applicant)*	Property Owner Contact Information (phone no./email):

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

ADDITIONAL INFORMATION ON NEXT PAGE….

INTERNAL USE

Zoning File No. _____

RECEIVED: _____

DATE: _____

PAID: _____

DATE: _____

Updated June 2022

Gahanna
DEPARTMENT OF PLANNING

FLOODPLAIN USE APPLICATION - SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:

1. Review Gahanna Code Chapter 1191 *(visit www.municode.com)*
2. Review the Insurance Study, Franklin County, Ohio and Incorporated Areas
3. Pre-application conference with staff
4. Legal description
5. Location map showing the location of the site relative to adjacent sites (including scale)
6. Elevation in relation to mean sea level of the lowest floor, including basement, of all proposed structures located in special flood hazard areas where base flood elevation data are utilized.
7. Elevation in relation to mean sea level to which any proposed structure will be floodproofed in accordance with Section 1191.02(b) where base flood elevation data are utilized.
8. Certification by a registered professional engineer or architect that the floodproofing methods for any non-residential structure meet the floodproofing criteria in Gahanna Code Section 1191.20(b) where base flood elevation data are utilized.
9. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development and certification by a registered professional engineer that the flood carrying capacity of the watercourse will not be diminished.
10. A plan drawn to scale showing the nature, location, dimensions and elevation of the lot, existing or proposed structures, fill, storage of materials, floodproofing measures and the relationship of the above to the location of the channel.
11. A typical valley cross section showing the channel 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.
12. Plan, surface, view, showing 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.
13. Profile showing the slope of the bottom of the channel or flow line of the stream for at least 500 feet in either direction from the proposed development.
14. Specifications for building construction and materials, flood proofing, filling, dredging, grading, channel improvement, storage of materials, water supply and sanitary facilities
15. Type of development proposed (check all that apply):

☐ **Residential structure**	☐ **Non-residential structure**
☐ New structure	☐ New structure
☐ Addition to structure	☐ Addition to structure
☐ Renovations/repairs/maintenance	☐ Renovations/repairs/maintenance
☐ Manufactured home installation	

☐ Materials/equipment storage: please attach a description
☐ Watercourse alteration *(any change that occurs within the banks of a watercourse)*
☐ Accessory structure: Dimensions:_____
☐ Filling or grading
☐ Subdivision >50 lots or 5 acres
☐ Other development >5 acres
☐ Dredging or excavation or mining
☐ Water supply/sewage disposal
☐ Bridge or culvert placement/replacement
☐ Other: please attach a description

16. If the proposed construction is an addition, renovation, repair or maintenance to an existing structure:
    -Cost of proposed construction: $_____
    -Estimated market value of existing structure: $_____

CONTINUE TO PAGE 3

Updated
June 2022

Gahanna
DEPARTMENT OF PLANNING

17. A statement including the following information: - The type of development (please list all that apply: new, residential, non-residential, installation, materials storage, existing structure, alteration, accessory, addition, filling/grading, mining/dredging, watercourse alteration, manufactured structure, other-explain). - If the proposed construction is an alteration, addition, or improvement to an existing structure, indicate the cost of the proposed construction. - If existing structure, please list the estimated market value. *NOTE: An existing structure must comply with the flood protection standards if it is substantially improved (an improvement equal to or greater than 50% of the market value of the structure). FEMA maintains that the "substantial improvement" definition applies to existing structures only, & that once a structure meets the definition of "new construction" any further improvements to that structure must meet "new construction" requirements. For floodplain management purposes, "new construction" means structures for which "start of construction" began on or after the effective date of the initial Flood Insurance Rate Map issued by FEMA for the community* - Does the proposed development involve a subdivision or other development containing at least 50 lots or 5 acres (whichever is less)? Yes or No *NOTE: If yes, base flood elevation data is required from applicant (if not provided by FEMA)*
18. Application fee *(in accordance with the Building & Zoning Fee Schedule)*
19. Application & all supporting documents submitted in digital format
20. Application & all supporting documents submitted in hardcopy format
21. Authorization Consent Form Complete & Notarized *(see page 4)*
22. **After structure is built:** return ELEVATION CERTIFICATE FORM to the Zoning Division of the City of Gahanna

Gahanna
DEPARTMENT OF PLANNING

AUTHORIZATION CONSENT FORM

(must sign in the presence of a notary)

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

PROPERTY OWNER

IF THE PROPERTY OWNER IS THE APPLICANT, SKIP TO NEXT SECTION

As the property owner/authorized owner's representative of the subject property listed on this application, hereby authorize the applicant/representative to act in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the applicant/representative.

_____
(property owner name printed)

_____ _____
(property owner signature) (date)

Subscribed and sworn to before me on this _____ day of _____, 20_____.

State of _____ County of _____

Stamp or Seal

Notary Public Signature: _____

Applicant/Property Owner/Representative

AGREEMENT TO COMPLY AS APPROVED As the applicant/representative/owner of the subject property listed on this application, I hereby agree that the project will be completed as approved with any conditions and terms of the approval, and any proposed changes to the approval shall be submitted for review and approval to City staff.

AUTHORIZATION TO VISIT THE PROPERTY I hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the subject property as described.

APPLICATION SUBMISSION CERTIFICATION I hereby certify that the information on this application is complete and accurate to the best of my knowledge.

