

Flood Hazard Development Permit Application  
&  
Permit Forms

For Communities with Coastal Velocity Zones  
[60.3(e)]

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Maine Floodplain

Management

# Decision Tree for Flood Hazard Development Permits

Please check appropriate boxes.

Is the development in the floodplain  
as shown on the Community's flood  
map?       yes       no

If yes, go to page 2.

If no, no flood hazard permit  
required.

(A completed copy of this form should accompany each  
Flood Hazard Development Permit Application file)

## Are other permits required (i.e., federal or state)?

- If yes, advise applicant of what additional permits are needed.
  - Request copy for attachment to Flood Hazard Development Permit Application.  
[Application may be made but permit shall not be issued until other permits are provided.]  
Go to section 2.
- If no, proceed with Flood Hazard Development Permit Application.  
Go to section 2.

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## Section 2

Is the development in a Special Flood Hazard Zone A, A1-30, AE, or AH but not in the floodway<sup>1</sup>?

yes                       no

If yes, go to page 3. If no, continue.

Is the development in Zone AO?

yes                       no

If yes, go to page 4. If no, continue.

Is the development in the Floodway?

yes                       no

If yes, go to page 5. If no, continue.

Is the development in Zone V1-30 or VE?

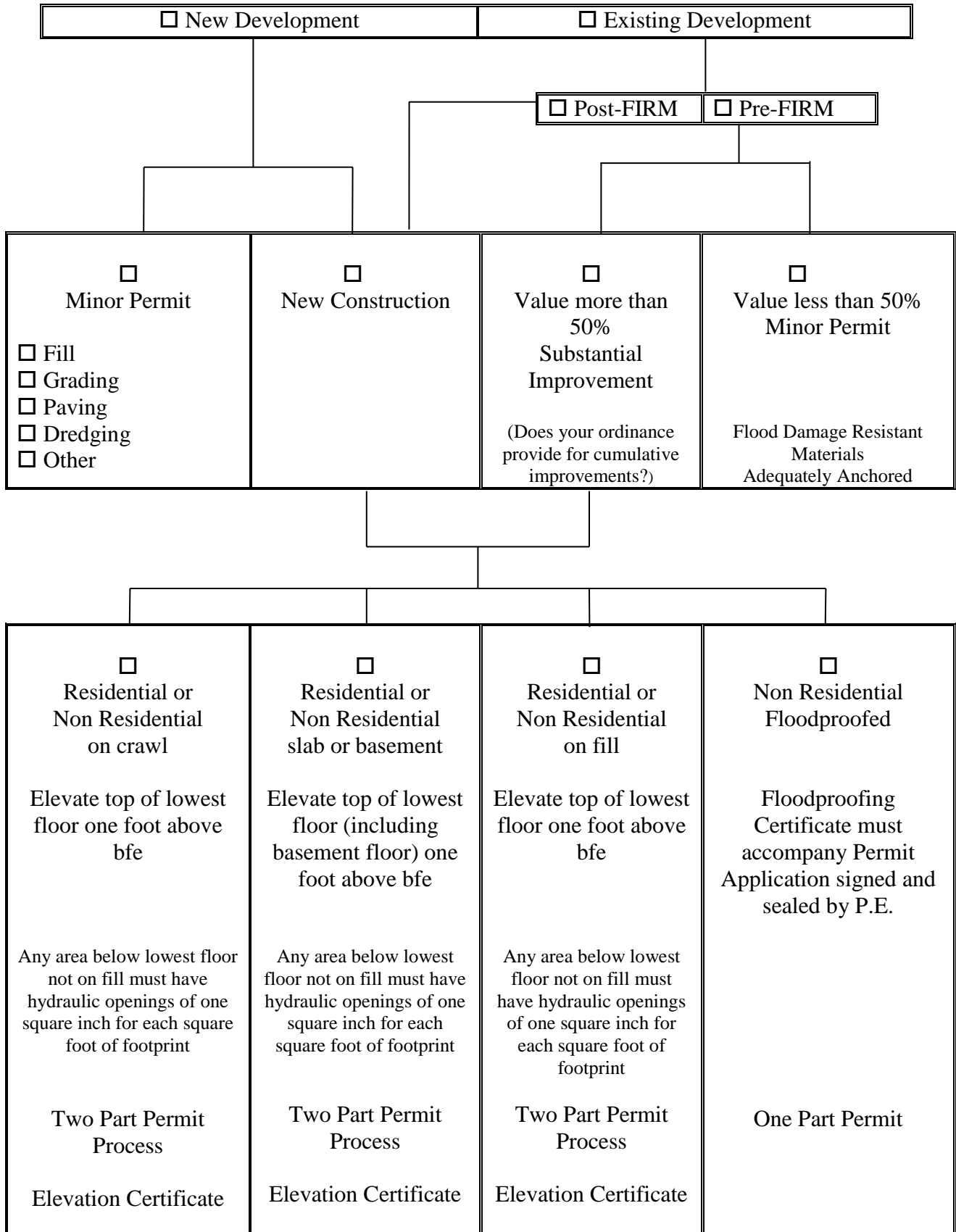
yes                       no

If yes, go to page 6. If no, start over.

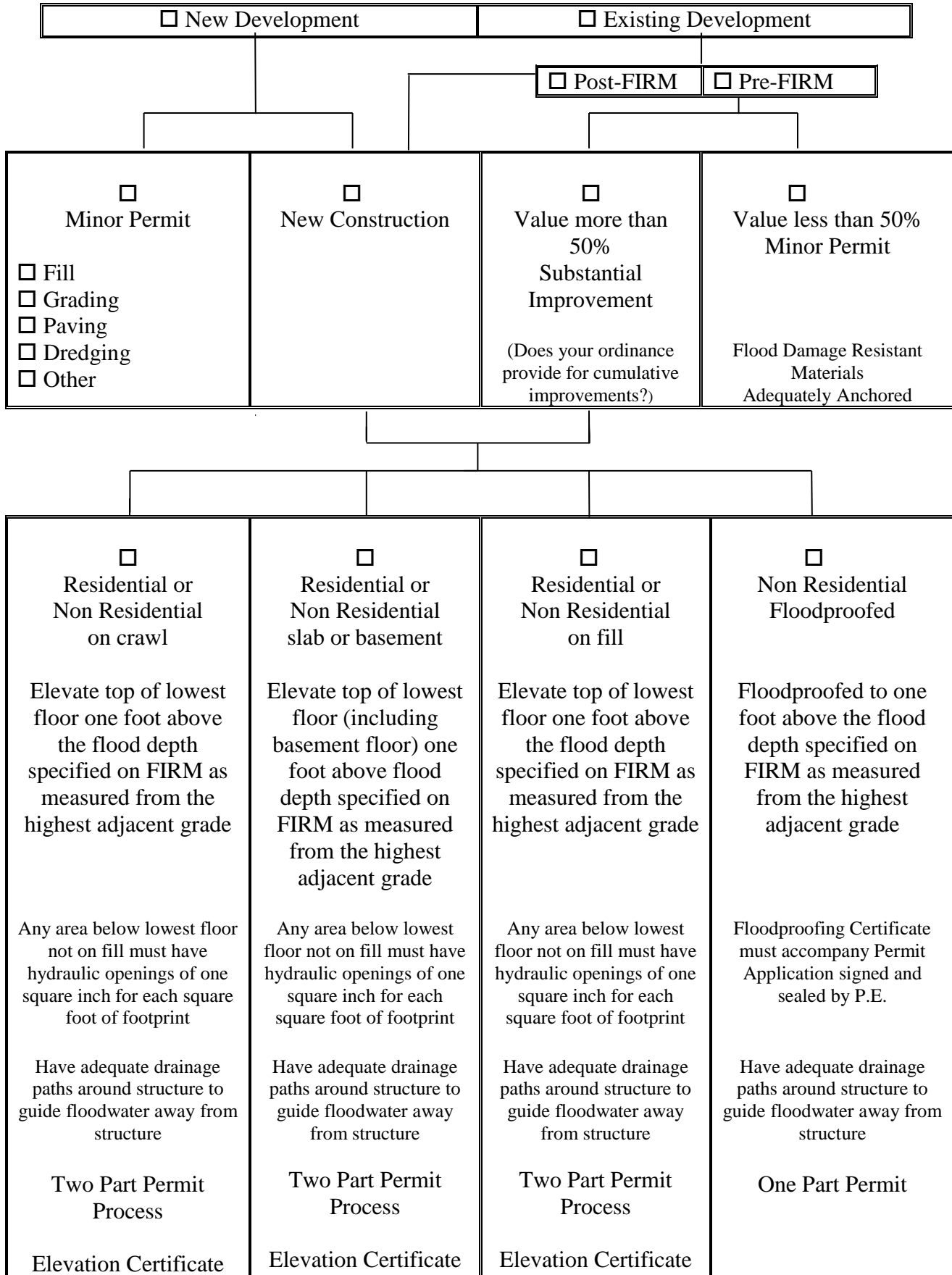
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<sup>1</sup> In Unnumbered A-Zones for riverine areas, the floodway is considered to be ½ the width of the floodplain as measured from the water's edge to the upland limit of the floodplain measured perpendicular to the stream or river.

