# SAMPLE Massachusetts Floodplain Development Review Form

## Section 1 General Information

Use this section to give general information about floodplain development in your community. For example:

* All activity in (town/city)’s floodplain overlay district must be reviewed prior to permitting or conservation application. In (town/city) the (title/position) determines floodplain applicability. This person can be reached at [email.address@xyz.com](mailto:email.address@xyz.com) or 000-000-0000.
* Applicants must obtain all other local, state or federal permits that will be necessary to carry out the proposed development in the floodplain overlay district before full permitting review can begin.

## Section 2 Owner Information

Full name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of all owners:

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

## Section 3 Applicant Information

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant:

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

## Section 4 Proposed Project Information

Project address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parcel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this project (check one):

Residential  Non-residential

Is this (check one):

New construction  Alteration of existing structure  Other development activities

Brief description of proposed activity:

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

If “Alteration of existing structure” was checked above, please provide the following information:

1. Estimated market value of existing structure: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Estimated proposed cost to conduct all work: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the foundation of a structure be repaired or replaced as a part of this project?

Yes  No

## Section 5 Flood Zone & Proposed Elevation Information

FEMA map panel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Panel date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEMA flood zone(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is any part of this project in a floodway? Yes  No

*Work in a regulated floodway will require the submission of “No-Rise” certification from a registered engineer before permit approval.*

Base flood elevation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of base flood elevation:

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

If applicable, what is the proposed elevation of the first floor (A zones): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, what is the proposed elevation of the bottom of the lowest horizontal structural member (V zones): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: The* [*10th Edition of the Massachusetts State Building Code*](https://www.mass.gov/handbook/tenth-edition-of-the-ma-state-building-code-780) *requires an additional elevation (freeboard) of 2 feet for A zone structures and 3 feet for V zone structures.*

## Section 6 List of Possible Required Documents

* FEMA FIRMette (from FEMA’s Map Service Center: <https://msc.fema.gov/portal/home>)
* Site plans with flood zone and base flood elevation delineated
* If a proposed structure, site plan indicating (as applicable) elevation of the lowest floor, mechanical and electrical systems, flood openings, breakaway walls, etc.
* Parcel information including legal description
* Determination of Applicability/Notice of Intent/Order of Conditions from Conservation Commission (if required)
* Other local, state or federal permits
* Completed FEMA Elevation Certificate
* Engineering certification of “No Rise” (if in floodway)
* V-zone Foundation Engineering Certification
* FEMA Floodproofing Certificate (if non-residential)
* Cost affidavits from both owner and contractor (if substantial improvement or damage applies)
* Any information required by the Floodplain Administrator
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_