_____
(applicant/representative/property owner name printed)

_____ _____
(applicant/representative/property owner signature) (date)

Subscribed and sworn to before me on this _____ day of _____, 20_____.

State of _____ County of _____

Stamp or Seal

Notary Public Signature: _____

Gahanna
DEPARTMENT OF PLANNING

ELEVATION CERTIFICATE FORM
Supplement to Flood Plain Use Permit Application

THIS FORM MUST BE RETURNED TO THE ZONING DIVISION OF THE CITY OF GAHANNA AFTER THE STRUCTURE HAS BEEN BUILT FOR COMPLIANCE WITH FEDERAL GUIDELINES.

This form should be completed by a professional surveyor and submitted to the City of Gahanna Zoning Division after the structure has been built. It can be used by the property owner to certify that the completed construction meets the flood elevation standards of the community. For communities participating in the Federal Insurance Administration Community Rating System, the NFIP "ELEVATION CERTIFICATE" (O.M.B. No. 3067-0077) must be used to record as-built lowest floor elevation data.

I, the undersigned, do hereby certify to the following elevation at the referenced property as required by Chapter 1191 of the Codified Ordinances of the City of Gahanna.

Site Location/Address: _____ Permit No. _____

Community – Panel Number of FEMA Map: _____
(obtained from the Zoning Division of the City of Gahanna)

Date of Construction Completion: _____

Lowest Floor Elevation* Feet Above Mean Sea Level: _____
(obtained by the surveyor)

**"Lowest Floor" means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, useable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a buildings lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable design requirements for enclosed areas below the lowest floor.*

Name of Surveyor: _____

Signature of Surveyor: _____ Date: _____

Professional Seal:

Internal Use
RECEIVED: _____

DATE: _____

Gahanna
DEPARTMENT OF PLANNING

FLOOD PLAIN USE ***ADMINISTRATIVE USE ONLY*** *– LOCAL FLOOD PLAIN ADMINISTRATOR*

Note: *All references to elevations are in feet mean sea level (MSL). The term base flood elevation means the same as the 100 year elevation.*

1. The proposed development is in:
   - ☐ An identified floodway.
     - ☐ A hydrologic and hydraulic engineering analysis accompanies the application
     - ☐ The analysis has a certification that flood heights will not be increased
     - ☐ Is the analysis certified by a Registered Professional Engineer
   - ☐ A flood hazard area where base flood elevations exist with no identified floodway.
     - ☐ A hydrologic and hydraulic engineering analysis accompanies the application
     - ☐ The analysis has a certification that flood heights will not 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)
     - ☐ Is the analysis certified by a Registered Professional Engineer
   - ☐ An area within the floodplain fringe.
   - ☐ An approximate flood hazard area (Zone A).
   - ☐ Within the banks of a watercourse.
     - ☐ The analysis demonstrating that the flood carrying capacity has not been diminished accompanies the application

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

   Elevation in relation to mean sea level of the lowest floor, including basement, of all proposed structures located in special flood hazard areas where base flood elevation data are utilized _____

   Elevation in relation to mean sea level to which any proposed structure will be floodproofed in accordance with Section 1191.02(b) where base flood elevation data are utilized _____

   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.
     - Substantial improvement / substantial damage
     - Anchored properly (manufactured home affixed to permanent foundation)
     - Utilities protected against flooding
     - Construction materials below flood protection elevation resistant to flood damage
     - Lowest floor elevated to or above flood protection elevation (BFE + freeboard)
     - Has an enclosure below lowest floor (crawl space, walkout basement)
       - Enclosure have proper number and area of openings
       - Enclosure unfinished and only used for parking, materials storage or entry
   - ☐ 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. The proposed development triggers a requirement to submit a Letter of Map Revision or Conditional Letter of Map Revision
4. COMPLIANCE WITH APPLICABLE FLOODPLAIN STANDARDS:
   - ☐ COMPLIANT - permit issued on: _____
   - ☐ NOT-COMPLIANT - permit denied on: _____

   Note: *All structures must be build with the lowest floor, including the basement, elevated or floodproofed to or above the base flood elevation (100 year) unless a variance has been granted. Only non-residential structures may be floodproofed.*
5. EXEMPTION:

   ☐ The proposed development is EXEMPT from the floodplain standards per Section 1191.14 of the Regulatory Flood Hazard Area Chapter 1191

Gahanna
DEPARTMENT OF PLANNING

INTERNAL USE

FLOOD PLAIN USE PERMIT APPROVAL

In accordance with Section 1191 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that the project, as stated on the submitted application, was approved by _____ on _____. The applicant shall comply with any conditions approved and shall comply with all building, zoning and landscaping regulations of the City of Gahanna.

Site Location/Address: _____ Permit No. _____

CONDITIONS: _____

_____

_____

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 community;*
- *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;*
- *The permit will expire if no work is commenced within one year of issuance; and*
- *AN ELEVATION CERTIFICATE FORM MUST BE COMPLETED AND RETURNED TO THE ZONING DIVISION OF THE CITY OF GAHANNA AFTER THE STRUCTURE HAS BEEN BUILT FOR COMPLIANCE WITH FEDERAL GUIDELINES.*

Local Flood Plain Administrator: _____ Date: _____