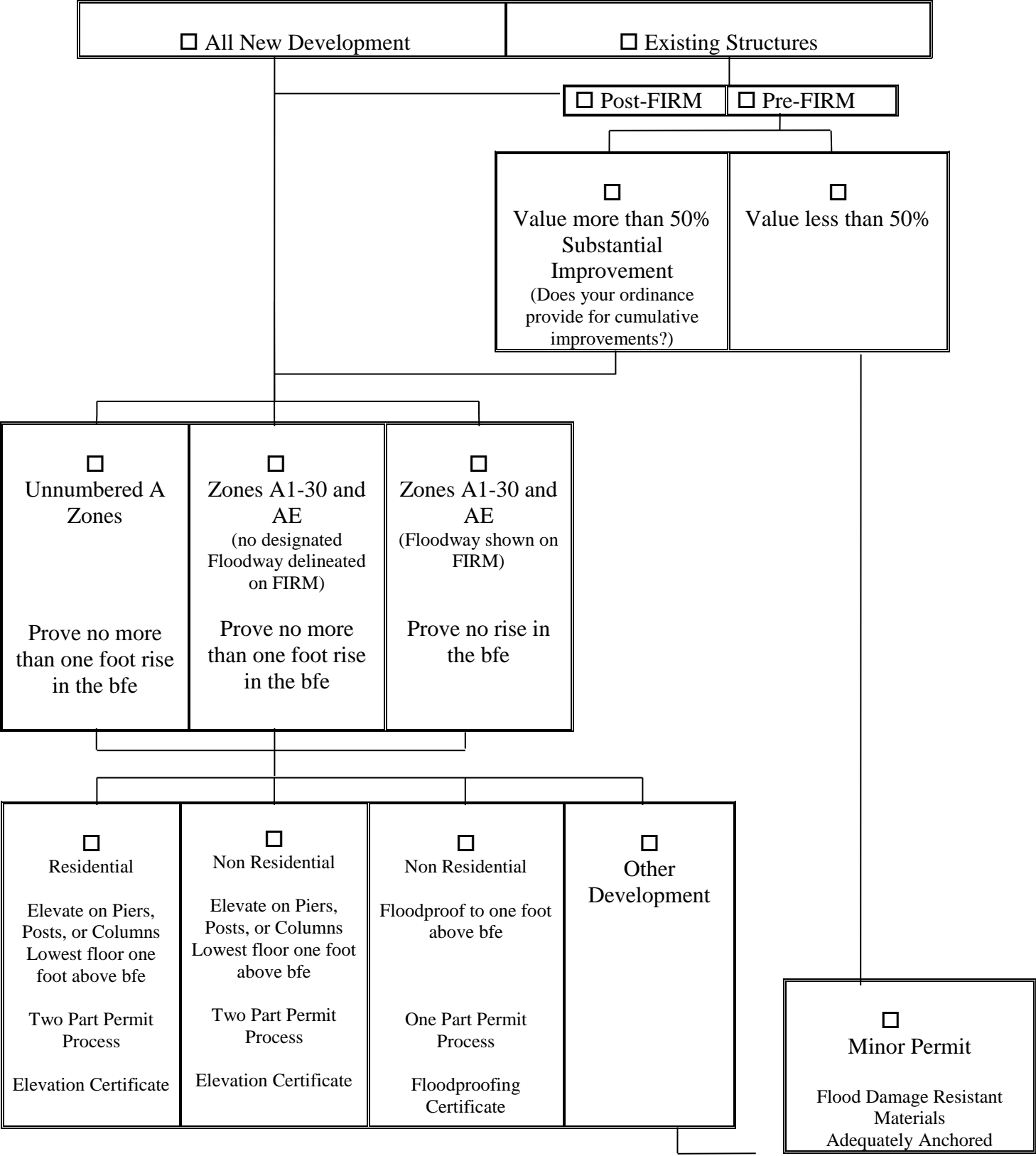
## A, A1-30, AE and AH Zones [Not in Floodway]



