

**FAULKNER COUNTY**  
**APPLICATION FOR PERMIT TO DEVELOP IN A SPECIAL FLOOD HAZARD AREA**

**Faulkner County, Arkansas Permit Number:** \_\_\_\_\_

I, \_\_\_\_\_ (Applicant) apply for a permit to develop in a designated Special Flood Hazard Area (100 Year Floodplain). The work to be performed is described below and in attachments hereto. I agree that all described work shall be completed in accordance with the terms and conditions of this permit and the requirements of the Flood Damage Prevention Resolution of Faulkner County, Arkansas and with all other applicable Federal, State, and Local regulations.

Owner or Authorized Agent's Name: \_\_\_\_\_

Builder/Contractor's Name: \_\_\_\_\_

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

Phone and Fax Numbers: \_\_\_\_\_

Site Location (including tax parcel identification): \_\_\_\_\_

---

**TO BE COMPLETED BY APPLICANT**

**Section A. Description of Work (Check Appropriate Item(s)).**

1. Proposed Development Description:

- |   |  |
|---|--|
| <input type="checkbox"/> Alteration & Repair                      | <input type="checkbox"/> Manufactured (Mobile) Home Installation |
| <input type="checkbox"/> Filling                                  | <input type="checkbox"/> Dredging                                |
| <input type="checkbox"/> Relocation                               | <input type="checkbox"/> Subdivision                             |
| <input type="checkbox"/> Grading                                  | <input type="checkbox"/> New Construction                        |
| <input type="checkbox"/> Water Course Alteration (Describe below) | <input type="checkbox"/> Other (Describe below)                  |

2. Type of construction:

- |   |   |
|---|---|
| <input type="checkbox"/> Accessory Structure                  | <input type="checkbox"/> Residential            |
| <input type="checkbox"/> Addition                             | <input type="checkbox"/> Temporary Structure    |
| <input type="checkbox"/> Demolition                           | <input type="checkbox"/> Non Residential        |
| <input type="checkbox"/> Improvements (to existing structure) | <input type="checkbox"/> Other (Describe below) |

**3. Comments:**

\_\_\_\_\_

---

**Note: Applicant understands and agrees that: 1) This permit is issued on the conditions and facts described herein; 2) any permit may be revoked or replaced if conditions or facts change; 3) permit is void if the activity is not begun within 180 days of the issuance date; and 4) the permit is valid for only one year from the date issued.**

**Section B. Alterations, Additions, or Improvements to an existing structure.**

1. What is the estimated market value of the existing structure? \$ \_\_\_\_\_
2. What is the estimated cost of the proposed construction? \$ \_\_\_\_\_
3. What is the estimated cost of alterations, additions or improvements over the past ten (10) years including the cost of the proposed construction? \$ \_\_\_\_\_

**Note: If the cumulative cost of the proposed construction in conjunction with any previous improvements during a ten (10) year period equals or exceeds 50 percent of the market value of the structure then the structure must meet the requirements of new construction contained in the current Faulkner County Flood Hazard Prevention Resolution.**

**Section C. Site Identification.**

1. Is the proposed development in an identified floodway  Yes  No, **If 'Yes', a Letter of Map Revision (LOMR) FEMA Form MT-2 must be completed and attached (See Section G.4).**
  2. What flood zone and panel number appear on the Flood Insurance Rate Map (FIRM) in the proposed development area? \_\_\_\_\_ Zone \_\_\_\_\_ Panel Number.
  3. What is the Base Flood Elevation (BFE) at the site? \_\_\_\_\_ feet. North American Vertical Datum (NAVD)
  4. What is the required Lowest Floor Elevation (Including Basement)? \_\_\_\_\_ feet, NAVD (2 ft. above BFE min.)
  5. What is the elevation to which all attendant utilities, including all heating and electrical equipment will be installed or flood proofed? \_\_\_\_\_ feet NAVD (2 ft. above BFE min)
  6. If the structure is flood proofed, the required flood proofing elevation is \_\_\_\_\_ feet. NAVD (2 ft. above BFE min.)
  7. Will the proposed development require alteration of any watercourse?  Yes  No
- Note: If BFE is not available applicant must provide an estimated BFE (See Section F.1.)**

