

## DEVELOPMENT REVIEW SUBMISSION CHECKLIST

### 24 VSA §4424: FLOOD HAZARD AREA

(D)(i) *Mandatory provisions. All flood and other hazard area bylaws shall provide that no permit for new construction or substantial improvement shall be granted for a flood or other hazard area until after both the following:*

- (I) *A copy of the application is mailed or delivered by the administrative officer or by the appropriate municipal panel to the agency of natural resources or its designee.*
- (II) *Either 30 days have elapsed following the mailing or the agency or its designee delivers comments on the application.*

**Municipality Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

### **Required Documentation:** *(please include a copy of this checklist)*

**To ensure this mandatory review by VT ANR is completed within the regulatory time frame, the following materials must be submitted, either as electronic files or as printed copies:**

- Copy of the local zoning permit application and any other relevant documentation that may have been included with the permit application that was submitted to the Town
- Preliminary determination by the community as to *whether or not* this proposed development is in conformance with the community's flood hazard regulations
- Thorough description of all proposed development within the Special Flood Hazard Area (SFHA) and within the ANR delineated Fluvial Erosion Hazard (FEH) Overlay Zone
- Site Location Map – either an overview map of the site location generated from an internet application (i.e. Google or Bing) or a Vermont Natural Resource Atlas map
- Sketch or site plans showing the following:
  - Existing and proposed contours/elevations on the property in the same elevation datum as the most recent and effective NFIP Flood Insurance Rate Map (FIRM)
  - Location and extent of any proposed fill and/or excavation for the project
  - NFIP Floodway delineation and NFIP Floodway Fringe delineation boundary
  - A scale bar, elevation datum conversions (where appropriate), and north arrow
  - Clearly labeled features including relevant landmarks, roadway names, stream names, and existing and/or proposed buildings and proposed roads or driveways
  - Proposed lowest floor (including basement) elevation for any structure in a SFHA
- The elevation datum should be referenced to that of the most recent and effective (FIRM) or Flood Insurance Study (FIS) and noted as such on the sketch or site plans
- Copies of any previous correspondence with the VT ANR floodplain management section

**\* Applications will be returned if all the required documentation is not submitted to ANR \***

*The federal definition (44 CFR §59.1) of 'development' in a flood hazard area is defined as any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. All 'development' must be clearly identified on the submitted documentation in order for ANR staff to complete their review of the project.*

**Additional Information:** (when applicable)

Fluvial Erosion Hazard (FEH) Zone or ANR delineated River Corridor (RC)

- a) Extent of the FEH or RC shown on either the site plan, a printout from the ANR Natural Resource Atlas (see links below) or on a map produced by an ANR River Scientist.

Stream Alteration Permit (SAP) or determination from River Management Engineer (RME)

- a) Copy of issued SAP or project related comments provided by the RME, if applicable.

**ANR Watershed Management Websites:**

Flood Hazard Management - [dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection](http://dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection)

ANR Natural Resource Atlas - <http://anrmaps.vermont.gov/websites/anra5/>

**River Management Section Contacts:**

River Management Engineers - [dec.vermont.gov/watershed/rivers/river-management#regions](http://dec.vermont.gov/watershed/rivers/river-management#regions)

River Scientists - [dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/river-scientists](http://dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/river-scientists)

**Submittal of Documents:**

Municipal permit applications for flood hazard area development must be sent to the regional Floodplain Manager – [dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/floodplain-managers](http://dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/floodplain-managers)

Indicate when this project is on the local Board Hearing agenda: \_\_\_\_\_ at \_\_\_\_\_pm

Electronic version is online at:

[dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/after-a-flood](http://dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/after-a-flood)