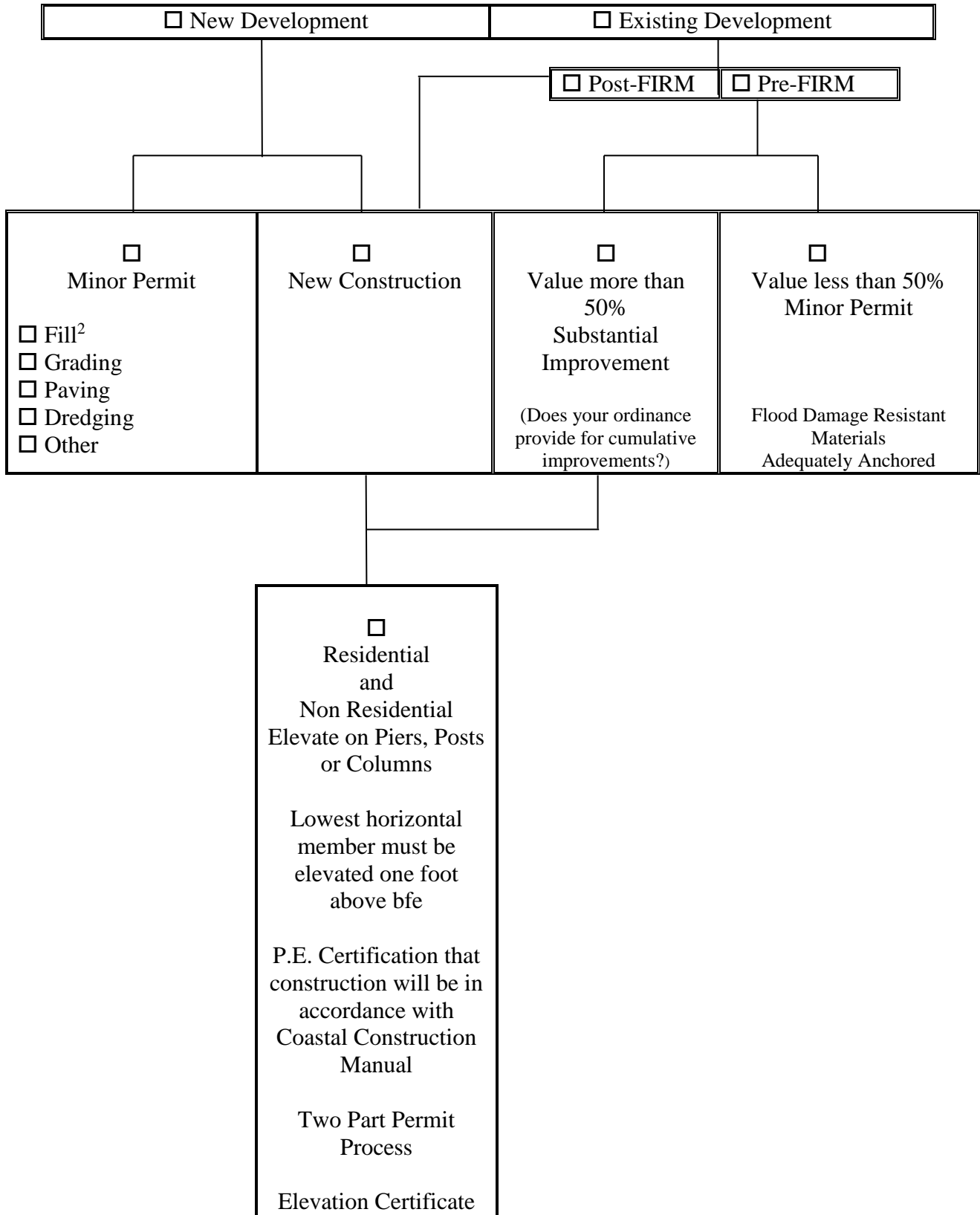
# AO Zone



# Floodway



## V1-30 and VE Zones



<sup>2</sup> Not for construction of a walled and roofed structure.

