



**Fairbanks North Star Borough**  
**Department of Community Planning**  
 907 Terminal Street/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260  
 planning@fnsb.us

For Office Use Only Received By: _____ Date Submitted: _____
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## NON-STRUCTURAL DEVELOPMENT FLOODPLAIN PERMIT APPLICATION

File No. FP \_\_\_\_\_

FEES:  None

Applicant:	Property Owner:
Contact Name:	Name:
Business Name:	Mailing Address:
Mailing Address:	City, State & Zip Code:
City, State & Zip Code:	Phone:
Contact Number:	Cell:
E-mail:	E-mail:

Property Information:		
Parcel Description (i.e. Lot, Block, Subdivision):		
Street Address <b>with</b> City, State & Zip Code:		
Parcel Account Numbers (PAN):	Flood Zone(s): Property: _____ Building Site: _____	<b>Estimated Cost of Project:</b>
BFE for Building Site:	Datum used for BFE: <input type="checkbox"/> 1929 NGVD <input type="checkbox"/> 1988 NAVD	Was fill added to the property? When? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Existing Use & Structures:		

Proposed Project / Use: Check boxes for all applicable project elements.		
<input type="checkbox"/> ROAD CONSTRUCTION	<input type="checkbox"/> CLEARING	<input type="checkbox"/> DRILLING
<input type="checkbox"/> BRIDGE CONSTRUCTION	<input type="checkbox"/> GRADING	<input type="checkbox"/> MINING
<input type="checkbox"/> DRAINAGE IMPROVEMENTS (Culvert)	<input type="checkbox"/> FILL	<input type="checkbox"/> STORAGE OF EQUIPMENT
<input type="checkbox"/> RESTORATION	<input type="checkbox"/> PAVING	<input type="checkbox"/> STORAGE OF HAZARD MATERIAL
<input type="checkbox"/> BANK STABILIZATION	<input type="checkbox"/> EXCAVATION	<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> WATERCOURSE ALTERATION (Including Dredging or Channel Modifications)		
<u>Description of Proposed Use (please be specific, attach pages if necessary):</u>		

I certify that  (I am)  (I am authorized to act for) the owner of the property. I certify that the information included in this application is to the best of my knowledge true and complete. I can be notified of the decision at the above  (email)  (address).

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**By signing this application, the land owner or agent hereby grants the FNSB the right to enter onto the above described location to inspect the work proposed, in progress, and/or work completed.**

**Please read and initial:**

- \_\_\_\_\_ I certify that I have received all necessary permits (if applicable) from those governmental agencies from which approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1344 (wetlands regulations), Fish & Habitat Permit, DEC Permit, etc. and have submitted a copy of them with this application.
- \_\_\_\_\_ I understand that the Floodplain Permit **expires** 180 days after issue date if development has not been started. Development includes construction, improvements, restoration, stabilization, alteration, clearing, grading, fill, paving, excavation, drilling, mining, placement of storage items, or other improvement.
- \_\_\_\_\_ I understand an application for a Certificate of Compliance must be accompanied by a certified statement or report from a registered engineer, architect, certified hydrologist or land surveyor, whichever is applicable, stating that the applicant's development complies with applicable requirements and standards of FNSBC Title 15 Floodplain Management Regulations.
- \_\_\_\_\_ I understand that a final inspection is required when development is completed to verify the project was conducted in accordance with the Floodplain Permit.
- \_\_\_\_\_ I understand to receive the Certificate of Compliance all work must be completed: i.e. LOMR, LOMR-F, final grading, paving, rip-rap, etc. along with all required documentation submitted.

For Internal Use Only:

<p><i>Completed Application:</i></p> <input type="checkbox"/> Application <input type="checkbox"/> Development Plans <input type="checkbox"/> Site Plan <input type="checkbox"/> Copies Federal/State Permits <input type="checkbox"/> Reports <input type="checkbox"/> Detailed Descriptions <input type="checkbox"/> Elevations <input type="checkbox"/> Certifications <input type="checkbox"/> CLOMR <input type="checkbox"/> Notifications	<p><i>Completed Application Date:</i></p>	<p><i>Development in SFHA:</i>  <input type="checkbox"/> Yes    <input type="checkbox"/> No  <i>Development in Regulatory Floodway:</i>  <input type="checkbox"/> Yes    <input type="checkbox"/> No         </p>	<p><i>Permit Issued Date:</i></p>	<p><i>Certificate of Compliance:</i></p>
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**SUBMITTAL REQUIREMENTS/CHECKLIST (all elevations in relations to Mean Sea Level (MSL))**  
**OTHER DEVELOPMENT: Clearing, Fill, Mining, Drilling, Grading, Excavation, Watercourse Alteration, Dredging, Channel Modifications, Restoration/Bank Stabilization, Drainage Improvements, Culvert Work, Road Construction, and Bridge Construction**