**Section D. Non-Residential Construction.**

1. Type of flood protection method used? (Check correct box(es))  Flood proofing  Elevation  
**If flood proofing, Flood Proofing Certificate is required (See Section G.3)**

**Section E. Subdivision.**

1. **Base Flood Elevation (BFE) data for each lot must be provided by the developer.**  
**Note: Estimated BFE is not acceptable for Subdivisions.**

**Section F. Administration.**

1. **The applicant must submit the following items prepared, signed and sealed by a land surveyor, engineer or architect authorized to certify elevation information for review by the County Engineer:**
  - (a) **A Site Plan** showing each proposed development identified in **Section A.1**, the flood zone(s) affecting the property and the Base Flood Elevation(s) (BFE).
  - (b) **An Elevation Certificate, FEMA Form 81-31 (See Section G.2)**, providing existing or planned building elevation information for Section C2 a), b), e), f), and g) of **Form 81-31**.
2. The applicant understands that **a site inspection and verification on existing construction must be completed by the County Floodplain Administrator for approval prior to proceeding with construction:**
  - (a) for slab construction – after the slab form is set but prior to pouring
  - (b) for crawl space construction – after the floor is framed but prior to erecting any walls to assure compliance with the Faulkner County Flood Hazard Prevention Resolution.  
**Note: If for any reason the floor elevation does not comply with the required height above the BFE, alterations will be required before continuing construction.**
3. A **Final Elevation Certificate must be submitted to the County Floodplain Administrator** after the building is complete and ready for occupancy.
4. A benchmark must be established and left on site until the development is complete at that location.
5. A Flood proofing Certificate, if required, prepared by Registered Professional Engineer must be submitted to the County Engineer. **(See Section G.3)**
6. Applicant is responsible for acquiring **(required and approved)** Local, State, or Federal permits prior to start of construction. **(See Section G.6)**  
**NOTE: Applicant's signature on this permit certifies that the permitting agencies have been contacted and the required permits have been acquired.**

**Comments: (Attach additional comments if necessary)**

\_\_\_\_\_

---

**Section G. Attachments: (Check and provide all that apply)**

- 1.  Site plan showing buildings and improvements, flood zones and BFE(s) (existing or estimated).
- 2.  FEMA Form 81-31, Elevation Certificate -- required for each structure.
- 3.  FEMA Form 81-65, Flood proofing Certificate -- required for non-residential flood proofing in lieu of Elevation Certificate -- completed by Registered Architect or Professional Engineer
- 4.  FEMA Form MT-2, Letter of Map Revision Request – “No Rise/No Impact” determination by Registered Professional Engineer for development in floodway.

NOTE: The above forms may be found at: [http://www.fema.gov/plan/prevent/fhm\\_form.shtm](http://www.fema.gov/plan/prevent/fhm_form.shtm)

- 5.  An “Approximate” zone elevation determination by a Professional Land Surveyor or Registered Professional Engineer submitted on a FEMA Elevation Certificate. (Required for areas where Base Flood Elevation has not been determined by FEMA)
- 6.  The Permits that may be required include those from Arkansas Department of Environmental Management (NPDES Permit – Storm water runoff control), US Army Corps of Engineers (Section 404 Clean Water Act – Wetlands Determination), US Fish and Wildlife Service (Threatened and Endangered Species), and others.

**I, the undersigned, understand that I must comply with the Faulkner County Flood Damage Prevention Resolution and all applicable Local, State, and FEMA regulations.**

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY COUNTY FLOODPLAIN ADMINISTRATOR**

**Permit To Develop: Issued Prior to Construction**

\_\_\_\_\_ Approved                      \_\_\_\_\_ Disapproved

Signature of Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS RELATING TO APPROVAL/DENIAL:**

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

**Verification Of Compliance: Issued Following Final Inspection**

Development: \_\_\_\_\_ Complies                      \_\_\_\_\_ Does Not Comply With Permit.

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

Approve Permit # \_\_\_\_\_

Signature of Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

---

Upon completion, submit permit to:  
Faulkner County Office of Emergency Management  
Attn: Floodplain Administrator  
801 Locust Street  
Conway, AR 72034  
email: [oem@oem911.net](mailto:oem@oem911.net)  
Phone: 501-450-4935      Fax: 501-336-0759