# FLOOD HAZARD DEVELOPMENT APPLICATION

## Scarborough, Maine

(All applicants must complete entire application)  
[60.3(e)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications.

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### LEGAL DESCRIPTION

Is this part of a subdivision?  Yes  No If yes, give the name of the subdivision and lot number:

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Road Name

Zip Code: \_\_\_\_\_  
Town/Zip Code

General explanation of proposed development: \_\_\_\_\_

Estimated Value of Proposed Development: \$ \_\_\_\_\_

Proposed Lowest Floor elevation [for new or substantially improved structure]: \_\_\_\_\_

### OTHER PERMITS

Are other permits required from State or Federal jurisdictions?  Yes  No  
If yes, are these other permits attached?  Yes  No  Not Applicable

Federal and State Permits may include but are not limited to: ME/DEP/Natural Resource Protection Act, Site Location of Development Act, Metallic Mineral Exploration, Advanced Exploration and Mining; USACE/Section 9 & 10 of the Rivers and Harbors Act/ Section 404 of the Clean Water Act; Federal Energy Regulation Commission.

### SEWER AND WATER

Sewage Disposal:  Public  Private  
 Existing  Proposed  Not Applicable Type \_\_\_\_\_

Water Supply:  Public  Private



(This section to be completed by Municipal Official)

**LOCATION**

Flooding Source (name of river, pond, ocean, etc.): \_\_\_\_\_

- V1-30 Zone  VE Zone  AE Zone  A1-30 Zone  A Zone  AO Zone  AH Zone
 FRINGE  FLOODWAY (1/2 width of floodplain in A Zone)

Base Flood Elevation (bfe) at the site \_\_\_\_ NGVD [Required for New Construction or Substantial Improvement]

Lowest floor elevation of proposed or existing structure \_\_\_\_ NGVD [Required for New Construction or Substantial Improvement]

If proposed development is in an AE or A1-30 Zone and cross section data is available in the Flood Insurance Study, please note the nearest cross section reference letter and elevation of base flood at nearest cross section above and below the site.

Cross Section Letter Base Flood Elevation
Above Site \_\_\_\_\_ Above Site \_\_\_\_\_
Below Site \_\_\_\_\_ Below Site \_\_\_\_\_

Basis of unnumbered A Zone bfe determination:

- From a Federal Agency:  USGS  USDA/NRCS  USACE  Other \_\_\_\_\_
 From a State Agency:  MDOT  Other \_\_\_\_\_
 Established by Professional Land Surveyor
 Established by Professional Engineer  HEC/RAS  HEC II  HY 7  TR20  TR55  Quick-2
 Other \_\_\_\_\_
 Highest Known Water Level
 Other (Explain) \_\_\_\_\_

**VALUE**

If the development involves work on an existing structure, enter the Market Value of existing structure before improvements:
\$ \_\_\_\_\_

- New Construction or Substantial Improvement  Minor improvement or minor addition to existing development

**TYPE OF DEVELOPMENT**

Check the appropriate box to the left of the type(s) of development requested and complete information for each applicable line:

- 1. Residential Structure Dimensions Cubic Yards
 1a. New Structure \_\_\_\_\_
 1b. Add to Structure \_\_\_\_\_
 1c. Renovations/repairs/maintenance \_\_\_\_\_
 2. Non-Residential Structure
 2a. New Structure \_\_\_\_\_
 2b. Add to Structure \_\_\_\_\_
 2c. Renovations/repairs/maintenance \_\_\_\_\_
 2d. Floodproofing \_\_\_\_\_
 3. Accessory Structure \_\_\_\_\_
 4. Functionally Dependent Use:
 4a. Dock \_\_\_\_\_
 4b. Pier \_\_\_\_\_
 4c. Boat Ramp \_\_\_\_\_
 4d. Other \_\_\_\_\_
 5. Paving \_\_\_\_\_
 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide)
 7. Filling<sup>3</sup> \_\_\_\_\_
 8. Dredging \_\_\_\_\_
 9. Excavation \_\_\_\_\_
 10. Levee \_\_\_\_\_
 11. Drilling \_\_\_\_\_
 12. Mining \_\_\_\_\_
 13. Dam: Water surface to be created \_\_\_\_\_
 14. Water Course Alteration \_\_\_\_\_
 15. Storage of equipment or materials \_\_\_\_\_
 16. Sewage Disposal System \_\_\_\_\_
 17. Water Supply System \_\_\_\_\_
 18. Other: Explain \_\_\_\_\_
Number of Acres

Note: Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.