**All Development**

- Site plan drawn to scale showing the nature, location and elevation (NAVD 1988) of the project located within the floodplain, existing or proposed development, roads, location of special flood hazard area, locations of proposed fill, location of storage of materials including fuel, location of drainage facilities, and water bodies. Some examples of what to include in the site plan depending on project type, but not limited to:
  - Vicinity map
  - Floodplain encroachment
  - Floodplain boundary
  - Cross-sections
  - Base Flood Elevation
  - Waterbodies / drainage ditches with flow direction
  - Drainage / slope direction
  - Mileposts
  - Existing water courses to be altered
  - Existing roadway(s) / path(s)
  - Existing culverts (measurements)
  - Existing contours in feet
  - Project extents
    - Right-of-way study area / map
    - Plan view
    - Area(s) of potential effect
    - Temporary work area(s)
    - Storage area(s)
  - Access improvements
    - Proposed roadway(s) / path(s)
    - Fill limits
    - Clearing limits
    - Cut limits
    - Asphalt extent
    - Passing lanes
  - Design Criteria
    - New culverts (location & measurements)
    - New retaining walls (location, length & height)
    - Riprap
- Copy of State and/or Federal Permits (if applicable):
  - U.S. Army Corps of Engineers 404 Wetlands Permit – permits for wetland filling
  - U.S. Army Corps of Engineers Section 10 – permits for work in navigable waterways
  - U.S. Army Corps of Engineers 401 Water Quality Certification
  - U.S. Coast Guard – permits for bridges and causeways that may affect navigation
  - U.S. Fish and Wildlife Service – consultations required, Sections 7 & 10 of the Endangered Species Act of 1973
  - U.S. Fish and Wildlife Service Fish and Game Habitat Permit
  - Alaska Department of Environmental Conservation 401 Certificate of Reasonable Assurance
  - Alaska Department of Environmental Conservation Alaska Pollutant Discharge Elimination System Construction General Permit
  - Alaska Department of Natural Resources: \_\_\_\_\_
  - Alaska Department of Public Safety, Fire and Life Safety: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

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**Roads, Filling, Grading, Paving, Clearing, Drilling, Mining, etc.** A permit is required to *control filling, grading, dredging, and other development which may increase flood damage.* **FNSBC 15.04.030(A)(4)**

- Written detailed description of the proposed development, identifying the extent to which the flow of floodwaters will be impeded or impacted.
- Report from a registered engineer or certified hydrologist stating that the proposed development will not diminish the movement or withdrawal of floodwaters, or pollute or be polluted by floodwaters. A Hydraulic and Hydrologic Report is also acceptable with modeling results and input data.
- Top of new compacted fill elevation \_\_\_\_\_ feet (NAVD 1988)
- Development plans, drawn to scale, and specifications including where applicable:
  - Location and Vicinity Map with Special Flood Hazard Areas / FIRM
  - Typical Section(s)
  - Plan / Profile Sheets
  - Grading, Drainage, Paving & Illumination Plans (Typical Sections, Details, Sheet Index, Erosion & Sediment Control Plan Notes & Details, etc.)
  - Fill or grading does not cause drainage to flow on to neighboring properties

**Storage of Materials and Equipment / Hazardous Materials** A permit is required for the storage of materials and equipment in the special flood hazard area and includes any alteration, such as the use of fill, that affects drainage patterns or the flood-carrying capacity of a watercourse. **FNSBC 15.04.130(E)** Any storage activity shall meet the no-rise floodway and cumulative encroachment standards set forth in FNSBC 15.04.150. **FNSBC 15.04.130(E)(2)**

