

Floodplain Development Application Instructions

If you have questions on completing this form, please call (603) 352-5440 or email communitydevelopment@keenenh.gov



For Office Use Only:

Permit #	_____
Date	_____
Filled	_____
Rec'd By	_____
Property Address	_____

GENERAL INSTRUCTIONS

The complete permit requirements and application procedures are specified in the City of Keene [Land Development Code, Articles 23 & 25](#), though outlined here for reference. An applicant may request a pre-submission meeting with the Floodplain Administrator to identify any potential concerns with the project and to ensure the applicant is aware of all information that must be submitted with the application.

Floodplain development permit review is a process to ensure that any activities occurring within high hazard flood areas and the 100 year floodplain will not adversely impact the full function and capacity of this essential resource system.

A floodplain permit is required for any proposed construction or substantial improvement within the floodway or Special Flood Hazard Area in the City in accordance with the Floodplain Regulations in Article 23 of the Land Development Code.

An applicant for a floodplain development permit shall submit a completed application on the appropriate form to the Community Development Department and shall provide sufficient information to enable City Staff to evaluate the proposal for compliance with the Land Development Code. A completed application will consist of the required items outlined on page five (5) of this application.

ARTICLE 25.17.6 SUBMITTAL REQUIREMENT EXEMPTIONS

An applicant may make a request to the Floodplain Administrator to exempt their application from specific submittal requirements. The Floodplain Administrator shall have the authority to approve such exemption requests, based on the nature and scope of the proposal.

ARTICLE 25.17.8 FILING

Building permits for any construction or substantial improvement within a special flood hazard area shall not be issued unless a floodplain development permit has been issued. If this permit requires compensatory storage, the applicant shall provide written certification from a NH licensed engineer at the completion of the project that all storage has been provided so as to ensure no net loss of flood storage. Following completion of new construction or any substantial improvements or replacements, or that incurred substantial damage, or the placement or substantial improvements of a manufactured home, the applicant shall submit for review and approval, a completed copy of an Elevation Certificate signed and stamped by a qualified professional that includes the as-built elevation of the lowest floor of the structure and whether or not the structure has a basement. If a non-residential structure includes dry floodproofing, a completed copy of the Floodproofing Certificate for Non-Residential Structures signed and stamped by a qualified professional that includes the as-built elevation to which the structure was dry floodproofed and certification of floodproofing.

ARTICLE 25.17.10 SECURITY

The Floodplain Administrator may require security be submitted as part of the issuance of any floodplain development permit to ensure the submittal of an "As-Build" plan of the pre – and post – construction contours of the site, and the location, dimensions and contours of any compensatory flood storage areas, as well as to secure any other improvements or performance standards (e.g. sediment and erosion control).

ARTICLE 25.17.11 EXPIRATIONS

A floodplain development permit shall become invalid 1 year from the day it is granted., unless all required permits have been obtained, conditions of approval have been met, and at least 10% of the proposed fill has been placed on site or by some other objective measure, which in the judgement of the Floodplain Administrator, demonstrates that substantial construction has begun. The applicant shall submit evidence that all necessary state, federal, or local permits have been obtained prior to the expiration date. Expiration of a building permit or site plan approval shall result in an automatic expiration of the floodplain development permit.

Floodplain Development Application



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SECTION 1: CONTACT INFORMATION

I hereby certify that I am the owner in fee or the authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. All work will be performed in accordance with all applicable laws of the State of New Hampshire and the City of Keene.

OWNER	NAME/COMPANY:	
	MAILING ADDRESS:	
	PHONE:	
	EMAIL:	
	SIGNATURE:	DATE:
	PRINTED NAME:	

AUTHORIZED AGENT	NAME/COMPANY:	
	MAILING ADDRESS:	
	PHONE:	
	EMAIL:	
	SIGNATURE:	DATE:
	PRINTED NAME:	

SURVEYOR	NAME/COMPANY:	
	MAILING ADDRESS:	
	PHONE:	
	EMAIL:	
	PRINTED NAME:	

ARCHITECT	NAME/COMPANY:	
	MAILING ADDRESS:	
	PHONE:	
	EMAIL:	
	PRINTED NAME:	

ENGINEER	NAME/COMPANY:	
	MAILING ADDRESS:	
	PHONE:	
	EMAIL:	
	PRINTED NAME:	

SECTION 2: PROPERTY INFORMATION

Property Address:

Tax Map Parcel Number:

Zone per [Article 23.2.3 Flood Elevation Determination](#): AE A

CHECK ONE OF THE FOLLOWING:

Applying for construction within the floodway per [Article 23.3 Floodway Requirements](#):

Applying for construction within the floodplain per [Article 23.4 Floodplain Requirements](#):

Apply for Area of Special Flood Hazard Flood Study:

(required for all encroachment into a regulatory floodway and must be sealed by a registered engineer)

SECTION 3: OTHER PERMITS & CERTIFICATIONS

All necessary Federal, State or local permits must be obtained prior to a floodplain development permit can be issued.