<sup>3</sup> Certain prohibitions apply in Velocity Zones

**Attach a Site Plan** – Drawn to scale with north arrow.

- Show property boundaries, floodway, and floodplain lines.
- Show dimensions of the lot.
- Show dimensions and location of existing and/or proposed development on the site.
- Show areas to be cut and filled.

**Attach Statement** – describing in detail how each applicable development standard in Article VI will be met.

**For New Construction or Substantial Improvement also show:**

- Existing and proposed grade elevations adjacent to the walls of the structure done by a Professional land Surveyor, Architect, or Engineer.
- Location and elevation of temporary elevation reference marks on the site.

**Special Note:**

**Substantial Improvement** is defined as any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. Please refer to the floodplain management ordinance, Article XIV, for more complete definitions of New Construction and Substantial Improvement.

**Structures in Velocity Zones** are not permitted on fill or excavations. Structures must be built on open foundation systems, i.e., columns, piles, posts. Certification of structural design, specifications, plans and construction methods completed by a Professional Engineer or Architect shall accompany the application as required in Article VI.L.3. of the floodplain management ordinance.

**The applicant understands and agrees that:**

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued 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;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain management Ordinance;
- If issued, the permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this application are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

(This section to be completed by Municipal Official)

Date: Submitted \_\_\_\_\_; Fee Paid \_\_\_\_\_; Reviewed by CEO \_\_\_\_\_; Reviewed by Planning Board \_\_\_\_\_

Permit # \_\_\_\_\_ Issued by \_\_\_\_\_ Date \_\_\_\_\_

**FLOOD HAZARD DEVELOPMENT PERMIT**  
**PART I**  
**Scarborough, Maine**

(For New Construction or Substantial Improvements)

**For New Construction or Substantial Improvement of any structure, this Flood Hazard Development Permit allows construction only up to the establishment of the lowest floor.** This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance. Once the lowest floor is established, the permittee must provide an Elevation Certificate establishing the as built lowest floor elevation. When the Code Enforcement Officer finds the documentation in the Elevation Certificate to be in compliance with the Floodplain Management Ordinance, the Part II Flood Hazard Development Permit shall be issued. The Part II Permit must be issued in order for construction to continue.

A Part I Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance.

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

**The permittee understands and agrees that:**

- 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 ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**FLOOD HAZARD DEVELOPMENT PERMIT**  
**PART II**  
**Scarborough, Maine**

(For completion of New Construction or Substantial Improvements)

The following information has been submitted and found compliant with the Development Standards of the Floodplain Management Ordinance:

FEMA Elevation Certificate Form 81-31

**For construction in Zones V1-30 and VE only:**

Review of the structural design, specifications, plans, and construction methods by a Professional Engineer or Architect certifying that they meet or exceed the technical criteria contained in the FEMA/Coastal Construction Manual and are in accordance with accepted standard of practice for meeting the criteria of Article V.I.L.2.

A Part II Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of \_\_\_\_\_, Maine, for development as defined in said ordinance.

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

**The permittee understands and agrees that:**

- The permit is issued on the representations made herein and on the elevation certificate;
- 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 ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

# FLOOD HAZARD DEVELOPMENT PERMIT

## For Minor Development

### Scarborough, Maine

(For Development not considered a Substantial Improvement)

**This Flood Hazard Development Permit allows minor development as provided in Article V.F.3. of the Floodplain Management Ordinance of SCARBOROUGH, Maine, for development in a Special Flood Hazard Area as defined in said ordinance.** Development authorized by this permit must be adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, be constructed with materials resistant to flood damage and be constructed by methods and practices that minimize flood damage. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance.

Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

#### The permittee understands and agrees that:

- 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 ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

or

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_