- Written detailed description of the proposed storage, identifying the materials and extent to which the flow of floodwaters/drainage patterns will be impeded or impacted.
- Report from a registered engineer or certified hydrologist stating that the proposed development will not diminish the movement or withdrawal of floodwaters, or pollute or be polluted by floodwaters. A Hydraulic and Hydrologic Report is also acceptable with modeling results and input data.
- Within a special flood hazard area, all persons shall store, except for incidental use, those materials which have a low ignition point, burn intensely, explode violently, spread widely or otherwise are likely to cause injury, death and property damage including, but not limited to, those substances identified in 40 CFR 116 (which designates hazardous materials under Section 311(b)(2)(A) of the Federal Water Pollution Control Act), according to the following:
  - Submit documentation that all storage structures and containers are elevated to one foot above the base flood elevation or adequately floodproofed and anchored to prevent flotation or leakage due to aging or damage; **or**
  - Submit documentation that all pipelines necessary for the storage and transfer of hazardous materials has anti-backflow valves to prevent contamination during flooding.
- Submit documentation that storage of other materials or equipment allowed below the base flood elevation is readily removable from the area within the time available after a flood warning; **or**
- Submit documentation that storage of other materials or equipment allowed below the base flood elevation is firmly anchored, restrained or enclosed to prevent damage during a flood event.

**Excavation – Additional Items** No person may excavate or remove any material from lands within 250 feet of the centerline of the Tanana Levee structure; except, that excavation and removal for the purpose of constructing foundations for buildings or other structures upon the excavation is permitted. Such excavation shall be backfilled to original ground elevation within 90 days from the date excavation began. **FNSBC 15.04.170**

- Written detailed description of the proposed development, identifying the following: is the excavation within 250 feet of the centerline of the Tanana Levee structure, if so, backfill is required; what materials are being excavated; the extent to which the flow of floodwaters will be impeded or impacted; etc.
- Report from a registered engineer or certified hydrologist stating that the proposed development will not diminish the movement or withdrawal of floodwaters, or pollute or be polluted by floodwaters. A Hydraulic and Hydrologic Report is also acceptable with modeling results and input data.

**Filling in Flood Zone (NOT Regulatory Floodway) – Additional Items** A permit is required to *prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.* **FNSBC 15.04.030(A)(5)**. The cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point with the community. **FNSBC 15.04.150(B)**

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- A CLOMR-F is required prior to placement of fill and a LOMR-F is required after placement of fill from FEMA prior to receiving the Certificate of Compliance. Describe the extent to which any watercourse will be altered or relocated as a result of the proposed construction. Certify that the proposed construction will not affect the carrying capacity of the Flood Plain. Certification shall be by a Registered Professional Engineer.
    - Fill is prohibited in the regulatory floodway
    - Fill protected from erosion and scour
    - Fill installed in layers and compacted
    - Fill is properly sloped and protected from erosion and scour during flooding

**Alteration or Relocation of a Watercourse (Bridges, Culverts, Restoration/Bank Stabilization, Dredging, Channel Modifications, Temporary Stream Crossings)** A permit is required to *control the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters.* **FNSBC**

**15.04.030(A)(3)** *No person shall alter, relocate or obstruct a watercourse within a flood hazard area such that the ability of that watercourse to carry the base flood is diminished.* **FNSBC 15.04.140(A)**

- Written detailed description describing the extent which a watercourse will be altered or relocated as a result of the proposed development (USACE wetland application packet can suffice).
- A report from a registered engineer or certified hydrologist stating that the ability of the channel to adequately carry floodwater will be maintained at that same capacity as prior to alteration. A Hydraulic and Hydrologic Report is also acceptable with modeling results and input data.
  - Plans showing the extent of water course relocation and/or landform alterations.
  - Change in water elevation (in feet) \_\_\_\_\_.
- Evidence of notification of the adjacent communities and FEMA State Coordinating Office of any alteration or relocation of watercourses in riverine situations. Copies of notifications submitted to the Federal Insurance Administrator.
- Development plans, drawn to scale, and specifications including where applicable:
  - Location and Vicinity Map with Special Flood Hazard Areas / FIRM
  - Culvert Extension
  - Drainage Channel Typical Sections
  - Drainage Channel Plan
  - Proposed Improvement Areas
  - Culvert Installation Flow Diversion & Dewatering Plan
  - Culvert Apron Profile View (Inlet / Outlet)
  - Culvert Plan View
  - Culvert Profile and Cross Section
  - Temporary Typical Section(s)
  - Bridge General Notes & Rehab Details
  - Bridge Demolition Plans & Details (Typical Section Demo, Bridge Deck Demo Plan, Typical Demo at WB, etc.)
  - Bridge Plans & Details (Bridge Girder Plan, Bridge Deck Plan, Bridge Elevation, Bridge Section, etc.)
  - Bank Stabilization Plan View
  - Erosion Repair Typical Section / Conceptual
  - Plan Root Wad Structure / Details