Are other permits required from State or Federal jurisdictions for this project? Yes No

If yes, please indicated which apply and attach copies of the permits:

- | | |
|--|--|
| FEMA Construction Certificates including, Elevation, Floodproofing, Basement Floodproofing | |
| NHDES Shoreland Permit | NH/USACE General Permit |
| NHDES Wetlands Permit | USACE/Section 9 & 10 of Rivers and Harbors Act |
| NHDES Subsurface Systems Permit | Section 404 of Clean Water Act |
| NHDES Alteration of Terrain | Other: _____ |

SECTION 4: TYPE OF PROPOSED DEVELOPMENT

CHECK ALL THAT APPLY:

Structures

Type of Structure

Type of Development Activity

Residential

New Construction

Non-Residential

Addition to Existing Structure

To be elevated

To be floodproofed

Renovation/Repair/Maintenance

Manufactured Home

Other: _____

Accessory Structure

Other Development Activities

Functionally Dependent Use

Mining

Dock

Bridge or Culvert Construction/Alteration

Pier

Road Construction/Alteration

Other: _____

Fence or Wall Construction

Paving

Watercourse Alteration

Filling

Storage of Equipment or Materials

Grading

Sewage Disposal System

Dredging

Water Supply System

Excavation

Other: _____

Drilling

SECTION 5: WRITTEN NARRATIVE

Per [Article 25.17.5.B](#), provide a written narrative describing the type, scope and scale of the proposal, including the following:

(Use additional sheets, if required)

1. A description of the proposed development and the use or occupancy for which the proposed development is intended.
2. Calculations and diagrams prepared by a NH Licensed Engineer that demonstrate compliance with compensatory storage requirements of the Floodplain Regulations in Article 32.
3. The height of seasonal high ground water.
4. If the proposal involves work on an existing structure, a description of the total costs of the proposed work, including all materials and labor.

SUBMITTAL REQUIREMENTS

A complete application must include the following items and submitted by one of the options below:

- **Email:** communitydevelopment@keenenh.gov, with “**FLOODPLAIN APPLICATION**” in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for a Floodplain Development Application are outlined further in **Article 25.17** of the [Land Development Code](#).

NOTE: Other material and information as may be required by the Floodplain Administrator to determine conformance.

PROPERTY INFORMATION (Article 25.17.5.A)

(Sections 1 & 2, including map of the property subject to review that is sufficient to accurately locate the proposed work in relation to existing roads and waterbodies.)

OTHER STATE AND/OR FEDERAL PERMITS

(Section 3 criteria)

TYPE OF PROPOSED DEVELOPMENT

(Section 4 criteria)

WRITTEN NARRATIVE (Article 25.17.5.B)

(Section 5 criteria)

STAMP & APPROVED PLAN SETS (Article 25.17.5.C)

(A proposed condition plan (3 copies on 22" x 34" or larger and an electronic pdf file), signed and stamped by a NH licensed surveyor that identify the proposed construction, the property boundaries, the boundaries of special flood hazard areas, the base flood elevation, and existing and proposed contours a 1 ft. intervals)

HIGH INTENSITY SOIL SURVEY OR WETLAND DELINEATION (Article 25.17.5.D)

(Submit either a high intensity soil survey completed by a NH certified soil scientist or wetland delineation completed by a NH certified wetland scientist demonstrating that there are no wetlands within any proposed fill area.)

CERTIFICATION BY A NH LICENSED ENGINEER: (Article 25.17.5.E)

(That any proposed fill is free of hazardous or toxic substances. Prepared by Registered Engineer.)

CERTIFICATION BY A NH LICENSED ENGINEER OR ARCHITECT: (Article 25.17.5.F)

(If the proposal requires floodproofing that the design and methods of construction are in accordance with accepted standards for meeting the provision of the Floodplain Regulations in Article 23 and the National Flood Insurance Program.)

COMPLETED, SIGNED AND STAMPED FLOOD STUDY: (Article 25.17.5.G)

(If the application proposes encroachment into a regulatory floodway, a Flood Study is required by a NH licensed engineer.)

ZONE A PROPOSED DEVELOPMENT: (Article 25.17.5.H)

(Proposed developments in Zone A, either grater than 50-lots or greater than 5 acres, shall establish the base flood elevation(s) for the area subject to review, and shall include any data (e.g. hydraulic and hydrologic analyses) used to determine the elevation(s).

APPLICABLE FEES: (Article 25.17.5.I)

*(checks made payable to City of Keene, credit cards accepted via phone or in person-accepted at time of permit issuance)
Application Fee: \$50.00 + \$100.00 per acre (or portion thereof) of special flood hazard area proposed to be altered.*

SUBMITTAL REQUIREMENT EXEMPTIONS: (Article 25.17.6)

(An applicant may make a request to the Floodplain Administrator to exempt their application from specific requirements, which will be considered based on the nature and scope of the proposal.)