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## FLOODPLAIN PERMIT GUIDELINES (For complete details see IMC 15.16, ORD. 702 & 533)

### Background

Requirements for obtaining floodplain development permits are outlined in Ilwaco Municipal Code Chapter 15.16 and Ordinance 702 & 533 (Flood Damage Prevention Ordinance). A floodplain permit shall be obtained before construction or development begins within an area of special flood hazard on the National Flood Insurance Program Flood Insurance Rate Map (FIRM). The permit shall be for all structures, including manufactured homes, and for all development, including grade, fill and other related activities.

### Application Process

- Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
- Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards items to **city planner**.
- City planner **grants or denies** the application in accordance with the provisions of Ordinances 702 and 533.

### SUBMITTAL CHECKLIST

- Master Planning Permit Application Form**
- Floodplain Permit Supplemental Form**  
(see reverse side of this form).
- Plans & Vicinity Map (2 copies to scale)**
  - Owner's name and mailing address.
  - Contact person's name, mailing address and phone number.
  - North arrow, scale and date.
  - Proposed name of project.
  - Location of existing or proposed structures, fill, storage of materials and drainage facilities.
  - Location of any other permanent features in the area that could be affected, such as existing streets, platted but not constructed streets or any waterways, including wetlands and drainage ways.
  - Nature, location, dimensions and elevations of the area.
  - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.
- Certification**
  - Certification by a registered professional engineer or architect that the flood proofing methods for any **nonresidential structure** meet the flood proofing criteria in Section 5.2-2 of Ordinance 533.
- Application fees (see Ilwaco Fee Schedule)**

## FLOODPLAIN PERMIT SUPPLEMENTAL FORM

### A. DESCRIPTION OF WORK (COMPLETE FOR ALL WORK)

1. Type of development:

- New building    Improvement to existing building    Manufactured home    Fill  
 Other \_\_\_\_\_

2. Size and location of proposed development (attach site plan and vicinity map):

\_\_\_\_\_

3. Special Flood Hazard Area per FIRM (Community Panel Number 530127 0001 B):

- A2    A3    V2    V3

4. Are other Federal, State or local permits obtained:  Yes    No

Type: \_\_\_\_\_

5. Is the proposed development in an identified floodway?  Yes    No

If Yes, is a "No Rise Certification" with supporting data attached?  Yes    No

### B. COMPLETE FOR NEW STRUCTURES AND BUILDING SITES

1. Base flood elevation in relation to mean sea level at the site: \_\_\_\_\_ feet NGVD

2. Required lowest floor elevation in relation to mean sea level (including basement): \_\_\_\_\_ feet NGVD

3. Elevation to which all attendant utilities, including all heating and electrical equipment, will be protected from flood damage: \_\_\_\_\_ feet NGVD

### C. COMPLETE FOR ALTERATIONS, ADDITIONS OR IMPROVEMENTS TO EXISTING STRUCTURES:

1. What is the estimated market value of the existing structures? \$ \_\_\_\_\_

2. What is the cost of the proposed construction? \$ \_\_\_\_\_

3. If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.

### D. COMPLETE FOR NON-RESIDENTIAL FLOODPROOFED CONSTRUCTION:

1. Type of floodproofing method: \_\_\_\_\_

2. The required floodproofing elevation to mean sea level is: \_\_\_\_\_ feet NGVD

3. Certification by a registered professional engineer or architect that the flood proofing methods for any nonresidential structure meet the flood proofing criteria is attached:  Yes    No

### E. COMPLETE FOR SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS:

1. Will the subdivision or other development contain 50 lots or 5 areas?  Yes    No

If yes, does the plat or proposal clearly identify base flood elevations?  Yes    No

2. Are the 100 year floodplain and floodway delineated on the site plan?  Yes    No